

Side by Side's Public Service Externship Program - June 2015

STUDENT OVERVIEW:

Side by Side's Public Service Externship Program is designed to provide 9th-12th grade students with an opportunity to gain practical public service experience as part of high school education. An externship is a method of experienced-based learning that focuses on giving students practical work experience, simply by pairing a Berkeley Carroll (BC) student with a BC parent willing to mentor and/or allow the student to shadow them in their professional work environment.

Benefits for Student Participants:

- Exposure to meaningful work and volunteer opportunities in the field of public service
- Improved understanding of the nonprofit and government sectors
- Gain a sense of connection and motivation to continue to volunteer in our community
- Learn and develop new interests and career-related skills
- Opportunity to reflect on and identify professional goals
- Strengthen oral and social interaction skills

Work and Credit Requirements -- It is assumed that BC students will be available Monday through Friday from 9:00am to 5:00pm and will be provided with a one-hour break for lunch daily. Students will not be paid, nor would they be provided a transportation stipend. The BC Parent Association will subsidize travel expenses for students that require and request financial assistance. All students and employers will be required to complete a one-page questionnaire upon the completion of each externship. Feedback will help guide program improvements for subsequent years.

Student Eligibility & Placement - Externships are available to exiting 9th-12th Grade students for the week of **June 15-19, 2015** and they will be required to complete an application which will request the student's top three individual placement choices. Students will also be asked to list their past volunteer experience and complete three brief essay questions. Applications that are incomplete and/or not approved by a parent/guardian will not be given consideration.

Applications are due by March 11, 2015 and will be reviewed by a volunteer, parent-led Public Service Externship committee and the school administration. Placements will be limited by the number of BC Parent Field Supervisor placements. Student selection will be based on the quality of applications and the Committee's ability to make the best student matches with the field placements available. Not all applicants will be guaranteed an externship placement.

2015 Program Timing

February: Public Service Externship Information Session - Week of 2/22/15

March: Student Application Deadline 3/11/15

April: Committee Selection by 4/11/15

May: Placement Announcements 5/2/15

June: One week Positions Offered 6/15-6/19/15

Berkeley Carroll School Parent Association

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STUDENT EXTERNSHIP APPLICATION - DEADLINE 3/11/15

Name: _____

Grade:_____

Advisor:_____

Home Tel:_____

Home Address:_____

Cell (optional):_____

Email:_____

2015 Timing:

| Length of Externship | Dates Available |
|----------------------|-----------------|
| 1 Week | June 16-20 |

****Please double confirm your availability. ****

Notes/Concerns/Travel Restrictions:

Preferred Organizational Area of Focus - Please Circle/Highlight Your Top 3 Choices

| | | |
|------------------------------|------------------------|--------------------------|
| Government | Health & Medicine | Human Rights |
| Museum/Cultural Organization | Social Service Program | Animal Rights |
| University | Hunger | Emergency/Global Relief |
| Science Research Facility | Housing | Social Venture |
| Education | Job and Workplace | Social Impact Think Tank |
| Media, Library & Info. | Youth Service Agency | Philanthropic Foundation |
| Recreation & Camps | Senior Care | Corporate Responsibility |

Other/Additional Details:

Preferred Externship Job Function - Please Circle/Highlight Your top 3 Choices

| | | |
|----------------------|------------------------------|--------------------|
| Management | Fundraising | Research |
| Accounting & Finance | Direct Social Services | Health & Medical |
| Operations | Marketing/ Communications | Counseling & Care |
| Legal | Technology | Volunteer Outreach |

| | | |
|-----------------|----------------|-------------|
| Human Resources | Administrative | Grantmaking |
|-----------------|----------------|-------------|

Other/Additional Details:

Berkeley Carroll School Parent Association

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Please List Your Past Volunteer Experience

| Agency Served | Volunteer Job Function | Length of Service | Interest Level High, Medium, or Low |
|---------------|------------------------|-------------------|--|
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If you could work in government, education or for a nonprofit organization, what would be your ideal job?

What would you like to achieve during the externship?

How do you think participating in this Externship could affect your academic choices and/or career goals?

☐ Yes ☐ No Transportation Stipend for MetroCard Needed

Student hours will not be automatically credited towards Berkeley Carroll's community service requirement, but would be at the discretion each individual Field Supervisor and the Upper School Director based on the type of work you were doing.

I acknowledge and agree that signing this release is a condition of _____
(the Student) participating in the Parent Association Side by Side Public Service Externship Program beginning in June 2015. I also understand that there are risks relating to a Student's participation in the Program. I further understand that the program is not sponsored by Berkeley Carroll School and that participants in the Program are not covered by Berkeley Carroll's liability insurance, nor are students

covered by the School's accident insurance. I hereby release and hold harmless the School, its trustees, administrators, agents and employees, the Berkeley Carroll Parent Field Supervisor, and the selected Host Organization, from any responsibility and liability for any claim, injury or loss of any kind resulting from or arising in connection with such participation.

BC Student Signature

Date

Parent/Guardian Signature

Date