LEAD Internship
Leadership Enrichment and Development Internship

Mission: The LEAD Internship is a program created for students to engage themselves in retention focused projects, activities, and programs as a part of the Academic Success Program (ASP). This program is designed to give students the opportunity to develop their leadership skills in particular through retention activities.

Applicants: All applicants of the LEAD Internship shall be comprised only of registered UCSD students.

Term: One term will last for one school year.

General Duties
- Adopt-an-Org
  o Interns will ‘adopt’ a student organization of their choice other than a CORE org or ASP affiliate org to assist them to develop retention-related programs and events.
  o Interns will serve as an advisor to these organizations to establish retention awareness and activities.
- Quarterly Projects
  o Interns are to plan and execute a quarterly project of their choice that focuses on one of three of ASP’s aspects (financial, social, academic).
  o There will deadlines for a project proposal as well as a project evaluation. In addition, each intern will be making a presentation about their projects.
- Volunteer Programs
  o Interns shall recruit volunteers to help with the planning and organizing of ASP’s projects.
  o Interns shall oversee the delegation of responsibilities and tasks to volunteers.
- Evaluation & Tracking Systems
  o Interns shall be responsible for the implementation and evaluation of ASP retention projects (i.e. creates and maintains a system for tracking progress for all ASP projects, events, and activities).

Rules & Regulations
- LEAD Interns are required to fill out timesheets of volunteer hours each week.
- Interns shall contribute a minimum of 6 hours per week to a maximum of 10 hours per week.
- LEAD Interns will be meeting with the ASP Director on a bi-weekly basis for reports and weekly agendas. Also, there may be meetings scheduled for quarterly projects discussion or related activities as needed.
- LEAD Interns shall schedule at least two weekly office hours at the desk in the ASP intern office.
- LEAD Interns are responsible for an end-of-the quarter report regarding the details of all tasks completed. This report should be focused on the evaluations of project, events, and activities.
- LEAD Interns shall compile an end-of-the year report of their projects, experience, and any significant activities during the internship.

If you are interested, please fill out the LEAD Internship Application and turn it into the ASP Office on the Price Center West, 2nd floor by Friday, October 24th at 5:00pm. If you have any questions, please email us at asp-success@ucsd.edu or call us at (858) 822-5914.
LEAD Internship Application
Leadership Enrichment and Development Internship

Name: __________________________ Year: __________________________

College: __________________________ Gender: __________________________

Address: __________________________ Email: __________________________

Gender: __________________________ Phone number: __________________________

Major(s): __________________________ Minor(s): __________________________

Year Entered: __________________________ Freshmen/Transfer?: __________________________

Expected Graduation Date: __________________________

Questionnaire:
1. Are you currently involved in any organizations? If so, please elaborate.
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

2. Are you currently employed? If so, how many hours do you work and what does your occupation entail?
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

3. How do you define retention?
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

4. How is retention reflected on campus to you?
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Please attach a copy of your resume with this application and turn it into the ASP Office on the 2nd floor of Price Center West. If you have any questions, please email us at asp-success@ucsd.edu or call us at (858) 822-5914.

Thank you for your interest in ASP!

success.ucsd.edu