

# HAGEN CENTER CIVIC INTERNSHIP PROGRAM

May 30th-July 28th, 2023

The Hagen Center's Civic Internship Program combines an internship with opportunities to engage with local leaders and to network with Wittenberg alumni. The program helps students develop skills and knowledge to be active and engaged citizens. They will learn from local leaders how communities work towards collective goals and how the work they do in their internship contributes to the building of a stronger community.

## GENERAL OVERVIEW

- The Hagen Center Civic Internship Program is from May 30th-July 28th (some positions may request a longer term).
- Most summer positions are **\$10.25 per hour and 37 hours per week**.
- You will spend the first three days with the Hagen Center staff for orientation.
- We will have **weekly gatherings (meal provided)** with group discussion focused on skill development needed to be active and engaged citizens.
- During the last week of the internship, we will host a celebration where interns will provide a visual reflection on their experience. Interns will also submit a final written self-reflection.
- The Hagen Center will pay for campus housing for the designated dates of the internship. (you are responsible for paying for any additional housing).
- Hagen Center typically does not provide transportation.

## HOW DO I APPLY AND WHAT IS THE TIMELINE

- Positions will go live on Handshake on February 16th, and you must **attend an interest meeting on February 14th or 15th at 4:30pm (201 Shouplin) and have at least a 2.5gpa to be eligible to apply.**
- Applications will be **due by Friday, March 3rd**. Most sites require students to submit a resume, cover letter and reference as part of the application.  
\*Please contact Career Services for assistance with resume and cover letter before applying.
- We suggest you apply to **at least three** internships.
- You will start to hear back from sites who are interested in interviewing you about a week after applications are due and they will contact you directly to set up interviews.
- In most cases, when a site offers you a position, you will have 48 hours to accept or decline.
- Once you accept a position, you will not be able to accept a different offer.
- Offers and positions will be finalized by the end of March.

## SUMMER HOUSING

The Hagen Center will cover campus housing during the designated dates of the internship (including a day to move in and move out). If you need housing before or after the internship dates, you will be responsible for paying for that housing and Residence Life will bill you by the week. You will submit a housing request by the summer housing deadline directly to Residence Life. Summer housing is typically in Sprecher/Keller, or there may be the option of staying in your current off-campus housing.

**IF YOU HAVE QUESTIONS, PLEASE DON'T HESITATE TO CONTACT  
KRISTEN COLLIER, ASSOCIATE DIRECTOR, HAGEN CENTER  
KCOLLIER@WITTENBERG.EDU OR 937-327-7523**

