
THE STEPPINGSTONE SUMMER INTERNSHIP

2007 Position Description and Application

▲ **The Steppingstone Academy, Boston**

“One can never consent to creep
when one feels the impulse to soar.”

- Helen Keller

The Steppingstone Summer Internship
155 Federal Street, Suite 800
Boston, MA 02110
T: 617.423.6300 ▲ F: 617.423.6303

THE STEPPINGSTONE SUMMER INTERNSHIP

Summer 2007 Position Description

The Steppingstone Foundation is a non-profit organization, which runs academic programs that provide educational opportunities for motivated Boston schoolchildren. The Steppingstone Academy prepares fifth-, sixth-, and eighth-grade students from Boston to enter and succeed at top independent or public exam schools. Once accepted to a Steppingstone program, Scholars participate in 14 months of intensive academic preparation followed by placement assistance and support throughout high school and college. Steppingstone seeks interns who are highly energetic self-starters and eager to be part of an active school environment.

The summer internship at Steppingstone provides talented college students with an opportunity to learn about careers in education and the non-profit sector through first-hand experience working with children in an academically rigorous program. This six-week internship grants significant exposure to different facets of Steppingstone programs, including direct curricular, non-curricular, and administrative responsibilities. Participants work closely with other Steppingstone Interns, staff, and faculty members on projects both in and outside of the classroom. Interns meet regularly with the Internship Coordinator and their mentor teachers. Interns also attend weekly seminars on various relevant topics in education. Eligible candidates should have completed their sophomore, junior, or senior year. It is helpful for candidates to have attended an independent or public exam school. Steppingstone will hire up to five interns for the 2007 summer session.

Intern responsibilities include:

Curricular:

- Co-teaching one to two sections of a core subject class, a homeroom, and a weekly elective
- Conducting structured observations of classes
- Meeting weekly with a mentor teacher for curriculum planning, development, and feedback
- Directing the summer tutoring sessions and providing academic help during study hall
- Assisting with the proctoring of practice standardized tests
- Attending weekly faculty meetings
- Substitute teaching as needed

Non-Curricular:

- Organizing of Community Showcase
- Meeting weekly for seminars and workshops with the Internship Coordinator
- Keeping a journal that reflects summer experiences
- Assisting in the supervision of arrival, dismissal, lunch, and recreational periods

Administrative:

- Providing logistical support for the administrative staff

Schedule:

Steppingstone summer session classes meet Monday through Friday for six weeks from early-July through mid-August. This commitment will also include a two-day orientation in June. Interns will be paid a stipend of \$2,750. Housing is not included.

The Steppingstone Foundation is an equal opportunity employer and will not discriminate against any individual, employee, or application for employment on the basis of race, color, marital status, religion, age, sex, sexual orientation, national origin, or handicap, as defined by law.

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Application

Name: _____

College: _____

Address: _____

Telephone: _____ Email: _____

Permanent Address: _____

How did you learn about Steppingstone? _____

Please check subject areas of greatest interest for teaching: math English/Language Arts
 humanities science
 other: _____

Complete applications will include:

- A résumé
- An official college transcript
- Two recommendations. Copies may be made from the form supplied in this application. One recommendation should be written by a college employee (example: professor, dean, coach) and one should be written by a past employer. *Please note that recommendations and transcripts may be mailed with the essays and résumé or they may be sent directly to the address below.*
- Respond to the following questions on a separate sheet of paper. Approximately *one to three paragraphs* should be sufficient for each.

1. Do you hope to pursue a career in education or in the not-for-profit sector in the future? If so, do you have a specific career path in mind? Please describe.
2. During the summer, Interns have the chance to work with students and teachers in a classroom environment, as well as perform administrative duties as described on the cover of this application. Given the job description, please describe why the Internship seems like a good match for your skills. What opportunities do you see yourself exposed to? What do you anticipate may be some of the challenges?
3. How might your personal and/or work experience(s) prepare you for working effectively with Steppingstone Scholars?
4. Please list and briefly describe any experience(s) you may have had coordinating activities or events within an organization.

Please return your application by **Monday, February 12, 2007** to:

The Steppingstone Summer Internship

155 Federal Street, Suite 800 | Boston, MA 02110 | or via fax to 617.423.6303

THE STEPPINGSTONE SUMMER INTERNSHIP

Recommendation

Applicant's Name: _____

Recommender's Name: _____

School/Company: _____ Address: _____

Telephone: _____ Email: _____

In what capacity and for how long have you known this applicant? _____

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We are looking for motivated and mature summer interns who are able to communicate effectively with adults and students of different ages and backgrounds, to work well with others, to maintain a sense of authority in the classroom, to take initiative, and to accept constructive feedback. Steppingstone would appreciate your evaluation of the applicant's potential success as a summer teaching Intern. If possible, compare the applicant to other students you know with similar career goals or summer job interests. Please rate the applicant below.

	Above Average	Average	Below Average	
Communicates effectively with:	1	2	3	NA
-adults of different backgrounds				
-students of different ages and backgrounds				
Displays motivation and maturity				
Works well with others				
Manages classroom effectively				
Takes initiative				
Accepts constructive feedback				

On a separate sheet of paper, please tell us why you think this candidate would be successful in his or her role as a Steppingstone Intern. All comments will be confidential.

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Please contact 617.423.6300 x239 or visit <http://www.tsf.org> with questions.

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