

RSSI Student Application 2025

The **Rutgers Scarlet Service Internship (RSSI) Program** provides Rutgers sophomores and juniors from Rutgers-Camden, Newark, and New Brunswick with an opportunity to earn up to \$5,000 while interning for a minimum of 150 hours in no less than 10-12 weeks during the summer at a public service non-profit organization or direct-service government office. These are in-person internships where students will work in person for 75-100% of their hours.

Students also participate in a three-credit concurrent virtual, asynchronous internship course designed to explore and engage with the topic of public service and civic engagement while building their career readiness and professionalism skills. You can read more here: careers.rutgers.edu/rssi.

Eligibility for RSSI Program: Current sophomores and juniors with a 2.5 minimum GPA (61-91 credits by end of Spring 2025); Students who have already participated in RSSI are not eligible to reapply for RSSI. Transfer students are eligible to apply without a current Rutgers GPA-- GPAs will be checked following the posting of fall grades to determine eligibility.

Note: This application is **ONLY** for the Rutgers Scarlet Service Internship (RSSI) Program. If you are interested in applying for the Rutgers Scarlet Service in Washington, DC (RSS-DC) Program, you can learn more and apply here: governmentrelations.rutgers.edu/scarlet-service-dc

All materials must be submitted via this form by Monday, November 18 at 12:00 pm noon. It is important to note that students cannot save draft version(s) of this form and return to it later. You must complete and submit the application in one sitting.

RSSI Application Overview

Before completing your application(s), **please collect/draft the following items: resume, unofficial transcript, contact information for two references, and responses to your essay questions.**

- 1. General Applicant Information**
- 2. General Academic Information**
- 3. Required Supporting Documentation:**
 - **Resume:** One page preferred, two pages maximum
 - **Unofficial Transcript:** Rutgers transcript, including your current semester of classes. If you are transfer student and have been at Rutgers for less than one academic year, please include transcripts from previous colleges/universities.
 - **Two References:** Provide the name, title, organization, phone number, current workplace, and email address of two contacts who can speak to your experiences and work ethic. References can include advisors, faculty, staff, supervisors, etc. Your references should not be related to you, and one should be academic. Reference

checks are conducted when more information is needed to determine between two or more equal candidates.

4. RSSI Essay Questions

- a. Why are you applying, what do you hope to get out of RSSI, and why should you be selected? Please describe your interest in public service and how it might relate to your career goals. Applicants are encouraged to include previous relevant experience or related personal experiences. (300 words or less).
- b. Tell us about a time you had to work with someone who had a different viewpoint than you. How did you approach the situation to come to an understanding or resolution? Reflect on how this situation may help you to intern in public service. (200 words or less).
- c. Tell us about a time you had to overcome a challenge or obstacle at school or in the workplace. Describe your approach to the situation and what motivated you to persevere. What did you learn from this experience? (200 words or less).
- d. Is there anything else we should know about you? (optional)

5. General Internship Questions

6. Applicant Affirmation

Completing the RSSI Program Essay Prompts

Before completing the RSSI Program essay prompts, **please collect/draft your responses to the essay questions.** The essay prompt responses will allow the selection committee the opportunity to learn more about each candidate. **Please craft your responses in a word processing application (MS Word, Google Doc, etc.) to ensure your answer is within the noted word limit of each essay prompt.**

NOTE: *Plagiarism and the use of generative artificial intelligence (AI) tools and apps, including ChatGPT and other AI writing assistants, are strictly prohibited from completing this application. Using generative AI and/or plagiarism for any responses submitted in this application will result in immediate disqualification and students will be referred to academic integrity for further review.*

When you submit your application, you will see a confirmation screen and receive a copy of the submitted application to the email you provided.

All students will be notified of their program status by mid-January 2025. Selected students must confirm acceptance prior to participating in interviews with internship sites.

General Applicant Information:

1. First Name: (should match the name on your Rutgers account)
2. Last Name: (should match the name on your Rutgers account)
3. Preferred First Name:
4. Rutgers University ID Number (RUID):
5. Net ID:
6. Preferred Email Address:
7. Cell Phone Number:
8. Hometown:
9. County where hometown is located:
10. Citizenship Status (this information is confidential and will only be used to process stipend and tax information if accepted):
 - a) US Citizen
 - b) Permanent Resident
 - c) International Student
 - d) Other
11. Optional - Gender Pronouns:
 - a) he/him
 - b) she/her
 - c) they/them
 - d) he/they
 - e) she/they
 - f) Other

12. Optional - Race/Ethnicity (mark all that apply):
- a) Asian American/Pacific Islander
 - b) Black/African-American
 - c) Latina/o/x/e
 - d) Native American/Alaska Native/Native Hawaiian
 - e) Middle Eastern/North African
 - f) White/Caucasian
 - g) Multi-racial
 - h) Other
13. Optional - Are there languages other than English in which you are fluent or have a working proficiency?
- a) Arabic
 - b) Cantonese and/or Mandarin
 - c) Farsi
 - d) French
 - e) Haitian Creole
 - f) Hindi, Bengali, and/or Marathi
 - g) Korean
 - h) Polish
 - i) Portuguese
 - j) Russian
 - k) Spanish
 - l) Ukrainian
 - m) Other
14. Optional - Do you identify with any of the following?
- a) EOF Student
 - b) First-Generation College Student
 - c) Pell Grant Recipient
 - d) Student Athlete
 - e) Veteran/Military-Affiliated Student

