2016 Segal Fellows Citizen Leaders Summer Internships
Application Information, Guidelines & Policies Packet

"Eli Segal was a genius at turning good intentions into concrete reality."
~ Former United States President William Jefferson Clinton
2007 Eli J. Segal Citizen Leadership Program Launch Lecture

Deadline for submission of application materials:
Tuesday, December 1st Thursday, December 3rd by 3 p.m. (EST)
(This is a firm deadline.)

Application Checklist
Undergraduate Applicants:
1. Online application form – a copy of this can be found on the Segal Program website (http://segal.brandeis.edu/get-involved/2015CLinternship.html) or completed via this link.
   o Application includes request for biographical data, short-answer questions and schedule availability
2. Current Resume
3. One Letter of Recommendation from Non-Brandeis reference*
4. One Letter of Recommendation by a Faculty/Staff member from Brandeis University (or other University attended within last 3 years)*
5. List of References (see form on website)
   o Includes names of 3 references we can contact prior to interview as well as their affiliated organizations, relationship to you, phone numbers and email addresses
6. Unofficial Brandeis Transcript through Fall 2015

MPP Applicants:
1. Online application form – a copy of this can be found on the Segal Program website (http://segal.brandeis.edu/get-involved/2015CLinternship.html) or completed via this link.
   o Application includes request for biographical data, short-answer questions and schedule availability
2. Current Resume
3. One Letter of Recommendation from Non-Heller reference*
4. List of References (see form on website)
   o Includes names of 4 references we can contact prior to interview as well as their affiliated organizations, relationship to you, phone numbers and email addresses. One of them must be a Heller Faculty/Staff member.
5. List of Fall 2015 Enrolled Classes (via SAGE printout)

Send to:
Tam Emerson, Program Director, Eli J. Segal Citizen Leadership Program
• Email: temerson@brandeis.edu
• Campus Mail: MS 035
• In Person: Heller-Brown Building, 3rd Floor, Office 345

*Letters of recommendation delivered by the applicant must come in a sealed envelope that has been signed by the person who wrote the recommendation. Alternatively, writers may mail, fax (781-736-3773) or email their letters directly to Tam Emerson.
Table of Contents

Guidelines & Policies...........................................................................................................................................3
  Purpose ...............................................................................................................................................................3
  Awards ...............................................................................................................................................................3
  Eligibility ...........................................................................................................................................................3
  Participation ........................................................................................................................................................3

Program Requirements......................................................................................................................................4
  Before Citizen Leader Summer Internship .................................................................................................4
  During Citizen Leader Summer Internship .................................................................................................4
  After Citizen Leader Summer Internship ....................................................................................................4

Selections Process ...........................................................................................................................................5

Citizen Leaders Summer Internship Opportunities .........................................................................................5

Application Checklist .......................................................................................................................................5
  Undergraduate Applicants ..........................................................................................................................5
  MPP Applicants .............................................................................................................................................6

References Overview .......................................................................................................................................7
  Brief Summer of Eli J. Segal Citizen Leadership Program ..........................................................................7
  Written Letter of Recommendation Instructions .........................................................................................8
  Eli J. Segal Citizen Leadership Program Core Competencies ...................................................................8
Guidelines and Policies

2016 Segal Fellows Citizen Leaders Summer Internship stipends are sustained by a fund established by the friends and family of Eli J. Segal. They are meant to support up to six Brandeis undergraduates and Master's in Public Policy students from the Heller School for Social Policy and Management participating in meaningful Citizen Leader Summer Internships at organizations that are committed to working for the common good and exemplify the characteristics of citizen leadership, public and community service, civic engagement, and social entrepreneurship.

All recipients of this citizen leader internship opportunity also become lifelong Segal Fellows in the Segal Network, which supports its Segal Fellows by providing opportunities for personal and professional growth, networking and citizen leadership development.

Purpose
Stipends are awarded to students to support structured, supervised citizen leader internship experiences that provide an opportunity to participate in meaningful work at host organization. Host organizations can be in any sector, including government, non-profit or for-profit who are committed to making a positive impact in society through their work. Examples of this include direct service, policy, advocacy and/or public-private partnerships. Students can intern in any field, including but not limited to health care, youth development, scientific research, business, environment, and education. The common link between our host organizations is a commitment to bettering society.

