

# How to Apply

for a 2019 SHECP  
Summer Internship



**Shepherd Higher Education  
Consortium on Poverty**

1. Apply on-line at: [www.shepherdconsortium.org/internship-application](http://www.shepherdconsortium.org/internship-application)
2. You can save your application and return via a link to complete it within 30 days. **The application deadline varies by college. Typically, they are between October 15, 2018 and January 15, 2019.** For more information, contact your [college's internship director](#).

For the online application, you will be asked to:

3. Provide information about yourself, including contact information and permanent address.
4. Write a short essay as to “Why you are applying for this program?”
5. List relevant college courses you have taken that may have prepare you for this internship.
6. Highlight five internship placements in three different geographic locations that interest you professionally, academically, and/or personally. Each internship is listed in one of four categories: Legal/Business, Individual & Community Services, Healthcare/Wellness, Education/Youth Outreach.
  - a. Use [internship search database](#) to identify internship(s) that are related to each area; and,
  - b. Explain what interests you about each of these internships.
7. Write a short essay as to “What outcomes do you anticipate as a result of participating in this internship program. How do you see this impacting your future education and career?”
8. Write a short essay responding to the question, “Living and building community in SHECP cohort: What skills would you bring? What skills would you expect to develop?”
9. Upload a professional resume.
10. Provide the name and contact email for the person who will be writing a letter of recommendation on your behalf.
  - a. Independently from this online application, you will need to recruit a professor, supervisor, or other mentor who knows you to write a letter of recommendation on your behalf. S/he should send this letter via email to [dehartak@shepherdconsortium.org](mailto:dehartak@shepherdconsortium.org)
11. Indicate if you have some proficiency in a second or multiple languages.
12. Indicate if you expect to have access to a vehicle during the summer internship. This will not impact the success of your application and it does not commit you to drive. However, some placements require a vehicle and some locations require that at least one student have a vehicle.
13. When you have submitted your completed application, you will receive a confirmation email. Additionally, SHECP and your college internship director will receive a confirmation. If you do not receive an email, contact Amy DeHart immediately, (540) 458-8164.
14. Your internship director will contact you to schedule an on-campus interview, and, after the interview, will notify you about acceptance to the program.
15. Accepted interns will need to affirm your commitment to the program and review and sign a 2019 Participation Agreement before February 8.
16. SHECP is informed by member schools as to who is an accepted intern. SHECP will then contact you to set up a “matching conversation” to discuss a variety of possible placements. Most accepted interns will be matched with an agency by April 15.

[www.shepherdconsortium.org](http://www.shepherdconsortium.org)