SMU Summer Youth Program
2013 Internships

POSITION OVERVIEW

SMU Continuing and Professional Education (CAPE) will offer four 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 are asked to commit approximately 25 hours per week, Monday through Friday of each week. Summer Youth Internships will run for 9 weeks – from June 3 through August 9 (skipping the week of July 1 – 5).

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 art and/or technology education, classroom teaching, or curriculum development. Interns must be willing to promote the mission of SMU CAPE and to be able to pass a criminal background check.

This position will be paid an honorarium of $2000.

LEARNING OUTCOMES

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 envelope*, postmarked by **Friday, April 19, 2013:**

- completed application form
- Résumé
- Personal statement
- 2 letters of recommendation from a professor and/or employer

Incomplete applications will not be considered and no late materials will be accepted.
Recipients of the internship will be notified by May 3, 2013.

Applications and inquiries may be addressed to:

Lisa Kays
Associate Director
Continuing and Professional Education (CAPE)
Southern Methodist University | P.O. Box 750275 | Dallas, TX 75275
T: 214.768.1052 | F: 214.768.1071|LKays@SMU.edu

SMU Summer Youth Program
2013 Internship Application Form

NAME _____

PERSONAL INFORMATION

Current Address

_____

_____

Phone _____

E-Mail _____

Permanent Address

_____

_____

Phone _____

E-Mail _____

APPLICATION REQUIREMENTS

☐ Résumé

☐ Personal statement regarding your interest in this position and how it will enhance your academic experience and/or prepare you for a future career.

☐ Two letters of recommendation

1. Recommender's Name: _____
2. Recommender's Name: _____

EDUCATION HISTORY

Institution _____ Location _____

Degree _____ Degree Date _____

Major(s) _____ Minor(s) _____

Institution _____ Location _____

Degree _____ Degree Date _____

Major(s) _____ Minor(s) _____

DIRECTIONS

Complete this form and mail it with the above required items in **one packet postmarked by the application deadline to the address below.** Incomplete applications will not be considered, and no late materials will be accepted.

Summer Youth Internship
c/o Lisa Kays
Continuing and Professional Education (CAPE)
Southern Methodist University
P.O. Box 750275
Dallas, TX 75275

APPLICATION DEADLINE:

Friday, April 19, 2013

Recipients of the internship will be notified by May 10, 2013.