Awards
The Segal Program awards a $5,000 stipend to graduate students and $3,500 to Brandeis undergraduates. The purpose of the stipends is to defray the cost of living during the internship period. The stipend will be disbursed in two installments, one at the beginning of June for 75% of the stipend and the second for the remainder at the beginning of July. The Segal Program does not request a budget on how the stipend will be spent, however it is expected that it will be used for expenses such as travel, lodging, food, bills and any other needs during the summer. While this stipend is not taxed when given, it is considered taxable income to be claimed on 2016 tax forms. The student is responsible for using the living stipend to book any travel or attain summer housing.

Eligibility
Undergraduates must be rising juniors and seniors from any academic program. Graduate students must be enrolled in the Master's in Public Policy (MPP) Program. To be eligible applicants must be available the summer of 2016 and continuing their studies at the University in the fall.

Participation
The Segal Program is dedicated to developing and supporting citizen leaders’ continuous improvement and Network engagement throughout a lifetime. We expect Segal Fellows to participate in efforts to improve the Segal Program before, during and after their citizen leader internships. These efforts may include engaging with Program Staff and other Network participants, building community with those in the Network, being an ambassador for the Program, attending periodic meetings and events and expending reasonable time on Segal Program projects. This allows our Segal Fellows to have a vested interest in the longevity of the Program by building upon the community as well as developing individual citizen leadership core competencies. Additionally, the opportunities uniquely provided to Segal Fellows includes specific events, workshops, leadership roles within the Program and Network, community support, discussions and much more.
Program Requirements

Before Citizen Leader Internship:
- Segal Program Staff will help match students with organizations that will provide an exemplary internship experience through working for the common good and exemplifying the characteristics of citizen leadership, public and community service, civic engagement, or social entrepreneurship. The Segal Program will try to accommodate location preference and topical/site preference as much as possible. We prefer to place Segal Fellows in areas where we have a Segal Network presence; currently this is the highest in Boston, New York City and Washington, D.C. However, we have and will continue to work with those selected who want to be placed elsewhere in the U.S.
- Citizen leader internships are usually full-time lasting 8-weeks/280 hours minimum during the summer of 2016. Options for flexible scheduling should be discussed with the Segal Program Staff.
- New Segal Fellows will be required to attend all pre-internship meetings, events and trainings. This includes orientation and introductory meetings to the Segal Network (including family, friends and colleagues of Eli Segal, Segal Coaches, Segal Fellows, and Advisory Board Members). These meetings are a unique opportunity to introduce new Segal Fellows to other members of the Segal Network and develop their citizen leader core competencies.

During Citizen Leader Internship:
- New Segal Fellows will be paired with individual Segal Coaches (mentors) to assist recipients in their internship experiences and citizen leadership development. Recipients will be expected to communicate with Segal Coaches in a manner agreed upon between the Segal Fellow and Segal Coach. This will include, but is not limited to, in-person meetings, emails, and phone calls.
- New Segal Fellows will be expected to:
  - Join bi-weekly calls with a Segal Program Staff member and other interning Segal Fellows to reflect on their work and continue leadership development.
  - Communicate regularly with Segal Program Staff and other Network members.
  - Complete, at minimum, 280 hours of work at their citizen leader internship organizations and send weekly timesheets to Segal Program Staff.

After Citizen Leader Internship:
- Segal Fellows must:
  - Complete a survey about their citizen leader internship experience.
  - Prepare a presentation on their experience for members of the Segal Network and others in the Brandeis community in the fall.
  - Attend a debrief session with the other Segal Fellows and Segal Program Staff.
- Students going abroad immediately after the citizen leader internship must make acceptable alternative arrangements with the Segal Program Staff in advance.
- Segal Fellows must commit to being an active member of the Segal Network after their citizen leadership Summer Internship by attending as many meetings and events as possible as well as engaging in activities that further Segal Program goals and individual citizen leadership development.
- Segal Fellows are expected to be Ambassadors for the Segal Program upon completion of the Citizen Leader Summer Internships and assist with future recruitment.
Selections Process

- **Beginning of September** – Application Available
- **Thursday, December 3rd** – Application Packages Due by 3 p.m.

