

If you are unable to meet with your assigned faculty advisor, office walk-in advising hours for the week of April 6 are Wednesday, 8:15 - 4:00, Thursday, 10:00 - 2:00, and Friday 2:00 - 4:00. Please bring a current DARS with you.

#### Jobs/Internships/Volunteer

1. L&S Students - Internship Drop-Ins
2. Aids Network Wisconsin AIDS Ride Coordinator Intern
3. Ashoka's Community Greens Community Greens Internship
4. Summer Ranger/Assistant Tour Guide
5. Arborist
6. Web Designer
7. Union Council Leadership Opportunity
8. Olbrich Botanical Gardens Internships
9. Federal Service Student Ambassadors Program:

#### Research

10. Neuroscience Lab Seeking Students for Research Projects

#### Events:

11. Physical Therapy Open House
12. Medical School Interviewing Skills
13. School of Veterinary Medicine Open House
14. Students for Bilingual Outreach Election Meeting
15. Etiquette Dinner
16. Not sure what to do with your Major?
17. Virtual Career Fair for International Students

#### Courses:

17. SW 672: Promoting Awareness, Victim Empowerment (PAVE)- Spring 2009

#### **1. L&S Students - Internship Drop-Ins:**

Monday's 1-3 p.m. and Thursday's 2:30-4:30 p.m.: Have a quick question on finding an internship? Stop by our office to help you investigate and locate resources related to internships. Can't make it to the Career Services office during our drop-ins, stop by 70 Bascom at these new hours. . Monday's 12-1:30 p.m., Tuesday's 11 a.m.-12:30 p.m. – at 70 Bascom Hall.

Letters and Science Career Services  
1305 Linden Dr. Suite 205, Middleton Building  
Madison, WI 53706

#### **2. Aids Network Wisconsin AIDS Ride Coordinator Intern**

Under the supervision of the Wisconsin AIDS Ride Coordinator, the intern will be responsible for assistant the development staff in various phases of production of the ACT 7 Wisconsin AIDS Ride, being held August 6-9, 2009. The internship is designed to provide opportunities for students to learn about all phases of event production. The intern must be able to work a flexible schedule and must be able to work with people from diverse backgrounds.

Compensation: Not specified

When: Summer 2009

Where: Wisconsin

Who: Anyone interested

Deadline: May 1, 2009

Location of Job Description: L&S Career Services Library

Contact Info: Angela Dupont; [adupont@aidnetwork.org](mailto:adupont@aidnetwork.org)

### **3. Ashoka's Community Greens Community Greens Internship Opportunities**

Community Greens is looking for passionate and dedicated interns to work in a variety of cities around the country this summer to assess the need and opportunity to create community green demonstration projects that are coupled with incentives and/or new policies. In addition, Community Greens is also seeking one intern at its headquarters office and one intern in Baltimore, MD.

Compensation: Unpaid

When: Summer 2009

Where: Various locations

Who: Anyone interested

Deadline: May 25, 2009

Location of Job Description: L&S Career Services eRecruiting

Contact Info: Kate Herrod; [kherrod@ashoka.org](mailto:kherrod@ashoka.org)

### **4. Summer Ranger/Assistant Tour Guide**

Full-time seasonal (40 hr/wk) position available in Parks Department to perform cave tours, perform general nature center upkeep, and indoor/outdoor maintenance. Qualifications: Requires high school graduation supplemented with coursework in geology or speleology; some experience in natural resources, education, environmental education or related field; and ability to learn the story of the caves and work with school-age children/general public. Position is June through August, Tuesday through Saturday, 8:00 a.m. to 4:30 p.m. Application Instructions: See [www.co.calumet.wi.us](http://www.co.calumet.wi.us) to fill out the required application or contact: Personnel Office Calumet County 206 Court St. Chilton, WI 53014-1198 (920) 849-1611 Visit us at: [www.co.calumet.wi.us](http://www.co.calumet.wi.us)

### **5. Arborist**

Petersen Companies is looking for an arborist interested in working with a growing company providing residential tree care in Northern Wisconsin. Opportunities exist to grow into sales and management. Must have strong climbing skills. Phone Kent Petersen: 715-356-7311 <http://www.petersencompanies.com>

### **6 Web Designer**

The Center for the First-Year Experience is currently seeking a student Web designer to create a new departmental web site (<http://www.newstudent.wisc.edu/>). Skills necessary for this job include: creative thinking, problem-solving, self-motivation, and excellent communication skills. Technical skills necessary for this job include experience with HTML, CSS, PHP, JavaScript, Photoshop or Fireworks and audio recording/editing. CFYE wants to establish a creative, interactive site for new students which will help them with their transition to college. This site must comply with UW's guidelines for Web site accessibility and University Integrative Communications Initiative (ICI) design guidelines.

