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The University of Tulsa



Public Service Internships

University and Community Service Office
Holmes Student Center, Room # 59
600 S. College Ave.
Tulsa, OK 74104

918-631-2327

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The University of Tulsa

Public Service Internships

Purpose. The Public Service Internship program at The University of Tulsa offers students the opportunity to expand their educational experience, enhance their career options, increase their understanding of public and community service, and make worthwhile contributions to the people and organization they serve. Internships are developed in coordination with nonprofit, service-oriented agencies.

Description of Program. Internships carry three (3) hours of general elective credit. As an option, students may receive major credit with prior approval from their faculty advisor. Students should consult with their advisor regarding this option. Public Service Internships are graded on a Pass/D/Fail basis. Interns must complete the following minimum requirements:

- Approximately 160 hours of service with the sponsoring organization
- A typed or word processed journal with daily entries of one or two paragraphs or weekly entries of one page. This journal should list the activities as well as the intern's reflections on the events of the day or week (what has been learned, observations regarding experiences, the implication of what has been learned or observed).
- A typed or word -processed final evaluation of five pages regarding the internship, its relevance to the intern's education, career plans, understanding of public and community service, and suggestions for improving the internship experience.

Journals and final essays are to be submitted to Michael Mills, University and Community Service Office, HSC 59, on or before the semester's last regular day of classes.

Qualifications and Eligibility. Normally, internships are intended for juniors and seniors with a declared major. Under certain circumstances, a second semester sophomore may be considered. Students should be making at least normal progress toward meeting degree requirements.

Internship Expectations. Each internship work environment will vary. You will be regarded as an employee and be supervised by a professional member of the staff. Conduct yourself as an employee. Typically, the following expectations will prevail in each workplace.

- Be Prompt. Arrive at the workplace on time, early is better. If you are going to be late or miss a day (for an extraordinarily good reason), notify your supervisor in advance. People will be depending on you. If several days are missed, additional hours may be required.
- Act professionally at all times. Bring credit to yourself and the University by the quality of your work and the manner in which you conduct yourself. Attitude is important, be positive. Accept assignments enthusiastically. Because you are a student, you should display an eagerness to learn.
- Dress appropriately. Some offices may require a polished, professional look; at others, more casual dress will be preferred. A good rule of thumb is to dress at or above what seems to be typical. If in doubt, ask your supervisor.

Hours. The work-day will vary for each internship. Many service agencies operate within the typical 8 a. m. to 5 p.m. schedule while others may extend hours into the evening or on weekends. The actual schedule will be arranged between you and your supervisor. Generally, 160 hours will be required in a 14 week semester and average 11-13 hours per week.

Application Process. Interested students should make an appointment with Michael Mills, Associate Dean of Students, HSC Rm 59, 631-2327 for assistance in identifying an internship.

Enrollment. Students may enroll in the internship only after the following:

- The internship has been offered, accepted, and the contract, signed by all parties,
- The appropriate forms have been turned in to The University and Community Service Office.

A copy of the signed contract will then be given to the student for the purpose of enrolling in PS 3593.

Public Service Internship Application Form

Name: _____ Date: _____

Local Address: _____

City: _____ State: _____ Zip: _____

Local Phone: _____ Cell Phone: _____

Current Year (So. Jr. Sr.): _____ Cumulative GPA: _____

Major or Intended Major: _____

Preferred Semester for internship: _____

For which internship are you applying? _____

Why does this internship appeal to you? _____

Do you have previous work experience or coursework that would be relevant to this internship?

How does this internship apply to your future career and /or education plans?

What is your schedule availability during the semester of your proposed internship?

Do you have transportation? _____

Please return this completed application to Michael Mills, Holmes Student Center #59

Public Service Internship

Statement of Internship Responsibilities

Semester _____ Year _____

Intern Name _____ Phone _____

Public Service Organization _____

Internship Supervisor _____ Phone _____

Associate Dean of Students _____ Michael L. Mills _____ Phone _____ 918-631-2510 _____

This Statement places specific expectations upon the following persons:

The Intern I agree to fulfill the requirements of the internship as stated in the "Public Service Internship" brochure, and to abide by the terms of this Statement. I understand that I must complete 160 clock hours at the internship agency, complete a detailed journal of activities, and complete a final paper in order to receive academic credit for the internship.

