Apprentice Teaching Program

Information and Application Materials for ADVANCED STUDIES PROGRAM INTERNSHIP

Summer 2017
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 60th 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 37 interns from 26 different colleges and universities. Applicants must be at least in their second year of college to apply. In 2016, more than 150 applied for an ASP internship.

COURSES OFFERED
Probable courses to be offered in 2017 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 2017. Course descriptions and additional information can be found in the 2017 Advanced Studies Program catalogue. Please consult the 2017 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 19, 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 2017.

Postmarked by January 25, 2017  [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.

THREE REFERENCES  Please submit letters of recommendation from three people who know you well. Two should be from faculty or staff in the field in which you wish to teach. The third may be from an 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.
**Advanced Studies Program Internship Application**

:The application, personal statement, and résumé should be sent to St. Paul's School by January 25, 2017.

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<th>Middle</th>
<th>Preferred</th>
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Current mailing address

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<th>City</th>
<th>State</th>
<th>Zip</th>
<th>Cell phone</th>
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Permanent mailing address

<table>
<thead>
<tr>
<th>City</th>
<th>State</th>
<th>Zip</th>
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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.)

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<th>Secondary school</th>
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<tr>
<th>College or University</th>
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<tr>
<th>Major(s)</th>
<th>Minor(s)</th>
<th>Degree(s) expected</th>
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If you attended the Advanced Studies Program, please indicate year and course taken.

**Course Preferences**

From the choices in the 2017 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.) ________________

**Please turn to the other side**
1. Describe briefly any academic, athletic, or extracurricular activities.
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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.
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5. If you have had intercollegiate athletic experience at the varsity or junior varsity level, please describe that experience.
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Signature __________________________________________ Date ____________________

Please return this application form, your personal statement, and your résumé by January 25, 2017. Thank you.

MICHAEL S. RICARD, DIRECTOR, ADVANCED STUDIES PROGRAM, ST. PAUL’S SCHOOL, 325 PLEASANT STREET, CONCORD, NH 03301-2591
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, 2017. Thank you.

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

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