NEWCOMB
Newcomb College Institute of Tulane University

Educating undergraduate women for leadership in the 21st century

Newcomb Student Leadership Internship Application

The Newcomb College Institute's Student Leadership & Engagement area is seeking a student intern for the Spring 2013 semester. This intern will be an integral part of the Newcomb team, helping with assessment of programs and opportunities at the Newcomb College Institute and planning and implementing co-curricular and leadership programs for undergraduate women at Tulane University. This internship is not paid, but the student will receive 3 credit hours for GESS 457 (Internship Studies). Please see below for internship qualifications and requirements.

Qualifications:

- Junior or senior standing preferred
- Completion of at least one research methods course at Tulane
- Ability to work independently to accomplish tasks and goals
- Interest in women's issues, assessment of programs, and/or student programming
- Effective oral and written communication skills
- Strong organization skills
- Creativity and ability to work in a fast-paced setting
- Ability to relate theory to practical settings

Requirements:

- 15-20 hours per week in the office
- 10 page reflection paper due at end of semester
- Weekly readings and discussions with NCI staff about topics in higher education and student affairs administration, with an emphasis on women's undergraduate experiences
- Intern will assist with assessment as well as various ongoing projects and programs that support the mission of the Newcomb College Institute.

The intern will develop skills and acquire valuable experience related to assessment and research of undergraduate women in a professional setting.

To apply for this internship, please complete the application form and return it to Charlotte Maheu, PhD in the Newcomb College Institute (Building #26) or via email at cmaheu@tulane.edu.
Applications are due by 5:00 pm on Tuesday, December 11.

For questions, contact Charlotte Maheu at (504) 314-7650 or cmaheu@tulane.edu.

Newcomb Student Leadership
Internship Application

Name _____ Student ID # _____

Email _____ Phone _____

Local Address _____

Major(s)/Minor(s) _____ GPA _____

Select: Freshman___ Sophomore___ Junior___ Senior___

Why does this internship interest you?

What are your strengths (in general)? What areas are you working to improve?

What are your academic strengths?

What do you hope to gain from this internship?

Campus Involvement/Leadership positions:

Volunteer/Work Experience:

Faculty Reference

Name _____ Department _____

Email _____ Phone _____

How do you know this professor? _____

_____

Working Schedule Availability

You should have a minimum of 15-20 hours per week to spend in our office working on projects in order to apply for this internship. We find that interns work best with blocks of time of at least 2 hours. Please note here what your expected availability would be for Spring 2013.
Please place an "X" in the boxes of the times that you are available.

	Monday	Tuesday	Wednesday	Thursday	Friday
9-10am					
10-11am					
11-12pm					
12-1pm					
1-2pm					
2-3pm					
3-4pm					
4-5pm					

Interview Availability

Please place an "X" in the boxes of the times that you are available to interview December 12-18.

	Wednesday (12/12)	Thursday (12/13)	Friday (12/14)	Monday (12/17)	Tuesday (12/18)
9-10am					
10-11am					
11-12pm					
12-1pm					
1-2pm					
2-3pm					
3-4pm					
4-5pm					