The Web designer is a part-time summer position starting after the semester ends. This position is 20 hours per week Monday through Friday. The designer will have access to Adobe Creative CS4 on Mac OS.

Applications can apply online at <http://www.newstudent.wisc.edu/employment/>. Questions should be directed to Chris Verhaeghe, Coordinator of Communications & Technology (608/263-0369 or [cverhaeghe@odos.wisc.edu](mailto:cverhaeghe@odos.wisc.edu))

### **7. Union Council Leadership Opportunity**

#### **LEAD THE WISCONSIN UNION INITIATIVE BUILDING PROJECT**

The Wisconsin Union Directorate (WUD) offers an unforgettable leadership opportunity. Each year students at WUD plan and promote 1000+ recreational and cultural events on campus. We are seeking motivated, creative, and dedicated students to lead our organization. The positions available offer real world experience in performing arts administration, international education, community service management, educational programming, public relations, organizational administration, and much more.

The Wisconsin Union is seeking a dedicated student leader to serve as the Vice-President of Project Management. In this position, a student will serve as representative for the Union's building projects, including

the construction of the new south campus union, as well as planning for the renovation of Memorial Union. The position has the overall responsibility for furthering the organization's mission, vision, and values by chairing the Design Committee, as well as by participating in various construction and building project meetings. The position works with Union staff, especially the Wisconsin Union Assistant Director for Facilities and Education Program Coordinator, to ensure that the Wisconsin Union Directorate's programming will be successful in the new south campus union and that student involvement in the building projects is substantial and effective.

Application materials are available online at [www.union.wisc.edu/wud/selection](http://www.union.wisc.edu/wud/selection)

Apply by submitting an application and statement of purpose on or before *Monday April 13, 2009*. Please ignore the February 20<sup>th</sup> deadline indicated on the application. Reference forms are NOT required at this time. Please contact Shira Weiner with any questions or concerns.

NOTE: If you have already applied for any 2009-2010 student leadership position you do not need to resubmit an application. If you would like to be reconsidered please email Shira Weiner at [srweiner@wisc.edu](mailto:srweiner@wisc.edu).

### **8. Olbrich Botanical Gardens Internships**

Olbrich Botanical Gardens has extended their application deadline for paid summer and fall internships to April 6th, 2009. For those of you not familiar with our intern program, the internships are experiential positions, where interns are immersed in youth programs here at Olbrich.

Some interns will lead and teach in Olbrich's Children's Garden, our outdoor vegetable garden geared towards hosting kindergarten through 5th grade school groups. Other interns teach small sized children's classes and work hands on with butterflies and butterfly hatcheries during our Blooming Butterflies event.

#### *Butterfly Education Intern*

Education Department  
Olbrich Botanical Gardens  
3330 Atwood Avenue  
Madison, Wisconsin 53704

Application deadline: Postmarked by April 6, 2009

Position Duration: 8 weeks; 35-40 hours per week; beginning in mid-June and ending in mid-August, 2009

Number Available: 1

Pay Rate: \$9 per hour. Position does not offer health insurance, investment options, or vacation and sick pay.

Contact: Kai Skadahl, Education Registrar      [kskadahl@cityofmadison.com](mailto:kskadahl@cityofmadison.com); No phone calls please!!

Olbrich Botanical Gardens is a 36-acre public display garden located in Madison, Wisconsin. The Garden received AABGA and Horticulture Magazine's Award for Garden Excellence in 2005. Olbrich Botanical Gardens serves volunteers and visitors of all ages and abilities.

The Butterfly Education Intern provides educational programming during Olbrich's "Blooming Butterflies" event. Open to the general public, the event provides visitors with the opportunity to see butterflies free-flying in our tropical Conservatory. This intern works under the supervision of the Director of Education and the Youth and Family Program Coordinator at the Gardens. Sublet rentals are usually available due to the close proximity of the University of Wisconsin-Madison.

