**Hubbard Center Summer Internship Grant Program**

**2014 Application**

**DUE: MARCH 14, 2014**

**Introduction and Guidelines:**
The Hubbard Center Summer Internship Grant Program exists to award students for summer internship experiences. The internships supported by this program will provide a learning experience that connects full-time summer work to individual academic and professional goals. There are two types of internship experiences supported by the summer grant program; students are awarded funds for securing their own internship, or can apply for a one of the local Putnam County Capacity Building competitive internships through Tiger Tracks. The number of summer stipend awards vary each year, dependent on available funds.

**Qualifications:**
In order to be eligible, **students must have secured their own internship placements before submitting this application.** These internships must be full time (35 hours or more per week) and take place over the course of at least 8 weeks during the summer. The Hubbard Center Summer Internship Grant Program supports students in pursuing high-quality and professionally relevant internships that might otherwise be cost-prohibitive, so preference will be given to students with offers of unpaid internships, and in non-profit, government, and start-up environments. Because of the obligations associated with this grant program, students must be full-time and returning to DePauw as a student for the Fall 2014 semester.

DePauw summer internship programs are coordinated by the Hubbard Center and are not credit-bearing; registration for credit through UNIV 297 or COMM 299 is a separate process with its own requirements.

**Conditions of the grant:**

Students selected from the applicants for this award will be **supported in the amount of $3,000,** and awards will be paid in three installments over the summer. In addition to meeting the obligations and duties established by internship hosts, all participants are expected to actively communicate with the DePauw community about their experiences both during and after their internships. Participants will establish and maintain a blog (with weekly entry requirements and prompts) and participate in a summer internship information symposium during fall term, at which they will deliver a presentation about their experience. Recipients are expected to fulfill all obligations of the Hubbard Center Summer Internship Grant Program in order to receive all installments of the award.

**Application Process:**

Students interested in applying for an internship grant must meet with a member of the Hubbard Center’s advising staff in preparation of their application materials. Guidelines for application materials are also included in this application packet. The following materials must be submitted by the deadline in consideration for this grant; students must include their name and student ID on all documents.

* Application form (included in packet)
* Application letter
* Résumé
* One letter of recommendation (from anyone who can speak to professional skills)
* Budget
* Host Confirmation form

***Application Deadline:  Friday, March 14, 2014 | Awards Announced:  Friday, March 28, 2014***

**Hubbard Center Summer Internship Grant Program**

**Application Form**

*Provide information for all requested fields, and submit to Christine Munn at the*

*Kathryn. F. Hubbard Center for Student Engagement (Union Lobby) no later than* ***11:59 pm, March 14th, 2014****.*

 Type of Internship (please check): \_\_\_\_\_\_Self Secured \_\_\_\_\_\_Putnam County Community Internship

|  |  |  |
| --- | --- | --- |
| **Student Name** | **Class** (please circle rising rank) **Sophomore Junior Senior** | **Major** (intended) |
| **Student ID#** (as appearing on DPU id card) | **Will you be living on campus during your internship?\_\_\_ Yes \_\_\_ No** | **U.B. Box #** |
| **Summer Mailing Address** | **City** | **State** | **Zip** |
| **Mobile Phone Number**  | **DePauw Email Address** |  **@depauw.edu** |

|  |  |
| --- | --- |
| **Host Supervisor Name** Mr. Mrs. Ms. Dr.  | **Host Supervisor Title** |
| **Organization Name** | **Host Supervisor Phone** | **Host Supervisor Fax** |
| **Summer Mailing Address** | **City** | **State** | **Zip** |
| **Host Supervisor Email**  | **Web Address** |

Read and sign the following to complete your application:

I certify that the terms of my internship are consistent with the following prerequisite conditions; please initial to confirm:

\_\_\_\_ I have met with a member of the Hubbard Center advising staff to discuss my options and my application materials
 \_\_\_\_I am currently a full-time student, and will be returning to DePauw University’s campus in the fall.

\_\_\_\_My host is **not** a family member.
 \_\_\_\_My internship does **not** duplicate a past experience (*i.e. you are not returning to a past internship host in the same capacity as previously employed*)
 \_\_\_\_ My internship is full-time (~35 hrs/wk) and lasts a minimum of 8 weeks.

I understand that my internship is a professional responsibility, and I commit to full participation and satisfactory completion as outlined in the posted guidelines. If, for whatever reason, I am unable to complete my internship as reported in this application, I will notify the Hubbard Center for Student Engagement immediately.

