

# HAGEN CENTER CIVIC INTERNSHIP PROGRAM

May 28th-July 26th, 2024

The Hagen Center's Civic Internship Program combines an internship with opportunities to engage with community leaders. The program helps students develop skills and knowledge to be active and engaged citizens. Students will learn how communities work towards collective goals, build habits of a civic professional, and develop mutually beneficial connections.

## GENERAL OVERVIEW

- The Hagen Center Civic Internship Program is from May 28th-July 26th (some positions may request a longer term).
- Interns are paid through Wittenberg student employment (we anticipate the wage will be **at least \$10.60 per hour**).
- Interns work no more than 30 hours per week on-site.
- Interns spend the first three days with the Hagen Center staff for orientation.
- Interns attend paid **weekly gatherings (meals provided)** with group discussion focused on skill development needed to be active and engaged citizens.
- Intern positions are with non-profits who offer numerous opportunities related to a variety of majors (including, but not limited to communications/marketing, program development/planning, fundraising, youth development, recreation, event planning, community gardening/sustainability, research/data mapping).
- During the last week of the internship, interns provide a visual reflection on their experience and submit a final written self-reflection.
- The Hagen Center pays for campus housing for **the designated dates of the internship** (students are responsible for paying for any additional housing).
- Typically, students need to have their own transportation or use public transportation.

## HOW DO I APPLY AND WHAT IS THE TIMELINE

- Positions go live on Handshake on February 16th, and students must **attend a mandatory interest meeting and have at least a 2.5gpa to be eligible to apply**.
- Applications are **due by 11pm on Wednesday, March 6th**. Most sites require students to submit a resume, cover letter and reference as part of the application.  
*\*Please contact Career and Professional Development for assistance with resume and cover letter before applying.*
- We suggest students apply to **at least three** internships.
- Students will start to hear back from sites who are interested in scheduling an interview about a week after applications are due and the sites will contact students directly.
- In most cases, when a site offers a student a position, they will have 48 hours to accept or decline. If a student accepts a position, they will not be able to accept a different offer.
- Offers and **hiring for 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 students need housing before or after the internship dates, they will be responsible for paying for that housing and Residence Life will bill them for that cost. Students 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 to stay in current off-campus housing.

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

