



FAQ's: DOROT's Summer College Internship

1. What are the dates for DOROT's Summer College Internship?

DOROT's Summer College Internship will begin on Wednesday, May 28, 2025 with a two-day, in-person, orientation at our office on the Upper West Side of Manhattan. The last day of the internship will depend on the department the intern is assigned to. Most interns will finish on Thursday, August 7, 2025. Interns assigned to the Intergenerational Program Engagement (IPE) Dept. (only) will finish on Friday Aug. 15, 2025. The dates for the internship are not flexible. If you know in advance that you have a scheduling conflict, we kindly ask that you please inform us with as much advance notice as possible.

Please note: The DOROT offices will be closed on June 2, 3, 19 and July 4 for holiday observances.

2. How is the DOROT Summer College Internship structured?

There are two different tracks for the summer. Most interns will work part-time, which is Monday – Thursday 9am-5pm. These interns will work on a hybrid model and be in-office two days per week. One of those days will be Monday. Two interns will be assigned to the IPE Dept. These interns will work Monday – Thursday 9am-5pm and on Fridays until 4pm. IPE interns will work in-office every day, except Fridays when they can work remotely. All interns will come together as a cohort for weekly meetings and special programs, regardless as to whether they work four or five days per week. Weekly cohort meetings will take place in-person on Mondays.

3. Is the internship paid?

All interns will receive stipends for the summer. Interns that work on the part-time track will receive \$2,800 and those that are on the full-time track will receive \$4,200 at the end of the summer. Many interns will have in-home visits with DOROT older adults. DOROT will cover the cost of transportation (bus or subway) to travel for these engagements. (If interns have visits at the end of their scheduled workday, DOROT will cover the cost of transportation **only** to the visit.)

We are happy to help students complete the necessary paperwork to receive course credit. We also offer professional development programs and other opportunities throughout the summer that we know will be worthwhile and beneficial to interns in their future endeavors.

4. What do interns actually do when they are interning?

The answer to this question very much depends on the department that the intern is assigned to. Interns in the Kosher Meals at Home (KMH) Dept. take meal orders and do check-ins with older adults while those assigned to the IPE Dept. assist with facilitating workshops and activities for older adults and teens to engage together, in-person and on Zoom. In short, it varies. All interns take on real and meaningful work that is vital to DOROT's mission. In addition, interns will assist with data entry and other tasks of the like, just as a DOROT staff member would.

Interns are often surprised by the amount of time they spend on the phone. It is considerable, especially for those that use texting as their preferred method of communication. **Comfort speaking on the phone is a must!**

All interns, regardless of their department placement and number of days worked per week will:

- Form connections with older adults that will last several weeks of the duration of their internship. This could be through special projects or through their standard work assignments from their department.
- Participate in weekly internship cohort meetings, attend department meetings and have weekly supervision with their direct supervisor(s).
- Attend professional development and other special programs introducing them to the world of work and field of aging.
- Be assigned one week over the course of the summer to provide support to the Marketing and Communications Team. More information about this project will be shared during orientation.
- Make a lot of phone calls to older adults. These could be survey calls, check-in calls, or invitation calls to attend a particular program.

5. What kind of supplies do interns need to have on-hand when working remotely or in-person?

Each intern must have access their own personal laptop computer for the duration of their time at DOROT. This computer should be up-to-date with all updates and should be used for each day of the internship. When working remotely, interns must have reliable access to Wi-Fi.

6. What is DOROT's dress code?

DOROT's dress code is business casual. This topic is covered in further detail during orientation. Jeans are only permitted to be worn in the office on Fri., so long as there are no meetings planned with representatives from outside organizations.

7. What does DOROT expect from their interns?

We expect that interns will arrive on-time (whether in-person or logging on remotely), meet the expectations of their supervisors, are team players, and are open to having new experiences. A sunny and positive disposition is appreciated, but not required. 😊

8. How long does the interview process take?

After a candidate has had their initial interview, and once we have received all of their application materials, including two electronic references, their application will be shared with the supervisor of the department that we believe would be the best fit. That supervisor will inform the DOROT College Internship Team if they would like to invite the candidate for a second-round interview so they can share a bit more about this individual department, responsibilities, etc. We try to move the interview process along as quickly as possible, keeping in mind that we can only move forward once all components of the application have been submitted.

First and second-round interviews take place on Zoom. Candidates whose references have not yet been submitted at the time of their initial interview are welcome to check in on their reference status and/or provide an alternate reference, if they would like, to move the application process along more quickly.

9. What is the orientation process like?

In the past, orientation has been described as “long”, “overwhelming”, “informative” and “fun”. There is a lot of information to pack in to two days of orientation. By no means does

the DOROT staff expect that interns will be “ready to go” or have all the answers at the end of that second day of orientation. Orientation is seen as our opportunity to begin to form a community among the cohort of interns and share important information that will provide a solid foundation for the internship. Presentations on the following topics are often included:

- Best Practices for Engaging with Older Adults
- Professionalism
- Do’s and Don’ts from the IT Dept.
- Team Building
- Confronting Stereotypes
- Role Playing Exercises

The goal of orientation is to help new interns feel as prepared as possible for the summer ahead. A light breakfast will be served on the first day. For those that would like to bring their own lunch, DOROT has a kitchen on the 2nd floor with refrigerators for storage. Interns that prefer to explore the Upper West Side for lunch options, are welcome to do so.

10. Do interns get to decide the department they are assigned to or is that done by DOROT staff?

DOROT offers many different internship opportunities. We encourage candidates to learn more about them. To learn more, [click here](#). Candidates should let their interviewer know if there is a particular department that is most of interest to them during their initial interview. If the candidate does not share a preference, the interviewer will make their best effort to have the candidate move forward with the department that they think is the best fit. Often, the interviewer will share the department they think is best during that initial interview.

11. How soon will a candidate know if they have been accepted?

Acceptances are sent out on a rolling basis until all positions have been filled. In the past, most, if not all positions, have been filled by mid-March. DOROT staff try to move the process along as quickly possible. However, sometimes, when there are several stellar candidates for one position, the process can take a bit longer. If a candidate knows that they have strict time constraints, please let your interviewer know so we can be in touch in a timely manner. All candidates that have interviews will receive email notification of acceptance, rejection or waitlist.

12. What happens after an intern is accepted?

A formal email will be sent to candidates that have been accepted as DOROT Summer College Interns. They will then be given about a week to be in touch and confirm whether or not they would like to accept the internship position. To accept the internship, students are asked to complete a brief form, provide a U.S. Government Issued photo ID, a photo for DOROT’s Directory (smiles are appreciated!) and submit to a background check (the cost of which is covered by DOROT). All of this is explained in more detail in the acceptance email and due dates are clearly indicated.

If you have questions about DOROT’s Summer College Internship or would like to learn more, please contact the College Internship Team at collegeinternship@dorotusa.org.