**Hubbard Center 2015 Summer Internship Grant Program**

**Introduction and Guidelines:**

The Hubbard Center Summer Internship Grant Program exists to assist students with summer internship experiences.  The internships supported by this competitive program will provide a learning experience that connects summer work to individual academic and professional goals.  Students must secure their own internship placement prior to submitting a grant application, and if selected, will be **supported for the summer in the amount of UP TO $3,000.**The Hubbard Center staff is available to provide you with resources and assist you with your summer internship search.

**Qualifications:**  
In order to be eligible, **students must have secured their internship placements before submitting this application.** 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 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 2015 semester.

DePauw summer internship programs are coordinated by the Hubbard Center and can qualify for Extended Studies credit; registration for 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 UP TO $3,000;** awards will be paid in two 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 participate in a summer internship information symposium during fall term. 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 should 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- Addressed to review committee
* Contract completed in TigerTracks
* Résumé
* Budget

***Application Deadline: April 15, 2015  | Awards Announced: April 22, 2015***

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**Application Form**

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

*Kathryn. F. Hubbard Center for Student Engagement (Union Lobby) no later than* ***11:59 pm, April 15th***

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| --- | --- | --- | --- | --- |
| **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 of 2015.

\_\_\_\_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*)

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 and letter \_\_ Budget

\_\_ Résumé \_\_ Contract (TigerTracks)

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Student Signature Date

**Summer Internship Grant Program 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 Summer Grant Review Commitee; 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?

**Competitive Summer Internship Award Budget Worksheet**

Students 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 ,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:

Other:

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