Signature _____ Date _____
Student Intern

The Intern Supervisor I agree to supervise the student intern, as appropriate and to provide the intern with opportunities to observe and explore administrative policies, conduct research, and initiate projects where appropriate. I have the right to terminate the student for unprofessional behaviors, including but not limited to tardiness, absenteeism, and negligence. I agree to provide a "letter of evaluation" at the close of the internship.

Signature _____ Date _____
Intern Supervisor

I approve this student's placement and agree to monitor his/her progress as needed. I reserve the right to terminate the intern for failure to fulfill the requirement of this internship as stated in the "public Service Internship" brochure. Termination will result in a grade of "F".

Signature _____ Date _____
University and Community Service

This completed form is to be turned in to the University and Community Service Office, Holmes Student Center Room 59, prior to enrolling in the Internship.

WHAT IS AN INTERNSHIP?

An internship is an opportunity for a student to work and participate on assignments which will benefit an organization, and in return the student is offered an opportunity to learn new skills, expand her/his knowledge of a particular field and explore career options. It allows students to apply academic learning and employers to provide hands-on training in a professional setting.

BENEFITS OF AN INTERNSHIP

Student Benefits

According to a recent report, college graduates with more than a year of experience will have 15 times more job opportunities than those who have no experience.

- Test and apply academic theory in a work setting
- Develop skills and expand knowledge in a specific field
- Clarify career goals
- Opportunity to work and learn from professionals
- Smooth transition from the classroom to the world of work
- Sense of accomplishment by contributing to an organization

Employer Benefits

Provide your business with a well-trained workforce by giving students the opportunity to cultivate knowledge gained in the classroom and apply it in a "real world" setting.

- Flexible, cost-effective workforce not requiring a long-term employer commitment
- Proven, cost-effective way to recruit and evaluate potential employees
- Year-round source of highly motivated pre-professionals
- Students bring new perspectives
- Increased visibility of your organization on campus
- Quality candidates for temporary or seasonal positions and projects
- Freedom for professional staff to pursue more creative projects
- Enhanced community image by contributing your expertise to the educational enterprise

HENRY KENDALL COLLEGE OF ARTS AND SCIENCES

Board of Visitors Meeting

April 8, 2009

Fundraising Statistics

(as of April 1, 2009)

07-08 (to date)

Arts and Sciences

Unrestricted \$224,268

Restricted \$521,540

\$745,808

07-08 (close)

Arts and Sciences

\$265,333

\$851,877

\$1,117,210

08-09 (to date)

Arts and Sciences

Unrestricted \$210,449

Restricted \$1,137,901

\$1,348,350*

Up 54%

University

Unrestricted \$3,528,095

Restricted \$25,130,181

\$28,658,276

University

\$4,674,265

\$30,856,400

\$35,530,665

University

Unrestricted \$3,115,988

Restricted \$23,310,121

\$26,426,109

Down 9.8%

*** This includes a \$200,000 estate gift which was given in the form of an endowment to Arts and Sciences scholarships.**

Current fundraising needs within the College of Arts and Sciences include:

Annual Fund Challenge

The Annual Fund Challenge for the College of Arts and Sciences is a program that "matches" gifts of alumni donors motivating individuals to give to their alma mater. Participation as an annual fund challenger begins with a \$2,500 gift. A special thank you to Board of Visitors members who supported the College as Challengers this year:

- Melinda and Mitch Adwon, Gerene and Adam Adwon, and Jack Adwon
In Memory of Pollyanna and Mitch Adwon
- Judy E. '63, '77 and Robert E. '61, '69 McCormack
- Cheryl '77, '79 and Bob '86 LaFortune
- Paula '61 and Malcolm Milsten
- Jerri '84 and Jenk Jones Jr.
- Mary H. Lhevine '82 and George W. Schnetzer

- Harriet '69 and William '67 Derrevere

If you are interested in the Challenger Program for the College, please contact Angela Davis at 631-3152.

Global Education

The study abroad programs provide students with competencies necessary for them to thrive in a global economy, while concurrently providing the nation with a citizenry that is economically competitive and politically savvy.

Performing Arts Center

We have raised just over \$36 million dollars towards the Roxana Rozsa and Robert Eugene Lorton Performance Center. Naming opportunities are available in the building ranging from \$25,000 to \$3,000,000 payable over a period of years. A special thank you to Board of Visitors who have supported this endeavor: Jake Jorishie, Paula Milsten through the Nan Jankowsky Trust, our own Tom Benediktson, and our wonderful arts and sciences faculty members.

