Program Information

F&M Works in Lancaster

Through F&M Works in Lancaster, now in its fifth year, 35 students will be paid by the College to work in the community with non-profit organizations. The Interns will be paid a competitive wage to work for 10 hours/week for the entire academic year starting in fall 2016. Based on the principle of reciprocity, F&M Works enables students who are passionate about social issues to further develop programs and partnerships that support community need. In turn, F&M helps organizations build capacity while providing students with real-world experience.

All internship job descriptions will be shared via our Google folder for students to review. Students are invited to apply for up to three separate internships. The Ware Institute, in consultation with community organizations, will select qualified individuals for the interview phase. All interviews will be scheduled in late March. Placements will be finalized in April.

How to Apply:

1. Be sure to update and polish your resume! We encourage you to visit the Office of Student and Post Graduate Development for guidance on crafting a professional, one-page resume.

2. Customized cover letters are required for each application.

3. We strongly encourage you to print the corresponding job description for each application you plan to submit. It will serve as a handy reference while completing the application.

4. You will need to provide the name of a professor or staff member who is willing to supply a recommendation if required. The Ware Institute will contact the individual if you are invited to move forward to the interview phase. It is your responsibility to ask if they are willing to provide a recommendation.

Frequently Asked Questions

Can I apply for an internship if I am going abroad?
Unfortunately, students who already have plans to go abroad during the 2016-2017 academic year are not eligible to apply for the F&M Works in Lancaster program for this year. All of our current internships are for a full academic year.

Does this program apply to only work-study students or all students?
All rising sophomores, juniors and seniors with a 2.7 GPA or higher are eligible to apply for the program! Not just work-study students.

Can I apply for an internship if I already have an on-campus job?
Students are not permitted to have more than one job. Even if one job is "on-campus" and the other is in the community. If you are expected to return to an on-campus job you will need to inform your supervisor that you are not returning as soon as you are selected for an F&M Works internship.
Can I apply as an international student with an F-1 visa?
Yes. However, you are required to apply for and be approved for Curricular Practical Training (CPT) in addition to your internship. You must have a declared major before applying for CPT. Please contact Jackie Haring in the Office of International Programs for further information.

Can I apply for an internship if I am a permanent resident but not a citizen?
Yes.

How does it work? Do I apply for the F&M Works in Lancaster program or do I apply for a specific internship?
After reviewing the internship descriptions you may choose to apply for up to three specific internships.

Do I submit a generic resume and cover letter or should it be specific to the internship for which I am applying?
Your cover letter must be directed to the F&M Works in Lancaster program and must reflect your interest in the specific internship. Your resume does not necessarily need to be changed, however it's a good idea to practice creating a custom resume as well. When applying to more than one internship, please be sure that your skills, experiences and interests align well with each internship. Applying to multiple internships will not automatically improve your chances of being selected for an interview. You will be required to submit separate cover letters for all internships.

If I cannot commit to 10 hours per week for the entire academic year, can I still apply for the program?
While your specific hours may need to be adjusted to accommodate your spring classes, you must commit to your internship for the entire year. It will be your responsibility to work with your on-site supervisor to determine a mutually agreeable schedule.

Questions?

Please contact Adriana Atencio, F&M Works Program Manager, or call the Ware Institute at 717-358-5921.

Program Expectations for F&M Works
Following is a summary of the expectations for the F&M Works program. Once the placement is finalized, the Intern, a representative from F&M and a representative from the community partner will all be required to sign a Memorandum of Understanding that documents the terms of the agreement.

I. Role of the Community Partner
   a. Provide orientation and training for the intern
   b. Assign a staff member who will provide the intern with ongoing supervision and support and monitor his/her progress
   c. Communicate with the Ware Institute in a timely and responsive manner
   d. Provide meaningful opportunities for the intern to apply his/her skills and knowledge
   e. Provide a safe and appropriate working environment
   f. Help assess the impact of F&M Works in Lancaster on the community
   g. Provide structured feedback on intern performance
II. **Role of the F&M Works Intern**

a. Adhere to organizational policies and procedures including the confidentiality of the organization and client information
b. Perform respective duties with integrity, enthusiasm and professionalism at all times
c. Participate in evaluation of the placement and the program
d. Establish a work schedule that accommodates community partner’s needs and the academic schedule
e. Agree to commit to the placement for the entire academic year
f. Agree to prioritize attendance at all training, reflection and professional development meetings

III. **Role of the Ware Institute and Franklin & Marshall College**

a. Communicate with the community partner in a timely and responsive manner
b. Train Interns in professionalism and etiquette in the workplace
c. Work with the community partner to facilitate reporting on and evaluation of the program and the intern
d. Oversee the management of any issues related to the intern and/or placement
e. Ensure a highly selective process for choosing and placing interns
f. Respect and value the investment made by the community partner