

Tufts Career Services Summer Internship Grants 2010

Through generous donations from alumni and the Tufts Diversity Fund, Career Services is able to provide funding for up to 37 internships for summer 2010. These funds offer students in AS&E the opportunity to explore career fields and gain experience through full-time, unpaid internships. Students must work a minimum of 350 hours (i.e. 35 hours/week for 10 weeks).

\$3,500 Internship Grants are available in the following areas:

25 Grants for Non-profit or Public Sector Internships: *For undergraduates only*

8 Tufts AS&E Diversity Fund Internship Grants: *For undergraduate students; must receive financial aid; must be U.S. citizen*

4 Grants for Entrepreneurial Leadership Internships: *For undergraduate and graduate students interning at start-up organizations*

Completed applications must be submitted by 5:00pm, Thursday, April 1, 2010 to Career Services, Dowling Hall. *Your internship must be secured prior to submitting your application. Your application must be received in hard copy by the deadline. Please email Donna Esposito at donna.esposito@tufts.edu or call Career Services if you are studying abroad.*

COMPLETE APPLICATIONS INCLUDE:

- ✓ 4 copies of application **including** signed memo of understanding, resume and unofficial transcript
- ✓ 4 copies of learning contract detailing internship and goals signed by student and supervisor
- ✓ 2 recommendation forms/letters, at least one from a Tufts staff or faculty member (**please note:** professional references only; no recommendations from fellow students)

ELIGIBILITY REQUIREMENTS

Students can receive Career Services Internship Grant funding only once.

All applicants must:

- Be in good standing with the university
- Be full time matriculated students at Tufts University during the summer internship **and the following fall semester** (graduating seniors are ineligible)
- Secure an internship **in the US and ensure that all 350 hours are completed in the US**, and verify that it does not provide any funding

Students applying for Non-profit/Public Sector Grants must:

- Be an undergraduate student in AS&E
- Intern at an organization in the non-profit/public sector

Students applying for the Tufts AS&E Diversity Fund Grants must:

- Demonstrate financial need at Tufts University
- Be an undergraduate student in AS&E
- Be a US citizen

Students applying for the Entrepreneurial Grants must:

- Be an undergraduate or graduate student in AS&E
- Intern with a start-up organization

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APPLICATION GUIDELINES

CRITERIA FOR SELECTION

The application process is competitive and all application materials should be well-written. The proposal should demonstrate a clear relationship between a student's planned internship and future goals. **The internship should allow the student to:**

- make intellectual and practical connections between skills and knowledge developed through education and those required in a particular career
- advance in the direction of a career or future education
- confirm or adjust a tentative career plan
- acquire experience and skills required by employers in the student's chosen career field
- engage in substantive and supervised work related to future interests
- contribute to the organization and/or society

REQUIREMENTS/PROCESS

- Internships must be unpaid, full time, totaling at least 350 hours
- Students will be enrolled in Transcript Notation through Career Services
- **Students must secure an internship in the United States prior to applying**
- If student is forced to discontinue internship before completing 350 hours, student must contact Career Services. Failure to complete the internship will result in pro-rated reimbursement of the grant to Tufts University. The amount owed to Tufts will be added to the student's account.

COMPLETE APPLICATION INCLUDES:

- ✓ 4 copies of application **including** signed memo of understanding, resume and unofficial transcript
- ✓ 4 copies of learning contract detailing internship and goals signed by student and supervisor
- ✓ 2 recommendation forms/letters, at least one from a Tufts staff or faculty member (**please note:** professional references only; no recommendations from fellow students)

Accepted students are required to submit:

- ✓ Signed code of conduct
- ✓ Three reports (1-2 pages each) at the beginning, middle and end of internship
- ✓ Informational Interview report
- ✓ Final evaluation
- ✓ Final evaluation from Supervisor

ALLOCATION OF FUNDING

- Selected students are eligible to receive up to \$3500
- \$2500 will be paid at the start of internship
- \$1000 will be paid upon completion of all steps concluding with fall poster session

RESTRICTIONS

- Internships shall not take place at Tufts University. **No** research projects or work under any department at the undergraduate or graduate campuses will be funded.
- **International internships are not funded through these grants. Internships must be in the US and all 350 hours must be completed in the US.**
- Virtual/independent and unsupervised internships will not be considered.
- Host organization cannot be owned or run by a member of intern's immediate family.
- Internship must be done through **one** sponsor and must be supervised by someone at the site. Supervisor **may not** be a family member.
- Funding cannot be granted for internships involved in direct proselytizing for religious work (i.e. conversion to a religion, sect, or denomination), or for work done on a political campaign.

