St. Paul’s School

Apprentice Teaching Program

Information and Application Materials for ADVANCED STUDIES PROGRAM INTERNSHIP

Summer 2018
OVERVIEW
For five and a half weeks during the summer, St. Paul’s School welcomes some 265 of New Hampshire’s top high school students for the Advanced Studies Program – an intensive academic program in which students take one major course that meets for 20 hours per week. A cohort of about 38 college-age interns from throughout the United States assist the program by working alongside a mentor teacher, overseeing the afternoon recreation program, and supervising students in the dorms. For interns, as for students, the challenges are great – and so, too, are the rewards.

The Advanced Studies Program, now in its 61st session, is designed to challenge high school students in the summer before their senior year with educational opportunities that are not available during the academic year. The summer session stresses academic and personal growth, as students learn to live together and share in the School community. The program’s 28 faculty members are drawn from St. Paul’s School and other independent schools, colleges, and public secondary schools. Last summer the program hired 38 interns from 29 different colleges and universities. Applicants must be at least in their second year of college to apply. In 2017, more than 150 applied for an ASP internship.

COURSES OFFERED
Probable courses to be offered in 2018 include Ancient Greece, Artificial Intelligence, Astronomy, Biomedical Ethics, Changing the World, Data Driven, Ecology, Engineering, Entrepreneurship, Forbidden Fictions, Japanese Language & Culture, Law & Governance, Marine Biology, Mass Media, Molecular Biology, The Quest, Shakespeare for Performance, Studio Arts, Sustenance and Sustainability, World Religions, and Writing Workshop. Depending on faculty availability, one or more of these courses may not be taught in 2018. Course descriptions and additional information can be found in the 2018 Advanced Studies Program catalogue. Please consult the 2018 catalogue before completing your application. Copies are available in college career offices or by contacting the ASP office. You may also view the catalogue on the ASP website: asp.sps.edu.

RESPONSIBILITIES
Each intern does a substantial amount of teaching and tutoring in cooperation with the master teacher to whom he or she is assigned. The pairing of interns and faculty is done early enough so that they can communicate and plan before the program begins. A four-day orientation, beginning June 18, prepares interns for their responsibilities in and out of the classroom.

Interns live in dormitories along with students, other interns, and a house supervisor. Four afternoons a week interns oversee and instruct students in various sports and activities. Interns’ responsibilities include house supervision and library supervision on a regular basis. Interns also assist with the college advising program.

The internship is designed primarily for – although not limited to – those pursuing a career in teaching. Education courses are not a prerequisite.

Applicants should demonstrate a genuine interest in being a member of a community of learners, a willingness to work hard, and a solid academic record. The stipend for the Advanced Studies Program Internship is $3,250 plus room and board. In addition, expenses for travel to St. Paul’s School can be reimbursed by the ASP (up to $300). Selection of ASP interns is usually completed by the end of March.
Instructions for Applicants

Applicants for the Advanced Studies Program summer internship should use the application forms provided here. The forms may be photocopied. Your application will become active only after receipt of a current transcript and recommendations.

Although we do accept applications after the January 25 deadline, we will not be able to consider your candidacy until after we receive all components of the application.

Based on our review of your materials, you may be invited to interview for a position. Not all applicants will be offered an interview; although to be hired, a personal interview is required. Interviews will be conducted at St. Paul’s School, on some college campuses, and via Skype through March 2018.

Postmarked by January 25, 2018 [Materials may also be submitted by e-mail to asp@sps.edu]

APPLICATION If you prefer, please type responses to sections 1-5 on a separate page.

PERSONAL STATEMENT Please enclose with the application an essay, no longer than two pages, explaining why you are interested in secondary education.

RÉSUMÉ Please enclose a current résumé with the application.

CURRENT TRANSCRIPT Please make arrangements with your college early enough so that a current transcript can be mailed no later than January 25.

REFERENCES Please submit two letters of recommendation (three preferred) from people who know you well. At least one should be from faculty or staff in the field in which you wish to teach. The second and optional third may be from another professor, employer, coach, teacher, or other supervisor. You may photocopy the recommendation form provided here or have separate letters sent by the people recommending you.