Position Responsibilities:

1. Curriculum & Communications Development: Develop and maintain all teaching curriculum and materials for scheduled youth butterfly classes. Work with the Butterfly Curator to create training materials for Butterfly Docent volunteers.
2. Instruction: Teach youth butterfly education classes and Butterfly Docent training.
3. Scheduling & Volunteer Supervision: Schedule and supervise Butterfly Docent Volunteers.
4. Butterfly Maintenance: Provide occasional back-up coverage to Butterfly Curator on daily butterfly maintenance tasks.
5. Passport Program Maintenance: Prepare and set-up passport program in outdoor gardens. Provide daily maintenance to butterfly passport stamping stations.
6. Capps Cases Set-Up & Maintenance: Work with other education staff to set up Capps exhibit cases. Develop case-related talking points for volunteers. Perform daily case maintenance duties.
7. Program Evaluation: Develop and implement program evaluation, including visitor, volunteer, and staff feedback; compile and analyze outcomes.
8. Program Wrap-Up: Prepare final report reflecting experience as Butterfly Education Intern, program statistics and outcomes, and program recommendations. Store all teaching materials.

Qualifications:

1. Major or degree in education, horticulture, environmental studies, biology, zoology, or related scholastic program.
2. Project management experience.
3. Minimum of one year of experience working with children in a group setting.
4. Ability to display confident, flexible, fair, energetic, and positive attitude while working with visitors and volunteers.
5. Ability to work as a team player and effectively collaborate with coworkers on a daily basis.
6. Ability to take a great degree of initiative and make independent decisions on a daily basis.
7. Comfort seeking assistance from superiors when needed, and comfort accepting constructive feedback on a frequent basis.
8. Ability to organize work time very effectively, particularly in relation to set deadlines, shared daily computer time, recurrent daily tasks, and strictly defined prep time versus teaching time.
9. Ability and willingness to work in hot, humid conditions in direct sun for up to two hours at a time on a daily basis.
10. Willingness to submit personal information for a criminal background check, as well as ability to successfully pass a criminal background check.
11. Entomology and/or botany experience is preferred but not required.

Skills Acquired - The Butterfly Education Intern will gain, or further develop, the following knowledge, skills, and abilities:

1. Knowledge of butterfly ecology and natural history.
2. Ability to develop curricula designed to teach children about botany and butterfly life history, as well as curricula designed to teach adults how to interpret butterfly biology for the general public.
3. Ability to instruct adults and young children.
4. Further development of project management abilities.
5. Knowledge and understanding of attitudes and ethics underlying operation of a public botanical garden.

To Apply: Please send a cover letter, resume, college transcripts (unofficial is fine), Olbrich's employment application (available through the employment link at [www.olbrich.org](http://www.olbrich.org)) and list of three professional or academic references. In addition, please answer the following questions in 750 words or less:

1. Describe any project management experience you have. What skills have you gained from this/these experience(s)?
2. Describe your past experience working with children in a group setting. What skills have you gained from this/these experience(s)?
3. Describe your understanding of the role of staff in relation to visitors and program participants in a public garden setting. (There is no right or wrong answer to this question; we are simply interested in your opinions and perceptions.)

*Children's Garden Specialist (Full-Time Temporary Position)*

Application deadline: Postmarked by April 6, 2009

Position Duration: 12 wks; average 35 hrs/wk during most weeks; Monday through Friday starting June 2 and ending August 22, 2009.

Number Available: 1

Pay Rate: \$9 per hour. Position does not offer health insurance, investment options, or vacation and sick pay.

Contact: Kai Skadahl, Education Registrar [kskadahl@cityofmadison.com](mailto:kskadahl@cityofmadison.com); No phone calls please!!

In 2009, Olbrich Botanical Gardens will partner with the Madison Schools and Community Recreation's (MSCR) Community Learning Centers (CLCs) and Youth Resource Centers (YRCs) to present its thirteenth year of Olbrich's summer Children's Garden program. MSCR Youth serve as the program's exclusive audience. Most MSCR students are considered underserved, as evidenced by the fact that 70% qualify for free and reduced lunch programs.

Olbrich's Children's Garden provides hands-on learning for children in kindergarten through fifth grade. The program addresses three main issues: gardening, environmental education, and nutrition. At Olbrich, children will benefit from real and meaningful connections between the soil they turn, the plants they tend, the food they eat, and the natural world around them.

The Children's Garden Specialist will work on all aspects of Olbrich's Children's Garden program. Position provides practical experience in planning and managing educational activities for groups, and teaching gardening to enthusiastic youth. This position works in conjunction with the Children's Garden Specialist/Education Coordinator and under the supervision of the Director of Education and the Youth and Family Program Coordinator at the Gardens. Sublet rentals are usually available due to the close proximity of the University of Wisconsin-Madison.

