

## The Internship Experience

Your responsibilities as an intern will vary depending on the length of your internship, curriculum requirements and areas of interest. If you choose to work with Durham's Partnership for Children you will be an active participant in developing your internship experience. **The following is a list of possible activities and functions of the Partnership intern that will be carefully matched to the strengths and interests of the intern(s).** All interns participate in the daily operations of the agency and understand that this includes necessary office tasks and paperwork.

### NONPROFIT MANAGEMENT

- Interns work under the supervision of professional staff and carry out a variety of tasks as needed. This internship work is particularly appropriate for undergraduate and graduate students who are interested in learning the nuts-and-bolts of nonprofit management. Strong writing, analytical and reading comprehension skills are important. Excellent organizational skills and computer skills are desirable. Areas of involvement may include:
  - Board policy and administration; policy research and development
  - Early childhood research
  - Advocacy and public policy
  - Grant research and development
  - Resource development and fund development
  - Public relations and marketing including product development
  - Contracts & Human Resources

### PLANNING AND COORDINATION

- Plan and implement a program or activity(s) under supervision
- Plan, develop and implement a community service project(s):
  - Expose the community to early childcare concerns
  - Develop community ties and volunteer participation
- Plan and implement programs and/or activities that encourage further understanding of the Smart Start goals
- Design and implement programs and/or activities to encourage intercultural awareness and tolerance

### RESEARCH & EVALUATION

- Participate in program monitoring or evaluation visits and assist in the documentation process
- Prepare materials to evaluate programs and services
- Research and prepare foundation support information for raising additional dollars in the community
- Design and implement a research project or data collection report with Partnership staff that provides statistical research experience. Examples for available areas of research include: attendance, parent involvement, star ratings, demographics, success rates and budget issues.

## General Expectations of Interns

The following is a general description of the expectations for Durham's Partnership for Children interns.

### **Maintain a professional manner:**

- Submit a regular schedule
- Refrain from using slang and inappropriate language
- Dress appropriately
- No smoking
- Report on time; call if you are unable to attend
- Protect confidentiality at all times
- Work as a team player

### **Be involved and active in the Partnership:**

- Attend and participate in staff meetings, if applicable
- Formally present programs and/or activities you have developed or been involved with
- Become familiar with the roles of the professional and paraprofessional staff at Durham's Partnership for Children
- Become familiar with all aspects and services provided by Durham's Partnership for Children
- Become aware of community services, resources and educational facilities available to program participants

### **Remember to:**

- Be creative and enthusiastic; suggest new things
- Remain focused on Durham's Partnership for Children's goals and attentive to the Partnership's needs
- Consider the physical, mental, social, and emotional needs and/or limitations of projects.



# Intern Application

Date: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Phone 2: \_\_\_\_\_

Permanent Address: \_\_\_\_\_ Email: \_\_\_\_\_  
Permanent Phone: \_\_\_\_\_

Until what date will you be at the above non-permanent address? \_\_\_\_\_

Best times to contact you:  
\_\_\_\_\_

School: \_\_\_\_\_

Expected year of graduation: \_\_\_\_\_

Degree pursuing: \_\_\_\_\_ Major/Minor: \_\_\_\_\_

Will you receive academic credit as an intern/volunteer?  
\_\_\_\_\_

Semester(s) applying for:

Preferred start and end dates of your internship/volunteer experience:

Start:

End:

Number of days/hours available each week:

Do you need a decision by a specific date? When?