

SMU Summer Youth Program

2017 Internships

POSITION OVERVIEW

SMU Continuing and Professional Education (CAPE) will offer multiple internship positions for its Summer Youth Program at SMU-in-Plano during the summer months. Interns will work closely with program staff and classroom instructors to facilitate workshops for students in first grade through high school. Through this internship, participants will gain hands-on teaching experience and will build instructional skills using a variety of techniques to facilitate activities and projects.

Interns will report to the Associate Director and will work directly with Summer Youth staff members and workshop instructors. Interns may apply for full-day (approximately 35 hours per week) or half-day (approximately 25 hours per week) positions, and all interns work Monday through Friday. Summer Youth Internships will run for 8 ½ weeks – from May 31 through August 4 (skipping the week of July 3 - 7). Interns also will have the opportunity for additional on-site training and classroom preparation on the SMU-in-Plano campus (in mid-/late-May).

This position is open to undergraduate or graduate students currently enrolled in an accredited college or university. Priority consideration will be given to students with previous experience working with children. The Summer Youth Program Internship is ideal for those wishing to gain experience with technology and/or art education, classroom teaching, or curriculum development. Interns must be willing to promote the mission of SMU CAPE/Summer Youth Program. **Interns must be 18 years old (on or before June 1, 2017) and authorize SMU to obtain consumer reports (credit and/or background checks).**

This position will be paid an honorarium of \$12 per hour.

LEARNING OUTCOMES

SMU Summer Youth Program interns will:

- Learn about the day-to-day operations and logistics of a summer camp
- Become familiar with classroom procedures, including daily set-up and clean-up
- Encourage students in projects and activities by modeling skills, providing constructive guidance, fostering collaboration, and problem-solving
- Gain understanding about the needs, abilities, and challenges of various students by working with children of different ages
- Perform other instructional and administrative duties as assigned

APPLICATION PROCESS

Please submit the following items (in one electronic submission or one packet):

- Completed application form
- Résumé
- Personal statement
- 2 letters of recommendation from academic and/or professional references (i.e. professor and/or employer)

We will consider applications on a rolling basis and will begin reviewing submissions and scheduling interviews in March.

Applications and inquiries may be addressed to:

Lisa Kays

Program Director, SMU Summer Youth Program

Associate Director, SMU CAPE (Continuing and Professional Education)

SMU Summer Youth Program

P.O. Box 750275

Dallas, TX 75275-0275

lkays@smu.edu

SMU Summer Youth Program

2017 Internship Application Form

NAME _____

PERSONAL INFORMATION

Permanent/Summer Address

PREFERRED Phone _____

PREFERRED E-Mail _____

CITY _____

ALTERNATE Phone _____

STATE _____ ZIP _____

ALTERNATE E-Mail _____

EDUCATION HISTORY

1. Institution _____
Major (s) _____

Graduation Date _____

Minor (s) _____

2. Institution _____
Major (s) _____

Graduation Date _____

Minor (s) _____

SCHEDULE AVAILABILITY & PREFERENCES

ALL internships work Monday – Friday at SMU-in-Plano. Please select your *preferred* schedule for summer 2017:

FULL DAY (8:30 a.m. – 4:30 p.m.) | 35 hours/week

HALF DAY: AM (8 a.m. – 1 p.m.) | 25 hours/week

HALF DAY: PM (12 – 5 p.m.) | 25 hours/week

Please select any weeks you expect to be UNAVAILABLE between May 31 and August 4:

Available **ALL** weeks

APPLICATION REQUIREMENTS

Résumé

Personal statement (250 – 500 words) regarding your interest in this internship and how it will enhance your academic experience and/or prepare you for a future career

Two letters of recommendation from academic or professional references (from non-family members)

Interns must be 18 years old (on or before June 1, 2017) and authorize SMU to obtain consumer reports (credit and/or background checks)

DIRECTIONS

Complete this form and submit it with the above required items. Incomplete applications will not be considered.

Electronic submissions may be emailed to lkays@smu.edu.

Hard copy applications should be submitted in one packet to:

Lisa Kays
SMU Summer Youth Program
P.O. Box 750275
Dallas, TX 75275-0275

We will consider applications on a rolling basis and will begin reviewing submissions and scheduling interviews in March.