Position Responsibilities:

1. Logistical Arrangements: Facilitate participation by MSCR youth, i.e.- communicate schedules and logistical arrangements with staff of partner organizations. *Task Supervisor:* Director of Education
2. Curriculum & Communications: Develop curricula emphasizing ecology, gardening, and nutrition themes for participating youth. Develop curricula for training volunteers. Develop other necessary communication pieces for volunteers, youth, and staff from participating organizations. *Task Supervisor:* Director of Education & Youth and Family Program Coordinator
3. Instruction: Plan and conduct necessary orientation and training sessions for volunteers. Provide ongoing instruction and supervision to volunteers and participants on a daily basis during their time spent in the Children's Garden. *Task Supervisor:* Director of Education & Youth and Family Program Coordinator
4. Garden Development & Maintenance: Collaborate with Children's Garden Specialist/Education Coordinator and Horticulture Staff to plan, prepare, plant, and maintain the physical garden space for the Children's Garden program. *Task Supervisor:* Director of Education
5. Grant Compliance & Donor & Public Relations: Provide information and hospitality to program donors during visits and other communications. Remain mindful of garden appearance and public perceptions at all times. *Task Supervisor:* Director of Education
6. Program Evaluation: Collaborate with Children's Garden Specialist/Education Coordinator to develop and implement program evaluation, including participant, volunteer, and staff feedback; compile and analyze outcomes.
7. Program Wrap-Up: Collaborate with Children's Garden Specialist/Education Coordinator to prepare final program report. *Task Supervisor:* Director of Education

Qualifications:

1. Major or degree in education, horticultural therapy, social work, or related scholastic program. (Environmental studies, horticulture, etc.)
2. Project management experience.
3. Minimum of one year of experience working with children in a group setting.
4. Ability to display confident, flexible, fair, energetic, and positive attitude while working with youth and volunteers.
5. Ability to work as a team player and effectively collaborate with Education Coordinator/Children's Garden Specialist on a daily basis.
6. Ability to take a great degree of initiative and make independent decisions on a daily basis.
7. Comfort seeking assistance from superiors when needed, and comfort accepting constructive feedback on a frequent basis.
8. Ability to organize work time very effectively, particularly in relation to set deadlines, shared daily computer time, recurrent garden maintenance, and strictly defined prep time versus teaching time.
9. Ability and willingness to work in hot, humid conditions in direct sun for up to four hours at a time on a daily basis.
10. Willingness to submit personal information for a criminal background check, as well as ability to successfully pass a criminal background check..
11. Horticulture and/or gardening experience is preferred but not required.

Skills Acquired - The Children's Garden Specialist will gain, or further develop, the following knowledge, skills, and abilities:

1. Knowledge of organic vegetable and flower gardening principles and techniques.
2. Ability to develop curricula designed to teach youth about veggie gardening.
3. Ability to instruct youth.
4. Further development of project management abilities.
5. Knowledge and understanding of attitudes and ethics underlying operation of a public botanical garden.

To Apply: Please send a cover letter, resume, college transcripts (unofficial is fine), Olbrich's employment application (available through the employment link at [www.olbrich.org](http://www.olbrich.org)) and list of three professional or academic references. In addition, please answer the following questions in 750 words or less:

1. Describe any project management experience you have. What skills have you gained from this/these experience(s)?
2. Describe your past experience working with children in a group setting. What skills have you gained from this/these experience(s)?

Describe your understanding of the role of staff in relation to visitors and program participants in a public garden setting. (There is no right or wrong answer to this question; we are simply inter

*Children's Garden Specialist / Education Coordinator (Temporary Position with Fluctuating Hours)*

Application deadline: Postmarked by April 6, 2009

Position Duration: 30 wks; starting June 2 and ending December 31, 2009. Position varies between full and part time with some weekend and occasional evening hours. Position is temporary and project-based, requiring as many as 40 hours some weeks and as few as 5 hours other weeks. Weekly hours fluctuate according to a strict pre-determined schedule. Please see below for more information on required schedule. Position has the potential to be extended from January through May of the coming year, depending on budgetary allowances in 2010.

Number Available: 1

Pay Rate: \$9 per hour. Position does not offer health insurance, investment options, or vacation and sick pay.

Contact: Kai Skadah, Education Registrar [kskadahl@cityofmadison.com](mailto:kskadahl@cityofmadison.com) ; No phone calls please!!

Olbrich Botanical Gardens is free and open to the public year-round. The combination of an indoor Conservatory and outdoor gardens provide access to plants, gardening knowledge, and environmental education throughout the year. Olbrich operates a horticultural library that is open to the public and provides a large variety of reference material for gardeners.

