

SSLP application, interview, and placement process – 2012



For all students except those applying to Health Care Sites:

We appreciate your interest in the SSLP. We have found that many Notre Dame students have had profound experiences during this eight-week immersion within a three-credit course in theology and invite you to consider participation in the summer of 2012.

Applications

- Please read through the information on this page before filling out the application.
- After reading this page, fill out the online application. Note that previous service involvement, while at Notre Dame or in high school, is required in order to participate in the SSLP.
- You can indicate two sites that you are considering for placement. Your name will be put on a list for those sites when your application is received. The selection of a student for a site is not necessarily first come, first served, but the student who best meets the qualifications for the site at the time the offer is made.

Interviews

- Click on the link at the end of the application to sign up for an interview. Allow for 45 minutes when choosing an interview time. The interviews will be in groups of three students at a time.
- Interviews are held at the Center for Social Concerns in Geddes Hall and are conducted by Ben Wilson or Collen Mayer, graduate student assistants or Emily Garvey of the SSLP staff. Please wait in the McNeill Library in the middle of the first floor of Geddes Hall for your interviewer.

Placement meetings

- You will receive an email within a week of your interview to let you know if you are accepted into the next step of the SSLP process. If you are accepted, you will be given the link to sign up for a placement meeting.
- Placement meetings are conducted in groups of four students and are held at the Center for Social Concerns in Geddes Hall. These meetings are approximately one hour long and are conducted by Felicia Johnson O'Brien, assistant director of the SSLP. Please wait in the McNeill Library in the middle of the first floor of Geddes Hall for Felicia.

Contract Signing

- At the start of the spring semester, contracts will be offered to students. This means that once a student has completed the interview and placement meeting, and the Alumni Club has confirmed that they will sponsor a student at that site, an email is sent to the student who best fits the qualifications expected for that site. This student has five days to decide whether or not she/he is ready to sign a contract for that site.
- Before signing a contract the student needs to make sure that he/she is available for 8 consecutive weeks. Students need to inform their families that family vacations, conferences and other travel need to take place before or after the SSLP.
- Signing a contract means that the student is definitely going to participate in the SSLP and she/he is not waiting on other internships, jobs, or summer school.
- Students need to bring the \$100 participation fee and proof of health insurance (insurance card or copy of the insurance card) to the contract signing appointment.
- If the student is ready to commit, she/he signs up for a contract signing appointment. These appointments take approximately 15 minutes and start in room 138 of the Center for Social Concerns. Andrea Smith Shappell, director of the SSLP, will explain the contract, waiver, and review the particular requirements of the site before the student commits to the site. Emily Garvey will then meet with the student to collect the fee and explain the next steps in contacting clubs and sites.
- At this appointment, the student is given a copy of the contract, waiver, site description form and the contact information for the alumni club contact person and the site supervisor. It is the student's responsibility to contact the club and the site within two weeks of signing to begin making arrangements for the specific dates, housing and travel, if applicable. The student will also be given the dates and times of the mandatory classroom sessions in April.
- When a student signs a contract, that site is closed to all other students.

If your site fills:

- Starting in mid-January, a list of sites that have been filled will be posted on the SSLP web site.
- Students who have completed the interview and placement process can move their name to another site by contacting Felicia. Students who have not completed the interview and placement process can move their name to another site only when they come to the placement meeting.
- If a student has completed the interview and placement meeting and would like to come into the office to look at information for more sites, contact Felicia Johnson-O'Brien to set up a time to meet.

SSLP General Information:

Housing

- Housing is arranged by the alumni club. It may be at the site, near the site with other students or community members, with a host family, or with the student's family. SSLP students do not arrange their own housing.

Dates

- All students must participate for eight consecutive weeks. Family vacations, conferences, etc., must take place before or after the SSLP.
- Some sites list very particular dates that they need students, others list a few possible starting dates.

Students participating in study abroad programs:

- Students who are abroad in the fall semester of 2011 can apply online starting Nov. 15 and choose an interview time as early in January as possible. We do not conduct Skype interviews. You will be considered for your top two sites when you return in January to interview and attend the placement meeting. January interview times will be posted the week of December 5.
- Students who are going abroad for the spring semester need to apply, interview and have a placement meeting before the end of the fall semester.
- Students who are going abroad in the fall of 2012 will need to turn in all their assignments and final paper before going abroad. They will take the follow-up course sessions in the semester that they return to campus.
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Second-time SSLP students:

- More is expected from you in terms of initiative, accountability, leadership and independent work on the academic requirements.
- Second-time students arrange a Directed Readings course related to the work at their site and their major or minor. Or they may take Prof. Margaret Pfeil's course, Discipleship. More information is given at the time of contract signing.

St. Mary's Students:

- Since the SSLP is sponsored by Notre Dame Clubs, the Clubs give preference to Notre Dame students. St. Mary's students will be considered after March 1 by contacting Andrea Smith Shappell.

Questions?

- Contact Emily Garvey, Garvey.32@nd.edu.

Apply:

- Click [here](#) to fill out the application.