  This includes:
  - General Online Application
  - Unofficial Transcript
  - Resume
  - 1 Brandeis (Letter) of Recommendation
  - 1 Outside Letter of Recommendation
  - List of 3 Leadership References

- **Thursday, December 24th** – Notifications Sent
- **Wednesday & Thursday, January 13th & 14th** – Individual interviews on campus
- **Friday, January 22nd** – New Segal Fellows Chosen

Citizen Leader Internship Opportunities

As noted previously, students will conduct their citizen leadership internships with organizations that are committed to working for the common good and exemplify the characteristics of citizen leadership, public and community service, civic engagement, and social entrepreneurship.

- A list of past citizen leader internship sites is available on the [Segal Program website](http://segal.brandeis.edu/get-involved/2015CLinternship.html). In the web-based portion of the application, the applicant must state their interest and availability for internships in Boston, New York, and Washington DC. Applicants may list other locations within the US.

- We expect that Segal Fellows will spend the eight weeks in the cities where the organizations are located. Past sites have specialized in health care, youth development, the environment, education, citizen service, public service, business, communications, woman’s rights, democracy and governance, and other efforts to promote social justice in the U.S.

- Indication of location preference will be taken into consideration but cannot be guaranteed. If an applicant cannot relocate to a city, please indicate that on the web-based application.

Application Checklist

**Undergraduate Applicants:**

1. Online application form – a copy of this can be found on the Segal Program website ([http://segal.brandeis.edu/get-involved/2015CLinternship.html](http://segal.brandeis.edu/get-involved/2015CLinternship.html)) or completed via this link.
   - Application includes request for biographical data, short-answer questions and schedule availability
2. Current Resume
3. One Letter of Recommendation from Non-Brandeis reference*
4. List of References (see form on website)
   - Includes names of 3 references we can contact prior to interview as well as their affiliated organizations, relationship to you, phone numbers and email addresses
5. One Letter of Recommendation by a Faculty/Staff member from Brandeis University (or other University attended within last 3 years)*
6. Unofficial Brandeis Transcript through Fall 2015
MPP Applicants:

1. Online application form – a copy of this can be found on the Segal Program website (http://segal.brandeis.edu/get-involved/2015CLinternship.html) or completed via this link.
   - Application includes request for biographical data, short-answer questions and schedule availability
2. Current Resume
3. One Letter of Recommendation from Non-Heller reference*
4. List of References (see form on website)
   - Includes names of 4 references we can contact prior to interview as well as their affiliated organizations, relationship to you, phone numbers and email addresses.
     One of them must be a Heller Faculty/Staff member.
5. List of Fall 2015 Enrolled Classes (via SAGE printout)

*Letters of recommendation delivered by the applicant must come in a sealed envelope that has been signed by the person who wrote the recommendation. Alternatively, writers may mail, fax (781-736-3773) or email their letters directly to Tam Emerson.
2016 Segal Fellows Citizen Leaders Summer Internships

References Overview

**Applicant:** Please give this page to those writing your letters of recommendation or acting as a reference.

**Brief Summary of the Eli J. Segal Citizen Leadership Program**

The Eli J. Segal Citizen Leadership Program was established at Brandeis University in 2007, to honor and continue the work of Eli J. Segal, who is best known for his leadership in developing AmeriCorps and Welfare-to-Work initiatives in the Clinton Administration and for his talent for inspiring and mentoring young people. During Eli’s memorial, President Clinton explained that if someone wanted something done during his administration, they went to Eli. The Segal Program commemorates his legacy of “getting things done” by advancing citizen engagement, and continuing his commitment to developing new generations of citizen leaders.

The mission of the Segal Program is to encourage and enable emerging leaders to engage in a lifetime of citizen leadership.

The Program is designed to make the experience of being a Segal Fellow a recognized and valued credential – signifying important citizen leadership core competencies, developmental experiences, and the support of a network of talented people dedicated to Segal Fellows success.