Classes, lectures, and workshops are offered on a wide variety of garden, ecology, and nature related themes. Public programs are offered at Olbrich for all ages, from toddlers through adults. During spring and fall, Olbrich offers ecology field trips for school children. During summer and fall, youth participate in our Children's Garden program. Adult volunteers, trained to work in the gardens and conservatory, are another educational resource for the public to utilize and enjoy.

The Children's Garden Specialist/Education Coordinator will work on three distinct educational programs: the fall Explorer program, the summer and fall Children's Garden programs, and the fall Conservatory Docent program. Work hours for the Children's Garden Specialist/Education Coordinator will fluctuate widely based on project needs. Olbrich's Director of Education and Youth and Family Program Coordinator supervise the Education Coordinator.

From June through September, the Children's Garden Specialist/Education Coordinator will focus exclusively on Olbrich's Children's Garden. Olbrich's Children's Garden is an exclusive partnership with the Madison Schools and Community Recreation's (MSCR) Community Learning Centers (CLCs) and Youth Resource Centers (YRCs). MSCR Youth serve as the program's exclusive audience. Most MSCR students are considered underserved, as evidenced by the fact that 70% qualify for free and reduced lunch programs.

Olbrich's Children's Garden provides hands-on learning for children in kindergarten through fifth grade. The program addresses three main issues: gardening, environmental education, and nutrition. At Olbrich, children will benefit from real and meaningful connections between the soil they turn, the plants they tend, the food they eat, and the natural world around them.

The Children's Garden Specialist/Education Coordinator will oversee the elementary education aspect of Olbrich's Children's Garden program. Position provides practical experience in planning and managing group educational activities and teaching gardening to young, enthusiastic participants. This position works under the supervision of the Director of Education and the Youth and Family Program Coordinator at the Gardens.

From September through December, the Children's Garden Specialist/Education Coordinator will work on a combination of the fall Children's Garden program, the fall Explorer program, and the fall Conservatory Docent program.

Position Responsibilities:

June through August:

1. Logistical Arrangements: Facilitate participation by MSCR youth, i.e.- communicate schedules and logistical arrangements with staff of partner organizations. *Task Supervisor:* Director of Education
2. Curriculum & Communications: Develop curricula emphasizing ecology, gardening, and nutrition themes for participating youth. Develop curricula for training volunteers. Develop other necessary communication pieces for volunteers, participants, and staff from participating organizations. *Task Supervisor:* Director of Education & Youth and Family Program Coordinator
3. Instruction: Plan and conduct necessary orientation and training sessions for volunteers. Provide ongoing instruction and supervision to volunteers and participants on a daily basis during their time spent in the Children's Garden. *Task Supervisor:* Director of Education & Youth and Family Program Coordinator
4. Garden Development & Maintenance: Collaborate with Children's Garden Specialist and Horticulture Staff to plan, prepare, plant, and maintain the physical garden space for the Children's Garden program. *Task Supervisor:* Director of Education

5. Grant Compliance & Donor & Public Relations: Provide information and hospitality to program donors during visits and other communications. Remain mindful of garden appearance and public perceptions at all times. *Task Supervisor:* Director of Education
6. Program Evaluation: In collaboration with Children's Garden Specialist, oversee development and implementation of program evaluation: participant, volunteer, youth, and staff feedback; compile and analyze outcomes.
7. Program Wrap-Up: Collaborate with Children's Garden Specialist to prepare final program report. *Task Supervisor:* Director of Education

September through December:

1. Materials Development & Maintenance:
  - a. Conservatory Docents: Plan, prepare, and maintain all Bottle Biology materials for use by Docents.
  - b. Explorer: Prepare and maintain all Bottle Biology materials, both plant and otherwise, for use by Explorer program.
  - c. Children's Garden: Plan, prepare, and maintain all activity materials needed for fall Children's Garden lessons.
2. Curriculum & Communications Development:
  - a. Conservatory Docents: Create activity plans for Docent use with the public, as all as Docent training curricula about the activities. Provide written communications pertaining to Bottle Biology for Docents as needed.
  - b. Children's Garden: Create curricula for fall after school Children's Garden sessions.
3. Instruction:
  - a. Conservatory Docents: Conduct Bottle Biology initial training.
  - b. Explorer: Instruct fall Ecology Explorer as scheduled. Assist Youth and Family Program Coordinator with fall Explorer volunteer trainings.
  - c. Children's Garden: Instruct fall Children's Garden classes as scheduled.
4. Evaluation:
  - a. Conservatory Docents: Develop and implement docent evaluation of fall programs, including Bottle Biology, Explorer, and Children's Garden; compile and analyze outcomes.
  - b. Explorer: Develop and implement Explorer program evaluation, including visitor, volunteer, and staff feedback; compile and analyze outcomes.
  - c. Children's Garden: Develop and implement fall Children's Garden program evaluation, including visitor, volunteer, and staff feedback; compile and analyze outcomes.