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APPLICATION

Application Materials (submit 4 copies of each) **Deadline: 5:00pm, Thursday, April 1, 2010**

INCOMPLETE OR LATE APPLICATIONS WILL NOT BE CONSIDERED

A completed application includes:

1. Student Application form
2. Typed answers to essay questions
3. Resume
4. Unofficial Transcript
5. Signed Memo of Understanding
6. Learning Contract
7. **Two recommendation letters** (at least one from a Tufts staff or faculty member) must be submitted to Career Services by April 1, 2010

Please check all funding options that apply:

- Non-Profit/Public Sector Grants
- Diversity Grants - Sponsored by the Tufts AS&E Diversity Fund
(must receive financial aid at Tufts)
- Entrepreneurial Leadership Grants

Class Year (at time of application): *First Year* ___ *Sophomore* ___ *Junior* ___ *Grad. Student* ___

Student Contact Information

Student ID#: _____ Citizenship: _____ Race/Ethnicity(optional) _____
First Name: _____ Last Name: _____
Major(s): _____ Minor: _____

Local Mailing Address

Street Address: _____
City: _____ State: _____ Zip: _____
Cell/Telephone: _____ E-mail: _____

Sponsor/Supervisor Information

Sponsor's Name: _____
Sponsor's Job Title: _____
Organization Name: _____ Website: _____
Street Address: _____
City: _____ State: _____ Zip: _____
Telephone: _____ Fax: _____
E-mail: _____

Have you previously received funding from Tufts for summer internships, projects, or research?

Y ___ N ___ If yes, please describe.

Do you qualify for financial aid at Tufts? Y ___ N ___

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ESSAY QUESTIONS

Please type your answers to the following questions using 12-point font on separate paper.

1. Describe your internship and the internship organization in detail. Please include responsibilities, goals, and skills required.
2. If you are returning to a site where you have worked previously, please indicate how this summer's experience will differ from your earlier one.
3. How do you expect your internship experience to enhance your academic learning and future career plans?
4. How will your internship work contribute to the organization and/or society?
5. Why should we select you for this grant?
6. **FOR THOSE APPLYING FOR THE TUFTS DIVERSITY FUND GRANTS:**
Please describe the role of diversity in your life.

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MEMO OF UNDERSTANDING

Please read each statement below and sign if you agree to all of them.

If selected as a Career Services Summer Internship Grant recipient:

- I commit to a 350 hour minimum summer internship within the timeframe of May 15 - August 31, 2010, with a regular schedule of at least 35 hours per week at the sponsoring organization indicated on this application.
- I agree to complete all application materials, reports, summary documents and evaluation assignments as required, or else I forfeit payment.
- I agree to follow the Career Services code of conduct and guidelines.
- I understand that if I am unable to complete the 350 hours at my internship, I must contact Career Services immediately. My failure to complete the internship will result in reimbursement, on a pro-rated basis, of my grant to Tufts University. The amount owed back to Tufts will be added to my student account.
- I understand that if I am accepted as a Career Services Summer Internship Grant recipient, it is my responsibility to arrange my own housing, travel, and other logistics.

I verify that:

- I am in good standing with the university.
- I am a matriculated first year, sophomore, junior or graduate student at Tufts University.
- I have secured an internship in the US prior to this grant application.
- I have demonstrated financial need (if applying for one of the Diversity Grants).

Student Signature: _____ Date: _____

Print Name: _____

**Return complete application to:
Tufts University Career Services
Dowling Hall – Suite 740
419 Boston Avenue
Medford, MA 02155
Fax: (617) 627-3907**

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LEARNING CONTRACT

Student interns should complete this form in consultation with their Site Supervisor.

Completed form due with application by 5pm, April 1, 2010.

Student name: _____ Class year: _____ ID# _____

Email: _____ Start & End dates of internship: _____

Address: _____ Telephone _____

Name of internship organization _____

What does this organization do? _____

Address _____

Supervisor's name & title _____

Supervisor's email _____ Phone _____

Intern title/role/department _____

Will intern receive a salary, stipend, or other form of compensation? _____

If yes, please describe: _____

Description of Responsibilities (attach separately if necessary):

Supervision: What instruction, orientation or assistance will student receive? How often and for how long will student and supervisor meet? How and when will student be evaluated?