The Segal Citizen Leadership Network includes nearly 80 Segal Fellows, ranging in age from early twenties to mid-forties, who live in 17 states and 3 continents who support each other in their efforts to advance social justice. Segal Fellows come into the Program through Brandeis University, the Corporation for National and Community Service’s AmeriCorps Alums and City Year. The Network also includes many of the Segal Founders who helped to create and sustain the Segal Program as well as others who have joined to contribute expertise and resources to support the development of the next generation of citizen leaders. Segal Fellows assume leadership roles within the Segal Program to help ensure the Program is continuously improving and being sustained for future generations of Segal Fellows. The Segal Network provides new Segal Fellows with mentors to assist in their leadership development – these mentors are both Segal Fellows and Founders or Friends who have expertise to share, providing an opportunity to give back by supporting others in much the same way that Eli Segal did for so many.

Brandeis Segal Fellows are selected through a highly competitive process after which they complete a rigorous experiential learning opportunity through a citizen leader summer internship at private, nonprofit and public U.S. organizations committed to making a difference. Each Brandeis Segal Fellow is supported by a $3,500 stipend for undergraduate students and $5,000 stipend for Master’s in Public Policy students. Citizen leader summer internship stipends are being supported by a fund established by friends and family of Eli J. Segal. They are meant to support up to six Brandeis undergraduate students and Master’s in Public Policy students from the Heller School for Social Policy and Management pursuing meaningful citizen leadership summer internships at organizations that are committed to working for the common good and exemplify the characteristics of citizen leadership, public and community service, civic engagement, or social entrepreneurship.

**Written Letter of Recommendation Instructions**

In your recommendation, please indicate how you know the applicant and provide an evaluation of his/her work, maturity, sense of purpose, and leadership potential. We are looking for people who
Applications are due 12/3/2015 by 3 p.m. (EST) to Tam Emerson (contact info on cover.)

are committed to actively working for the common good and being a citizen leader. We are particularly looking for mature students who can prioritize effectively, follow through with commitments and who would be excellent ambassadors of Brandeis and the Eli J. Segal legacy of commitment to social justice and "getting things done". Please review the Eli J. Segal Citizen Leadership Program Core Competencies below and comment on how the applicant has demonstrated their capacity or areas for growth.

Both concrete examples and general impressions/evaluations are useful to the Selection Committee. When applicable, also comment on the applicant’s ability to flourish in a self-directed, professional work environment. Recommendations should include the applicant’s name and your name on each page. They should be no longer than 2 pages.

Your recommendation can be mailed, emailed or faxed directly to the Program Director, Tam Emerson. Alternatively, if you choose to send your letter to the applicant, please put it in a sealed and signed envelope, to be submitted by the student as part of a complete application package. As noted above, the deadline for receipt of completed applications is 3 p.m. (EST), Thursday, Dec. 3rd.

Questions or Recommendations Submissions can be sent to:
Tam Emerson, Program Director, Eli J. Segal Citizen Leadership Program

- Email: temerson@brandeis.edu
- Campus Mail: MS 035
- In Person: Heller-Brown Building, 3rd Floor, Office 345
- Official Mail: 415 South Street, MS 035, Waltham, MA 02453
- Phone: 781-736-3933
- Fax: 781-736-3773

ELI J. SEGAL CITIZEN LEADERSHIP PROGRAM CORE COMPETENCIES
The competencies described below are the core skills and attributes of citizen leaders and promotion of these competencies lies at the heart of all Segal Program endeavors.

Segal Citizen Leaders:
- Understand the background and history of social policy, social movements, and efforts to promote social justice, and then apply this knowledge when seeking solutions to contemporary social issues and problems;
- Are “citizens of the world” who will lead social change for the common good. In so doing they understand principles of effective leadership, and that varying contexts, resources, and desired outcomes will demand a variety of approaches to leadership;
- Have visionary goals for social change, recognize that social capital is necessary for social change, and that creative collaboration, relationship-building, networking, team-building, coalition-building and community organizing are ways to build social capital;
- Are able to communicate, collaborate, and learn with multiple diverse communities and know that successful change efforts must understand the role of privilege in society and honor diversity of thought, lessons, and individuals;
- Know that change requires a range of resources including financial, talent and time;
- Use evaluation as a necessary strategy to measure and manage progress toward goals. Citizen Leaders know that evaluation is a tool for social justice, one that can help to give marginalized groups a voice, and that can both prove and improve the effectiveness of change efforts;
- Recognize and inspire leadership in others through serving as a mentor.
- Never assume their learning is done so continuously seek to improve the ways in which they act as a citizen leader.