Qualifications:

1. Major or degree in education, horticultural therapy, social work, or related scholastic program. (Environmental studies, horticulture, etc.)
2. Project management experience.
3. Minimum of one year of experience working with children in a group setting.
4. Ability to display confident, flexible, fair, energetic, and positive attitude while working with youth and volunteers.
5. Ability to work as a team player and effectively collaborate with Children's Garden Specialist and Horticulture Staff on a daily basis.
6. Ability to take a great degree of initiative and make independent decisions on a daily basis.
7. Comfort seeking assistance from superiors when needed, and comfort accepting constructive feedback on a frequent basis.
8. Ability to organize work time very effectively, particularly in relation to set deadlines, shared daily computer time, recurrent garden maintenance, and strictly defined prep time versus teaching time.
9. Ability and willingness to work in hot, humid conditions in direct sun for up to four hours at a time on a daily basis.

10. Willingness to submit personal information for a criminal background check, as well as ability to successfully pass a criminal background check.
11. Horticulture and/or gardening experience is preferred but not required.
12. Ability to instruct elementary-aged youth in activities relating to gardening, ecology, and nutrition.

Skills Acquired - The Children's Garden Specialist / Education Coordinator will gain, or further develop, the following knowledge, skills, and abilities:

2. Knowledge of organic vegetable and flower gardening principles and techniques.
3. Ability to develop elementary-level curricula relating to gardening, ecology, and nutrition.
4. Ability to instruct elementary-aged youth in activities relating to gardening, ecology, and nutrition.
5. Ability to train adults to conduct environmental education activities with the general public.
6. Further development of project management abilities.
7. Knowledge and understanding of attitudes and ethics underlying operation of a public botanical garden.

To Apply: Please send a cover letter, resume, college transcripts (unofficial is fine), Olbrich's employment application (available through the employment link at [www.olbrich.org](http://www.olbrich.org)) and list of three professional or academic references. In addition, please answer the following questions in 750 words or less:

1. Describe any project management experience you have. What skills have you gained from this/these experience(s)?
2. Describe your past experience working with children in a group setting. What skills have you gained from this/these experience(s)?
3. Describe your understanding of the role of staff in relation to visitors and program participants in a public garden setting. (There is no right or wrong answer to this question; we are simply interested in your opinions and perceptions.)

#### Required Schedule

Between June 2 and August 1, 2009 (9 weeks averaging 35 hours per week)

Scheduled Time: Teach Children's Garden classes daily, both morning and afternoon, M-F  
TOTAL= 315 hours

Between August 4 and August 22, 2009 (2.5 weeks averaging 25 hours per week)

Scheduled Time: Children's Garden classes M-F mornings  
Flexible Time: some afternoon to be used for preparation and wrap up activities; plus intern field trip  
TOTAL= 64 hours

Between September 1 and 26, 2009 (4 weeks averaging 10 hours per week)

Flexible Time: Children's Garden maintenance, prep and planning for Bottle Biology & Children's Garden after-school program  
TOTAL= 40 hours

Weeks September 29 - October 13, 2009 (3 weeks averaging 16 hours per week)

Scheduled Time: 2-4:30pm on Tuesday and Thursday (Children's Garden; 5 hours)  
Flexible Time: Additional prep time for Docents and Children's Garden  
TOTAL= 48

Weeks October 20-November 10, 2009 (4 weeks averaging 36 hours per week)

Scheduled Time:

- 9am to 4:30pm, Tuesday, Wednesday, and Thursday (for Explorer and Children's Garden; 21 hours not inc. 30 minutes per day for lunch)
- Docent training on Saturday, November 1 from 8am-11am

Flexible Time: Prep time Docents and Children's Garden

TOTAL= 144 hours

Weeks November 17 – December 15, 2009 (5 weeks averaging 11 hours per week)

Scheduled Time: 2-4:30pm on Tuesday and Thursday (Children's Garden; 5 hours)

Flexible Time: Prep time for Docents

TOTAL = 55 hours

Weeks December 22 - 29, 2009 (2 weeks averaging 5 hours per week)

Flexible Time: Prep time for Docents

TOTAL = 10 hours

### **9. Federal Service Student Ambassadors Program:**

Are you interning with a federal agency this summer in Washington D.C. and returning to campus for the 2009-2010 school year? If so, become an ambassador at UW-Madison to actively promote public service and receive a stipend of \$2,200 and an added \$300 stipend for expenses and materials. Continue your summer internship by promoting your experience during the next school year. To apply:

<http://www.makingthedifference.org/ambassadors>, or contact [ambassadors@ourpublicservice.org](mailto:ambassadors@ourpublicservice.org).