General Academic Information:

1. Primary Campus:
- a) Rutgers-Camden
 - b) Rutgers-New Brunswick
 - c) Rutgers-Newark

2. Display This Question if Primary Campus = Rutgers-Camden- Primary Academic School (Undergraduate Only):
 - a) College of Arts and Sciences
 - b) Rutgers-Camden Honors College
 - c) School of Business
 - d) School of Nursing
 - e) University College
 - f) Other

3. Display This Question if Primary Campus = Rutgers-New Brunswick- Primary Academic School (Undergraduate Only)- you may select multiple:
 - a) Douglass Residential College
 - b) Edward J. Bloustein School of Planning and Public Policy
 - c) Mason Gross School of the Arts
 - d) Rutgers Business School - New Brunswick
 - e) Rutgers Honors College
 - f) School of Arts and Sciences
 - g) School of Communication and Information
 - h) School of Engineering
 - i) School of Environmental and Biological Sciences
 - j) School of Management and Labor Relations
 - k) School of Nursing - New Brunswick
 - l) School of Social Work
 - m) Other

4. Display This Question if Primary Campus = Rutgers-Newark- Primary Academic School (Undergraduate Only):
 - a) School of Arts and Sciences
 - b) School of Criminal Justice
 - c) School of Nursing - Newark
 - d) School of Public Affairs and Administration
 - e) Rutgers Business School - Newark
 - f) Rutgers Newark Honors College
 - g) Other

5. Major (declared or anticipated):
6. Minor (if any):
7. Are you a transfer student to Rutgers? (Note: Transfer students are eligible to apply)
 - a. Yes
 - b. No
8. If yes, what semester and year was your first semester at Rutgers?
9. GPA (Overall Cumulative GPA): On a 4.0 scale. Transfer students should list most recent overall cumulative GPA.
10. Expected graduation date: (MM/YY)
Note: Only current sophomores and juniors are eligible to apply

Required Supporting Documentation

Two Reference Contacts: Please provide the name and email address of two contacts who can speak to your experiences and work ethic. References can include advisors, faculty, staff, supervisors, etc. At least one contact should be an academic reference. Contacts should not be related to you. Reference checks are conducted when more information is needed to determine between two or more equal candidates.

1. Reference Contact #1:
 - a) Reference Contact First Name
 - b) Reference Contact Last Name
 - c) Reference Contact Title
 - d) Reference Contact Organization
 - e) Reference Contact Current Workplace (This answer may be the same as the organization named above if the reference is still working there)
 - f) Reference Contact Phone Number
2. Reference Contact #2:
 - a) Reference Contact First Name
 - b) Reference Contact Last Name
 - c) Reference Contact Title
 - d) Reference Contact Organization
 - e) Reference Contact Current Workplace (This answer may be the same as the organization named above if reference is still working there)
 - f) Reference Contact Phone Number

Attach Supporting Documents

Click on 'Choose File' button below to upload each of the required documents. All files must be in Adobe PDF or MS Word format and include applicant name on top of first page.

1. **Resume:** One page preferred, two pages maximum.
2. **Unofficial Transcript:** Unofficial Rutgers transcript (download and save as Adobe pdf file or copy/paste into MS Word document). Transfer students must attach unofficial transcript from previous college and class list for current semester. All files must be in Adobe Acrobat (pdf) or MS Word (.doc/.docx) format. Students with grade concerns are welcome to upload a narrative explanation in additional attachment field.
3. **Optional: Additional Attachment** Secondary transcript (transfer students) or narrative explanation. Please ensure your name is included in this attachment.

RSSI Essay Prompts

Essay prompts will allow the selection committee the opportunity to learn more about each candidate. Provide a thorough response that fully answers the prompts. **Please craft your responses in a word processing application (MS Word, Google Doc, etc.) to ensure your response is within the noted word limit of each essay prompt.**

1. Why are you applying, what do you hope to get out of RSSI, and why should you be selected? Please describe your interest in public service and how it might relate to your career goals. Applicants are encouraged to include previous relevant experience or related personal experiences. (300 words or less)
2. Tell us about a time you had to work with someone who had a different viewpoint than you. How did you approach the situation to come to an understanding or resolution? Reflect on how this situation may help you to intern in public service. (200 words or less)
3. Tell us about a time you had to overcome a challenge or obstacle at school or in the workplace. Describe your approach to the situation and what motivated you to persevere. What did you learn from this experience? (200 words or less)
4. Is there anything else we should know about you? (optional)

Internship Information:

1. Have you ever completed an internship (paid or unpaid) as an undergraduate student?
 - a) Yes, I completed an internship before as an undergraduate student or currently have one this term. (Please ensure this is on your resume)
 - b) No, I have never had an internship as an undergraduate student. This would be my first.