Learning Goals and Objectives should be specific, measurable, and achievable and usually fall into one or more of the following categories:

Academic Learning: Internships often provide an opportunity to apply classroom learning to a real-world setting. An intern may sit in on court proceedings to learn how constitutional law classes apply to real world legal situations and prepare a summary of testimony. An internship in a museum adds meaning to art history classes.

Career Exploration: Many students explore career options through internships. An internship can be a way to test the waters and see whether a career field will be a good fit.

Skill Development: Interns may learn to use new software; develop oral communication and writing skills; organize and analyze data; observe and develop leadership skills, etc...).

Using the categories above, specifically describe the learning goals for the internship:

Strategies for accomplishing these learning goals:

Student Intern:
(sign) _____ (print) _____ Date: _____

Site Supervisor:
(sign) _____ (print) _____ Date: _____

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RECOMMENDATION FORM

Deadline: April 1, 2010

(This section to be completed by applicant)

Applicant Name _____

Class Year _____

Current federal law provides that students may review letters of reference written for them. Applicants may also choose to waive this statutory right. Referees also have the right to refuse to write a letter that is not confidential. For further information and opinion, inquire at the Career Center.

Please sign below before giving this form to the referee.

I hereby waive my right of access to this reference form. _____

I do not waive my right of access to this reference form. _____

Please be sure to provide your reference with a copy of your application essay.

(This section to be completed by referee)

For the use of the Tufts University Career Center Summer Internship Grants selection committee, please attach a letter commenting on the applicant's suitability for a funded internship and incorporating answers to the following questions.

- 1) In what capacity and for how long have you known this student?
- 2) What strengths do you believe this student will bring to his/her internship?
- 3) Are there any additional comments about the applicant you could share with the committee?

Name (please print) _____

Signature _____ Date _____

Title _____ Phone _____

Department/Organization _____

Please submit by April 1, 2010 to Tufts Career Services. FAX to 617-627-3907 or mail to: Tufts Career Services, Dowling Hall, 419 Boston Avenue, Medford, MA 02155. Please direct questions to Donna Esposito at (617) 627-3299 or Donna.Esposito@tufts.edu

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GUIDELINES FOR SITE SUPERVISORS

Tufts University Career Services expects to fund up to 35 students in internships during the summer 2009. Interns are required to apply for funding and submit learning contracts signed by their site supervisors no later than **5:00 pm, THURSDAY, April 1, 2010**.

Qualified students can receive up to \$3500 provided the following requirements are met:

Internship Funding Requirements:

- Internships must be unpaid, full time, totaling at least 350 hours
- Internships should allow students to engage in substantive and supervised work
- Students must secure an internship site in the United States prior to applying for funding
- Host organization cannot be owned and run by a member of intern's immediate family
- Internship must be supervised by **one** sponsor at the site
- Supervisor **may not** be a family member

*By the **April 1** deadline students must submit:*

- Application with transcript, resume, and two recommendation forms
- Learning Contract detailing internship and goals

During the summer, accepted students must submit:

- Initial journal report
- Mid-point journal report
- Final journal report, informational interview report and intern evaluation

*Site Supervisors must submit **before** student can receive final payment:*

- **Final supervisor evaluation**

Interns must be engaged in substantive work at their sites that meets the goals detailed on the learning contract. While clerical duties may be included in the intern's responsibilities, the majority of tasks should be challenging and meaningful.

Tips on how to provide a substantive internship

1. Plan the position prior to the intern's arrival.
2. Meet regularly (at least weekly) with intern to answer questions, review progress and provide feedback.
3. Outline projects and set realistic goals and expectations with the intern.
4. Offer adequate orientation and training.
5. Allow intern to observe professionals in action and participate in staff meetings.
6. Provide intern with a suitable workspace.
7. If possible, allow intern to participate in appropriate professional development opportunities.
8. Encourage and provide opportunities for intern to read professional journals & company literature.
9. Provide a written evaluation of the intern's performance. Recognize contributions and make suggestions for improvement. Schedule meeting to share comments.
10. Contact Tufts Career Services if any problems arise with the intern or work site (Donna Esposito at 617-627-3299 or Donna.Esposito@tufts.edu)