### **10. Neuroscience Lab Seeking Students for Research Projects**

The Levin laboratory studies how neurons die in a variety of diseases. The focus is on the signaling of neuronal death resulting from injury to the axon. This is applicable to a variety of human diseases, including blindness from glaucoma, brain tumors, multiple sclerosis, and many other conditions.

There are currently openings for two highly motivated undergraduate students to join the laboratory. In the past, undergraduates in the lab have been first authors on one or more published papers. Undergraduate students are treated as if they were graduate students, and expected to work at a high level. Students usually work 20 hours or more per week, for independent study credit during the semester.

If you have excellent academic credentials, are focused, and get things done, please contact Professor Leonard Levin, MD, PhD, at [lalevin@wisc.edu](mailto:lalevin@wisc.edu).

Please send a few sentences describing why you would like to work in the laboratory, a copy of your resume, and a transcript. Because of the time necessary for learning the techniques used in lab, we are seeking students who are currently freshmen, sophomores, or first semester juniors.

### **11. Physical Therapy Open House**

UW-Madison's Doctor of Physical Therapy (DPT) Program is having a drop-in Open House, Sunday, May 3rd from 1-2:30 in room 5150 Medical Sciences Center. There will be refreshments, informal tours of the DPT facility, opportunities to participate in PT lab activities, and time to engage in conversations with current students and faculty.

In conjunction with the Open House, the DPT students are having a Program run/walk fundraiser. Everyone is welcome to join in on the fun at 11AM and then afterwards proceed to the Open House. See below for details.

10th Annual Bucky's Race For Rehab

Sunday, May 3, 2009 - 11am

UW Natatorium

2000 Observatory Drive, Madison

Mark your calendars & dust off those running shoes for the 10th Annual Bucky's Race for Rehab on Sunday, May 3, 2009. The 5k run and 2 mile walk courses will follow the scenic Lakeshore Bike Path on the UW-Madison campus. Registration is now open, and all race information is available on our website. Register by April 17th to reserve your unique race gift.

<http://www.orthorehab.wisc.edu/physical-therapy/raceforrehab/index.shtml>

•5K run / 2 mile walk

•Cost: \$13 pre-registration (through May 1st), \$16 day of race (registration begins at 9:30am)

•Free parking: Across street in front of Vet school

•Proceeds go to MEDiC, a system of free student-run health clinics for the underserved and to Phi Theta, the PT student organization

•Unique race gift for all participants (pre-register by April 17th to guarantee gift)

- Goody bags
  - Refreshments
  - Raffle prizes
  - Registration form or register online at Active.com
- Happy Spring, and we hope to see you at Bucky's Race for Rehab!

### **12. Medical School Interviewing Skills**

On April 22, 2009, from 4:30 - 5:30 pm., at the Memorial Union (TITU), we will hold, in conjunction with the University of Wisconsin's School of Medicine and Public Health, an "Interviewing Skills" session with Admissions Dean Lucy Wall. A "Mock Interview" for those applying to medical schools THIS year will be followed by a Q&A.

Please help to publicize the event by sharing this with candidates for the 2010 entering year!

### **13. School of Veterinary Medicine Open House**

Join us at the School of Veterinary Medicine Open House!

Date: Sunday, April 26

Time: noon - 4pm

place: 2015 Linden Drive

The University of Wisconsin's Veterinary Medical Teaching Hospital will hold its first open house in over six years on Sunday April 26, 2009 to introduce the public to the many services available through UW Veterinary Care. The public can peek behind the scenes of the School of Veterinary Medicine's UW Veterinary Care services from noon until 4:00 pm. Admission is free.

### **14. Students for Bilingual Outreach Election Meeting!**

Come to the Students for Bilingual Outreach's election meeting Monday, April 13th from 6-7pm in 2511 Microbial Science Building. We will be electing the Council for the upcoming academic year. If you are interested in running, see the following list of positions and create a short speech that summarizes why you would be a good fit for that position. Hopefully there will be some free food at the event! See you all there!

#### Annual Positions

**President:** The President shall be the chief executive officer, lead all meetings, and preside over the entire organization. The President will keep and have available current copies of the bylaws. Additionally, the President is responsible for renewing The Organization's RSO status at the beginning of each academic year or as required by the RSO.

