Program Descriptions

**F&M Works in Lancaster**

F&M Works in Lancaster, now in its fourth year, will pay up to 30 students to work in the community with non-profit organizations. The F&M Works Interns will be paid above minimum wage to work for 10/hours per week for the entire academic year starting in fall 2015. Based on the principle of reciprocity, this initiative allows students who are passionate about social issues to further develop programs and partnerships that support community need. F&M will help organizations build capacity while providing students with real-world experience.

All appropriate F&M Works Intern Request will be posted on our website for students to review. Students can apply for up to three different internships. Once selected to move forward to the interview phase, candidates may be invited to interview for up to three opportunities. All interviews will be scheduled in late March and community partners will be invited to participate. *Please review the program expectations on the following page.*

**PSSI (Public Service Summer Internship)**

PSSI Interns work in the Lancaster community for eight weeks in the summer (June and July). Each Wednesday, the interns gather at F&M for workshops and reflection with Ware Institute staff in addition to completing service projects in the afternoon. This internship experience enables students to make a significant contribution to the community while acquiring meaningful professional experience that can impact career choices.

All interested students apply to the PSSI program – *not to specific internships.* Admittance into the program is awarded through a very selective interview process. Once the twelve interns are selected, they consult with Ware Institute staff to identify opportunities that match their skills and interests. Students may be given the opportunity to follow up with organizations in early March to request additional interviews and then placements will be finalized by early April. The Ware Institute makes the final decisions on placements.

The Ware Institute will provide orientation and training for the interns during the first week of June and the internships will begin on site on Monday, June 8, 2015 and conclude on Friday, July 31, 2015. Students will work full-time for 32 hours/week except on Wednesdays when they are required to attend programming at F&M.

**Questions?**

Please contact Lisa Wolfe, or call the Ware Institute at (717) 291-4164.
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 F&M Works 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 and challenging 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 evaluating 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 F&M Works 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