

MAY INTERNSHIP FACT SHEET 2018

What is the May Internship?

The internship is a 5 day experience for Concordia students that will equip you to run your organization or group, work with college administration, collaborate with other student leaders and develop your own leadership skills. Plus, you will spend time working on your own group's goals or just getting organized so that you can get a jump-start on the next year.

When is it?

The internship is Mon. May 7 – Fri. May 11

- It will be held on campus from 9am-5:30pm each day
- There will be optional evening social activities

A tentative schedule will be posted in April.

Who can apply?

Any current student (who is not graduating in May 2018) who will hold a **position of leadership next year**.

The position of leadership may be with a college program (Homecoming, Orientation), a student organization, within Student Government Association (including CEC, DEI, CMC), or perhaps a campus department/committee (Sustainability, Student Athlete Advisory Committee, International Community).

It's important that you will have **sufficient work/projects** to complete during the 30 hours of work time at the internship.

How do I apply?

Apply online by **Sunday, April 8 at 10pm** www.cord.edu/mayinternship

Read the [application tips and intern selection criteria](#) first please! There are no interviews for the internship.

Interns will be notified of their acceptance by Tues, April 10

What will I do/learn?

You will spend time learning more about your own personal strengths as they relate to leadership, you will have individual and group work time, you will learn from other student leaders about how to best collaborate with their organizations/programs, and you'll learn some technical skills for being successful next year (meeting facilitation, email etiquette, event planning, budget planning, etc).

On campus, you'll continue to have work time, but you'll also engage with campus administration/staff to learn more about how they can assist you in achieving your goals.

How much does it cost?

It is **free to students** to participate in the internship.

The entire internship is paid for by SGA/Office of Student Engagement.

We actually **pay YOU to participate**: you'll earn \$150 in the form of a stipend.

We buy some of your meals that week too (approximately 2 breakfasts, 2 lunches, and 1 dinner).

Where will I stay during the internship?

If you want to stay in on-campus housing for the dates of the internship, Residence Life has agreed to make that happen for our interns free of charge.

Otherwise, you can stay in off-campus housing.

For more information:

Contact Nathalie Rinehardt, Director of Student Engagement at nrinehar@cord.edu

APPLICATION TIPS

<p>Space in the May Leadership Internship is limited. Therefore, it is extremely important that you fill out your application for the May Internship in a manner that is both thoughtful and thorough. Interviews will NOT be conducted. Selection decisions will be made utilizing the application only and will be based on the selection criteria below.</p>	<p>It is HIGHLY RECOMMENDED that you meet with your individual organization adviser/program supervisor and/or one of the Student Engagement staff prior to completing your application. These individuals will be able to help you think through the information that you present on your application, especially which projects may be helpful for you to include in the section regarding your work time.</p>
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INTERN SELECTION CRITERIA

<p>Student must hold a formal leadership role in a student organization/campus program/department/committee for the upcoming academic year (minimum, for fall semester 2018).</p>	<p>Application must include evidence to indicate that all work time (approximately 30 hours throughout the internship) will be spent in a manner which is thoughtful, effective, and efficient and that projects worked on/completed during the internship will benefit the represented group in the upcoming year.</p>
<p>An attempt will be made to incorporate a broad range of student organizations/programs/departments.</p>	
<p>Priority will be given to students who are able to attend the internship in full, according to the dates and schedule section above.</p>	<p>Priority will be given to groups working on projects that would benefit from collaboration with other students, groups and college administration.</p>
<p>Individual must demonstrate a potential and desire to develop their personal leadership skills.</p>	<p>Selection may be based on the breadth, depth and scope of campus impact held by a particular group.</p>

Purpose of May Leadership Internship

(and what you will learn!)

The purpose of the May Leadership Internship is to increase the effectiveness and efficacy of student leaders by empowering and equipping them with information and knowledge related to leadership and management issues.

By participating in the May Leadership Internship, you will gain insight regarding:

Understanding How to Organize, Facilitate, and Effectively Lead within a Group
Learn how to effectively keep your group running and growing, even with all of the different personalities that will participate. Nuts and bolts information from facilitating discussion, to running meetings, to recruiting members, and more!

Translating your Leadership Experiences to Future Employers
Did you know employers are looking for leadership skills? You have the experience and knowledge needed, now spend time learning how to articulate that to employers. Whether on your resume, LinkedIn profile, or in an interview, spend time connecting campus engagement to career development.

Working with College Administration
Administrative professionals at Concordia want you to succeed as leaders in the coming year. Meet the people who can be of service to your organization, and learn who to go to with your questions.

Developing your Own Leadership Skills
Everyone has a unique capacity for leadership. Even if you already know a bit about yours, dig deeper into understanding how to use that leadership within your group and in your future vocation.

Collaborating with Other Student Leaders
Spend time networking and getting to know other student leaders on campus. Discover potential collaborative efforts to make the next year even more successful!

Get a Head Start on Next Year
With approximately 30 hours of work time at your fingertips, spend some time getting organized and starting to work on your organizational goals and initiatives. You will be able to hit the ground running in the fall!