2. Display This Question If I understand that in completing this application, I am applying only for the Rutgers Scarlet Serv...= Yes, I understand. Or I understand that in completing this application, I am applying only for the Rutgers Scarlet Serv... = -Rank order the **public service pathways** that most interest you for the **RSSI Program**: (1: most interested, 5: least interested)
 - **Community Engaged Learning and Research:** Connecting coursework and academic research to community-identified concerns to enrich knowledge and inform action on social issues.
 - **Community Organizing and Activism:** Involving, educating, and mobilizing individual or collective action to influence or persuade others.
 - **Direct Service:** Working to address the immediate needs of individuals or a community, often involving contact with the people or places being served.
 - **Philanthropy:** Donating or using private funds or charitable contributions from individuals or institutions to contribute to the public good.
 - **Policy and Governance:** Participating in political processes, policymaking, and public governance.

3. Select all of the **public service sectors** you're interested in interning for through the **RSSI Program**:
 - a. Accessibility
 - b. Civil Rights
 - c. Economic Rights
 - d. Education
 - e. Environmental Sustainability
 - f. Food Insecurity
 - g. Healthcare
 - h. Housing
 - i. Immigration
 - j. Incarceration
 - k. LGBTQIA+
 - l. Local Government (policy, legislation)
 - m. Mental Health
 - n. Racial Justice
 - o. Transportation
 - p. Women's Rights

4. Select ALL of the **job functions** in which you have an interest in working in the **RSSI Program**:

- a) Accounting
 - b) Advertising, Media, Public Relations
 - c) Community & Social Services
 - d) Data & Analytics
 - e) Design/Art
 - f) Education/Teaching/Training
 - g) Environmental/Sustainability
 - h) Event Planning
 - i) Fundraising
 - j) Human Resources/Administration
 - k) Information Technology
 - l) Marketing
 - m) Political Organizing/Lobbying
 - n) Project Management
 - o) Research
 - p) Social Media
 - q) Web Development
 - r) Writing/Editing
 - s) Other
5. Rank order the **geographical regions** that you prefer to work during the summer **for the RSSI Program** (1: most interested, 5: least interested)
- Southern New Jersey
 - Central New Jersey
 - Northern New Jersey
 - New York City
 - Philadelphia Region
6. Is there a region(s) in which you are unable to work this summer **for the RSSI Program**? Select all that apply (if any).
- a) Southern New Jersey
 - b) Central New Jersey
 - c) Northern New Jersey
 - d) New York City
 - e) Philadelphia Region

7. If selected **for the RSSI Program**, which modes of transportation will you have access to and are willing to utilize in order to commute to and from your summer internship?
 - a) Bus
 - b) Car/Personal Vehicle
 - c) NJ Transit
 - d) PATH Train
 - e) NYC Subway
 - f) Septa
 - g) Other

8. Have you applied or are you planning to apply to another Rutgers summer internship program? (ie. Rutgers Scarlet Service in Washington, DC (RSS-DC) Program, Camden Chancellor's Mayoral Internship, Eagleton Washington DC Internship Award, Mellon Grant Fellowship Program, Newark Humanities Price Scholars, etc.)
 - a) Yes
 - b) No

9. If yes to previous question, which program(s)?

Applicant Affirmation

1. Please read fully the statements below and check each one to affirm your understanding for your **RSSI Application**:
 - I affirm that all information I submitted as part of this application is accurate to the best of my knowledge.
 - If selected to participate, I understand that I will be expected to complete my internship hours within normal business hours (8am-6pm, Monday-Friday) with occasional late or weekend hours
 - If selected to participate, I understand I will need to complete a minimum of 75% of my internship hours in-person. Remote hours are not guaranteed and will need to be discussed with your internship supervisor.
 - I understand that all communication about the RSSI Program will come from RSSI@echo.rutgers.edu and I will add this email to my contacts so that I don't miss important email communications.
 - I acknowledge that I will have an opportunity to interview with qualified internship sites during the interview day(s) in February 2025.
 - If selected, I must complete all RSSI requirements including a minimum of 150 hours in a public service internship at a nonprofit or direct-service government office in no less than 10-12 week period between late May and mid-August 2025, complete the concurrent virtual asynchronous internship course, attend 1 virtual orientation session in May 2025, and participate in the three (3) RSSI seminars/events.
 - If selected, I understand I will be paid two RSSI stipends of \$2,500 after my first month of interning and after the completion of the program. I understand that

applicable taxes may be withheld from these stipends *or* I will need pay applicable taxes on these stipends when I file my 2025 taxes.

- If selected, I understand that I will be responsible for commuting costs to and from my internship site and cannot request additional funding from my internship site to cover commuting costs. Thus, it will be important for me to consider geographical location and transportation options of internship sites when scheduling interviews.
 - If selected, I understand that my internship site cannot provide me with any additional payment or stipend for my work with their organization.
2. I understand that in completing this application, I am applying only for the Rutgers Scarlet Service Internship (RSSI) Program.
- Yes, I understand.
3. I plan to apply, or have already applied, to the Rutgers Scarlet Service in Washington, DC (RSS-DC) Program for Summer 2025.
- c) Yes
 - d) No