Scholarships

There has been an identified need for talent-based scholarships for the fine and performing arts. While academic achievement reigns in scholarship opportunities, talent in the fine and performing arts is vital for a well rounded repertoire of students. Scholarships for students with artistic gifts will allow TU's fine and performing arts to stand out among peer institution and within our community.

Classrooms

The Henry College of Arts and Sciences has 16 departments. Classroom space is at a premium, and a gift of \$50,000 allows for the efficient use of existing space to remodel a current classroom or create a new one.

If you are interested in the supporting any of these opportunities listed above, please contact Angela Davis at 631-3152.



Henry Kendall College of Arts and Sciences Board of Visitors

**October 7, 2009
Agenda**

- | | |
|------------|---|
| 11:30 a.m. | Gather in Jill Zink Tarbel Heritage Room, Collins Hall <ul style="list-style-type: none">• Welcome by Dean Benediktson• Introduction of special guests |
| 11:40 a.m. | Lunch is served |
| 12:10 p.m. | College update by Dean Benediktson |
| 12:20 p.m. | Office of Student Affairs Presentation <ul style="list-style-type: none">• Michael L. Mills, Associate Dean of Students |
| 1:00 p.m. | Meeting adjourned |

HENRY KENDALL COLLEGE OF ARTS AND SCIENCES

Board of Visitors Meeting

October 7, 2009

Fundraising Statistics (as of September 30, 2009)

08-09 (to date)	08-09 (close)	09-10 (to date)
Arts & Sciences	Arts & Sciences	Arts & Sciences
Unrestricted \$ 13,843	\$ 281,602	Unrestricted \$ 19,816
Restricted <u>\$301,378</u>	<u>\$1,285,539</u>	<u>Restricted \$247,285</u>
\$315,221	\$1,567,141	\$267,101
		Down 15%
University	University	University
Unrestricted \$513,790	\$4,983,712	Unrestricted \$612,232
Restricted <u>\$6,458,162</u>	<u>\$30,062,638</u>	<u>Restricted \$5,330,582</u>
\$6,971,952	\$35,046,350	\$5,942,814
		Down 15%

Current opportunities for support within the College of Arts and Sciences

Annual Fund Challenge Program

The Annual Fund Challenge program is taking on a campaign focus this year. Recognizing the opportunity a campaign offers to reach and engage an even greater number of alumni, the Chapman Trusts have added a new dimension to their Annual Fund Challenge this year by formalizing their annual \$25,000 gift to the College for the next five years. This pledge of support not only results in adding a \$125,000 commitment to our *Embrace the Future* campaign and allows the College to more strategically plan for the years ahead, it also gives us the privilege of recognizing them as significant leaders in all forthcoming campaign publications and communications.

We will be asking our Annual Fund Challengers to consider following the lead of the Chapman Trusts and Embrace the Future with a five-year commitment.

Performing Arts Center

We are happy to report that all fundraising for the Roxana Rosza and Robert Eugene Lorton Performance Center is complete and ground has been broken on the facility. Unfortunately, the celebratory outdoor ceremony planned for October 8th has had to be postponed due to a forecast of inclement weather. The event will be rescheduled for the spring semester.

Campaign Update

To date, we have raised more than \$305 Million of our \$400 million campaign goal. This includes gifts received for targeted and non-targeted campaign objectives. These numbers reflect what was reported to the TU Board of Trustees at their last meeting in May. We will be reporting an increase in all figures after the next meeting of the board on October 14.

Campaign Targeted Objectives

	Total Raised	Goal	
Endowed Student Scholarships and Programs	\$38.8 M	\$118.0 M	33%
Endowed Faculty Positions	\$41.6M	\$86.6 M	48%
Library and Computing Expansion	\$14.1 M	\$34.5 M	41%
Roxana Rozsa and Robert Eugene Lorton Performance Center (<i>incl. \$5 M Maint. Endowment</i>)	\$41.3 M	\$39.9 M	104%
Engineering Expansion			
<i>Computer Science & Electrical Engineering Bldg.</i>	\$8.1 M	\$14.0 M	58%
<i>Petroleum & Mechanical Engineering Bldg.</i>	\$16.9 M	\$16.1 M	105%
<i>Engineering Plaza</i>	\$5.0 M	\$4.4 M	114%
Athletics (Stadium, Coaching Positions, Scholarships)	\$40.2 M	\$60.0 M	67%
Collins College of Business MBA Initiative	\$21.7 M	\$30.0 M	72%

If you are interested in the supporting any of these opportunities listed above, please contact Kayla Acebo at 631-3288.