**Vice President:** The Vice President shall assume the duties of President if the President is absent and aid the President in executing the mission of the organization.

**Secretary:** The Secretary shall keep the minutes and agendas for all meetings, provide copies of the minutes when necessary, and maintain complete and accurate accounts of attendance and membership status.

**Treasurer:** The Treasurer shall keep financial records, provide this information upon request of the Council, and perform any other duties pertaining to the financial status of the organization. Furthermore, the Treasurer will be responsible for fundraising events as needed.

**Promotions Chair:** The Promotions Chair shall advertise for The Organization and increase awareness of the activities and the purpose of The Organization. Hence, the Promotions Chair must update materials produced by The Organization to maintain current status.

**Social Chair:** The Social Chair shall organize three events throughout the academic year. These events should have some bilingual/Spanish-speaking component integrated into the event.

**Volunteer Chair:** The Volunteer Chair shall be responsible keeping an up-to-date listing of bilingual volunteer opportunities in the Madison area. Further, he/she shall be responsible for organizing two volunteer events throughout the academic year. These events should have some bilingual/Spanish-speaking component integrated into the event.

**School Liaison:** The School Liaison shall be responsible for maintaining relationships with schools that The Organization partners with. There will be one School Liaison for each school that The Organization partners with.

### Temporary Positions

Webmaster (Summer '09): The Webmaster shall be in charge of creating The Organization's website. Depending on the need, he/she may remain in his/her position for the remainder of the 2009-2010 school year. If this occurs, he/she shall also be responsible for the upkeep of the Facebook page.

### **15. Etiquette Dinner:**

Tuesday, April 14, 2009, 5-7 p.m., Memorial Union. Not sure which fork to use for which course of the meal? Interested in networking with employers? You can learn proper etiquette in a fun environment with other students, while also engaging with employers! Tickets are \$12 each and include a four course gourmet meal! Tickets go on sale on Monday, April 6, 2009 at the L&S Career Services Office – 1305 Linden Drive, Suite 205. Exact cash, check or credit card is required. Tickets go fast – don't miss this event! Limit 2 tickets per student.

### **16. Not sure what to do with your Major?**

Thursday, April 16, 23, and 30, 12:05 p.m., Memorial Union. This is a 3 part series to help you figure out what you can do with your major and how to go about the internship and job search process. Talk with other students to learn about their experiences and their career options and goals. To sign up, contact Amanda Filtz at [afiltz@lssaa.wisc.edu](mailto:afiltz@lssaa.wisc.edu).

### **17. Virtual Career Fair:**

The National Association of Colleges and Employers is hosting an International Student Virtual Career Fair for international students studying in the U.S. who wish to return to their home country for full time or internship opportunities; are currently pursuing one year Optical Practical Training (OPT) opportunities in the U.S.; or are currently pursuing summer Curricular Practical Training (CPT) internships in the U.S. To sign up: <http://asp.symplicity.com/nacelinkvcf/>

### **18. SW 672: Promoting Awareness, Victim Empowerment (PAVE)- Spring 2009**

I am pleased to once again announce that there are openings for Social Work 672, a 2 credit service learning class focusing on sexual assault and dating violence. Please see the attached syllabus for this semester's class to get a sense of what the course structure is like and see below for information on how to register.

Both undergraduate and graduate students are welcome to enroll.

Students who take this class provide peer-facilitated workshops on sexual assault, consent, and dating violence to about 4,000 UW-Madison students each year, and many alum who have taken class report back that they have been able to use what they learned in PAVE in their professional lives!

PAVE (Promoting Awareness, Victim Empowerment) is now recruiting for the Peer Education Program that we offer in partnership with the School of Social Work (SW672, Dr. Schroepfer, Faculty Partner). This is a collaborative student leadership opportunity to learn about emerging trends in sexual assault/dating violence prevention, campus resources, community organizing, and public speaking.

Students who are interested in registering for this 2 advanced credit course must first meet with the student coordinator, Jenny Hansen ([uwpavepeered@gmail.com](mailto:uwpavepeered@gmail.com)), before they can register on the timetable. If interested, please contact Jenny Hansen at [uwpavepeered@gmail.com](mailto:uwpavepeered@gmail.com)

Classes are held from 6:00pm-8:00pm on Wednesday nights throughout the semester (about every other week). Please note that students must be able to attend the following training dates to be in the class:

- Wednesday, September 9—6:00pm-9:00pm
- Thursday, September 10—6:00pm-9:00pm
- Friday, September 11—6:00pm-9:00pm
- Sunday, September 13—1:00pm-6:00pm