Please note that the satisfactory outcome of a background check is a prerequisite for employment.
The application, personal statement, and résumé should be sent to St. Paul’s School by January 25, 2018.

Last name ________________________________________________
First ____________________________  Middle I. ____________  Preferred ____________________

Current mailing address ________________________________________________________________

City __________________________________ State ___________  Zip ___________  Cell phone ____________

Permanent mailing address ________________________________________________________________

City __________________________________ State ___________  Zip ___________  Telephone ____________

If your address from January to April will be different from either address above, please attach a note with details.

Date of birth ____________________________  Gender ____________________________  E-mail address ____________________________

Parents’ names (include title, e.g. Mr., Mrs., Dr., etc.) ____________________________________________

Secondary school _____________________________________________________________  Date of graduation ____________

College or University _____________________________________________________________  Date of graduation ____________

Major(s) __________________________________ Minor(s) ____________________________  Degree(s) expected ____________________________

If you attended the Advanced Studies Program, please indicate year and course taken.______________________________________________

Course Preferences

From the choices in the 2018 Advanced Studies Program catalog (available online at asp.sps.edu), indicate the course(s) in which you wish to intern.

1st choice __________________________________________  2nd choice ____________________________  3rd choice __________________________

Please check the following extracurricular activities you could help coach or supervise. Please circle any in which you have significant experience.

❑ Badminton  ❑ Debate  ❑ Lacrosse  ❑ Soccer  ❑ Ultimate Frisbee  ❑ Weight Training
❑ Baseball  ❑ DJ’ing  ❑ Music (instrumental)  ❑ Softball  ❑ Volleyball  ❑ Yoga
❑ Basketball  ❑ Drama  ❑ Music (voice)  ❑ Squash  ❑ Other (describe) ____________________________
❑ Crew  ❑ Fencing  ❑ Outdoor Education  ❑ Swimming
❑ Cross Country  ❑ Field Hockey  ❑ Personal Fitness  ❑ Tennis
❑ Dance  ❑ Hiking  ❑ Rock Wall Climbing  ❑ Track
❑ Current Safety Certifications (CPR, First Aid, Senior Life Saving, WSI, etc.) ____________________________
1. Describe briefly any academic, athletic, or extracurricular activities.
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________

2. How have you spent your last three summers?
__________________________________________________________________________________________
___________________________________________________________________________________________________________________________________
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3. Describe any work you have done with young people, e.g., camp counselor, coach, etc.
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4. Please list the course titles from your transcript that most closely relate to the course in which you wish to intern.
___________________________________________________________________________________________________________________________________
___________________________________________________________________________________________________________________________________
___________________________________________________________________________________________________________________________________

5. If you have had intercollegiate athletic experience at the varsity or junior varsity level, please describe that experience.
___________________________________________________________________________________________________________________________________
___________________________________________________________________________________________________________________________________
___________________________________________________________________________________________________________________________________

Signature __________________________________________ Date ____________________________

Please return this application form, your personal statement, and your résumé by January 25, 2018. Thank you.

Michael S. Ricard, Director, Advanced Studies Program, St. Paul’s School, 325 Pleasant Street, Concord, NH 03301-2591
ADVANCED STUDIES PROGRAM INTERNSHIP
CONFIDENTIAL RECOMMENDATION

To be completed by the candidate

Last name __________________________ First __________________ Middle I. __________ Preferred _________

College or University __________________________ Preferred course __________________________

To be completed by the recommender

The above individual has applied for a teaching internship that includes dormitory and athletic supervision. We are particularly interested in the candidate’s academic competence, sense of responsibility, willingness to work, and rapport with people. Comments on these areas, as well as other pertinent information about the candidate, would be appreciated. Thank you.

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___________________________________________________________________________________________________________________________________
___________________________________________________________________________________________________________________________________

Name __________________________ Position __________________ E-mail address __________________

Address __________________________

City __________________ State ____________ Zip ____________ Telephone ____________

Please return this recommendation form by January 25, 2018. Thank you.

MICHAEL S. RICARD, DIRECTOR, ADVANCED STUDIES PROGRAM, ST. PAUL’S SCHOOL, 325 PLEASANT STREET, CONCORD, NH 03301-2591
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