I have completed and attached each of the following documents with this registration form; please indicate with **x** (\*affix student last name and id# to each submitted page):

 \_\_ Application letter \_\_ Budget

 \_\_ Résumé \_\_ Host Confirmation form

 \_\_ One letter of recommendation

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Student Signature Date

**Competitive Summer Internship Award Application Letter Guidelines**

Please use a formal letter format to complete your application statement. This letter should be free of grammar, spelling, and punctuation errors, and be concise and professional in terms of content, style, and tone. If you have any questions about your application letter structure, format, or content, please do not hesitate to visit the Hubbard Center for Student Engagement to review with a member of our advising staff.

Please note that the reader for this option of the grant is the Hubbard Center; be sure to address the correct audience as this is not merely a duplicate of the cover letter sent to your host to secure the internship.

Make sure to address the following:

**Why you have pursued this particular internship.**

* Let the reader know exactly how you learned about the position. If there is a personal, faculty or alumni connection this is where you make that connection.
* What was the process by which you secured this internship experience?

**What you know about the employer and position you’ve secured.**

* Be clear about the specific skills or experiences sought for this position. What is it about the employer that is attractive to you? What recent projects, accomplishments or aspirations of the employer do you find compelling?
* Include your primary objectives for this experience – how does this internship relate and connect to your academic, personal, and professional goals?
* Discuss your perceived responsibilities and assignments. Demonstrate that you've researched the organization and position.

**Where you have demonstrated that you have used the skills they need.**

* Describe your background in this field. What experiences have prepared you for this internship, and why is this a good “next step” for you?
* Students also prepare for internships through coursework, research, reading, and by having conversations with fellow students, faculty advisors, career advisors, and professionals. What have you done to prepare for your internship thus far?

**Hubbard Center Summer Internship Host Confirmation***(Students, please share with your host supervisor and ensure return by March 14, 2014)*

In addition to working for your organization, your intern is applying for a Competitive Summer Internship Award. Not only will your intern be responsible for completing the at-work assignments of your organization, should your intern receive this award she/he is additionally obligated to actively connect this real world experience with her/his broader academic and professional goals at DePauw through blogging and other communication with the DePauw community regarding her/his experience. This award is co-curricular; the student will **not** receive academic credit by applying for this award.

To maximize the experience for your intern, please provide information about the internship and acknowledge (by initialing the boxes below) your intent to observe these basic criteria for the internship.

**Name of Student:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
**Position and Responsibilities**
Please detail the work project(s) to which the student might be assigned during the internship.

     The student will be adequately informed of your expectations (professional, behavioral, cultural, etc.) from the outset; please include your intern in all appropriate orientation offerings.

Please list any readings, research, or other preparation the student should plan to undertake prior to starting the internship. Are there industry-specific publications that the student can consult? Is there a related academic body of literature? Are there professional societies that you or your organization belongs to – and do they produce resources that the student can consult?

     The student will be given an appropriate amount of responsibility (i.e., clerical tasks will be kept to a minimum).

Please outline the type of responsibilities the student might have during the internship.

Is this internship paid? (circle one) **YES / NO**
Career Field of Internship: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Work Schedule**

 The student will work 35-40 hours per week for at least 8 weeks during the summer.

Please share projected dates/days/times of internship involvement.

**Supervision**

 The student will be given adequate supervision and mentoring throughout the internship.

Please explain the nature of the supervision and mentoring the student will receive during the internship.

     An exit interview will be performed, through which you provide the intern with written and oral feedback regarding her/his on-site performance. You will be provided with a template and instructions for evaluation.

**Organization Information**

|  |  |
| --- | --- |
| Name |  |
| Website |  |
| Address line 1 |  |
| Address line 2 |  |
| City |  |
| State |  |
| Postal Code |  |
| Country |  |

**Supervisor Information**

|  |  |
| --- | --- |
| First Name |  |
| Last Name |  |
| Suffix |  |
| Business Title |  |
| Email Address |  |
| Phone |  |
| Extension |  |
| Fax |  |
| DePauw Alum |  YES / NO |

Please return to:

Christine Munn, Internship Coordinator
Kathryn F. Hubbard Center for Student Engagement
DePauw University
408 S. Locust St., UB 130B
Greencastle, IN 46135
phone: 765.658.4619

fax: 765.658.4045

email: christineklinger@depauw.edu

**Competitive Summer Internship Award Budget Worksheet**

Students with self-secured internships must submit a budget for their internship experience to demonstrate consideration of and planning for the costs of pursuing a summer internship. While dollar amounts of the budgets will not factor into these awards (as the awards are of a pre-determined value), the effort put into understanding the costs of participation will be taken into account.

Please **describe your arrangements** for each of the following, and include a **dollar amount estimate** of all costs.

Airfare:

Luggage fees:

Personal vehicle use:

Public transportation:

Highway tolls or airport taxes:

Breakfast:

Lunch:

Dinner:

Rent or other housing cost:

Utilities:

Project-related expenses and miscellaneous costs:

Please also list and explain any outside support and/or funding sources: