

# Tufts Career Center Summer Internship Grants 2016

## GUIDELINES & INFORMATION

### \$3,500 INTERNSHIP GRANTS AVAILABLE IN THE FOLLOWING AREAS:

#### *For Undergraduate Students*

- **25-30 Grants for Non-profit or Public Sector Internships:** *Internships in this funding category can be U.S. based OR international;*
- **8 Tufts Diversity Internship Grants:** *Must receive financial aid from Tufts; internships can be in the non-profit or for-profit sectors;*
- **3-5 Grants for Entrepreneurial Leadership Internships:** *For entrepreneurial internships in the non-profit or for-profit sectors;*
- **2 Innovation in Science, Technology and/or the Arts Grants:** *For internships in the for-profit or non-profit sectors;*
- **1 Molly Glynn Memorial Fund Grant:** *For internship with a theatre in Chicago;*
- **3 Meghan A. Carleton, A02 Grants for Internships in the Art World:** *For internships in museums, galleries, auction houses, art institutes and related organizations; Students must be sophomore or junior Art History majors recommended by faculty in the Department of Art History;*
- **1 Bruce-Griffey Leadership and Diversity Internship Grant** *for student interning in the for-profit or non-profit sectors; Preference will be given to students receiving financial aid, involved with the Africana Center, committed to leadership and diversity on campus and in the community, and to helping others and improving the life of Tufts' dynamic and diverse community of students, faculty and alumni.*

***International students selected to receive a grant must apply for Curricular Practical Training (CPT) through the Tufts International Center.***

#### APPLICATION PROCESS & DEADLINES:

*Students studying abroad may email a copy of their application to: [internships@ase.tufts.edu](mailto:internships@ase.tufts.edu)  
By the appropriate deadline In lieu of submitting hard copies.*

**Deadline #1: 5:00pm, Friday, March 11, 2016** Students will be notified by April 1.

- **Deadline #1 for International internship funding applications ONLY;** Internships must be in non-profit/public sector; All funding applications for internships abroad must be submitted by the First deadline.
- Submit **FOUR hard copies of completed application** to the Career Center, Suite 740 - Dowling Hall, plus 2 recommendation letters.
  - Funding applications for internships in areas where there is a U.S. State Department Travel Warning in place will be considered on a **case-by-case basis in collaboration with the Tufts Office of International Safety & Operations;**
  - For all international grant applications, initial funding decisions will be made by the Career Center, with final approval contingent on: Completion of Parent/Guardian signed waiver through the Tufts Career Center & Registration with the Tufts Travel Registry (online); Additional requirements may apply.

**Deadline #2: 5:00pm, Wednesday, April 13, 2016** Students will be notified by May 1.

- **Deadline #2 for domestic/U.S. internship funding ONLY;**
- Submit **FOUR hard copies of completed application** to the Career Center, Suite 740 - Dowling Hall, plus 2 recommendation letters.

**COMPONENTS OF A COMPLETED APPLICATION: ITEMS 1-7**

**4 Hard Copies of items 1-6:**

1. Student Application form
2. Typed answers to essay questions
3. Resume (Have it critiqued before submitting!)
4. Unofficial Transcript
5. Signed Learning Contract
6. Separate page in addition to Learning Contract outlining learning goals & strategies for accomplishing them

**AND:**

7. **Two recommendation letters** must be submitted to the Career Center by the deadline.
  - At least one letter should be from a Tufts staff or faculty member; professional references only; no recommendations from fellow students or from the supervisor of the internship for which you are applying for grant funding

***Instructions for those writing letters of recommendation:***

- **Please write 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?
- *Please submit by the appropriate deadline: For Deadline #1 applications: March 11, 2016/For Deadline #2 applications: April 13, 2016 to Tufts Career Center via scan/email, fax or mail.*  
*EMAIL to: [internships@ase.tufts.edu](mailto:internships@ase.tufts.edu); FAX to 617-627-3907; or MAIL to: Tufts Career Center, Dowling Hall, 419 Boston Avenue, Medford, MA 02155.*

**SELECTION CRITERIA FOR ALL INTERNSHIP GRANTS:**

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 career development goals. **The internship should allow the student to:**

- engage in substantive and supervised work related to possible career interests
- contribute to the organization and/or society
- make connections between skills and knowledge developed and those required in a particular career
- advance in the direction of a possible career or future education
- confirm or adjust a tentative career plan

## **REQUIREMENTS & RESTRICTIONS:**

*Please read carefully.*

- All applicants must be in *good standing* with the university. (See Dean of Student Affairs website)
- All applicants must be full-time matriculated students at Tufts University during the summer internship **and the following fall semester** (graduating seniors are ineligible)
- **Internships must be full-time, totaling 350 hours, and be completed by August 31<sup>st</sup>.**
- Internships must be \*unpaid (\*Partial funding may be considered in cases where the internship organization is compensating you up to \$1500. In this case, the Career Center will subtract the amount from the \$3500 grant.
- Failure to complete all 350 hours will affect compensation for this internship. Please note: Student must contact the Career Center immediately in this case. Failure to complete the internship will result in Tufts withholding the second installment, or reimbursement on a pro-rated basis, of the grant to Tufts University. The amount owed back to Tufts will be added to the student's account.
- **Internships should not take place at Tufts University or with Tufts University Faculty affiliated with any of the Tufts campuses and schools. (See Summer Scholars Program for Tufts affiliated research opportunities)**
- **If you've previously worked at the same site for which you are currently applying for funding, you must clearly explain how the responsibilities of this new internship position are significantly different from your previous position. Funding will not be granted for an internship that you have already done.**
- ***Pay-to-participate* international or domestic internship programs will not be funded.**
- **Virtual, independent, and unsupervised internships will not be considered; must be interning for a host organization. Hours need to be completed on-site. (See Learning Contract)**
- 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.
- Students will be enrolled in Transcript Notation through the Career Center.

## **REQUIREMENTS OF GRANT RECIPIENTS:**

Students who receive a grant must complete the following requirements:

- Three reports (1-2 pages each) at the beginning, middle and end of internship
- Informational Interview report
- TIP Book profile
- Final evaluation from Supervisor
- Blog article with picture focusing on highlights of your summer internship
- Possible additional requirements for international students receiving Curricular Practical Training (CPT)

## **ALLOCATION OF FUNDING:**

- Selected students are eligible to receive up to \$3500; \$2500 paid in early June, \$1000 will be paid upon completion of all requirements

**Tufts Career Center Summer Internship Grants 2016**  
**STUDENT APPLICATION FORM**

**APPLICATION MATERIALS** (submit 4 copies of items 1-6)  
*INCOMPLETE OR LATE APPLICATIONS WILL NOT BE CONSIDERED*

1. Student Application form
2. Typed answers to essay questions
3. Resume
4. Unofficial Transcript
5. **Signed Learning Contract**
6. **Separate page in addition to Learning Contract** outlining learning goals & strategies for accomplishing them
7. **Two recommendation letters** (at least one from a Tufts staff or faculty member) must be submitted to the Career Center by the deadline. \*\*These can be submitted separately by reference writers directly. See Guidelines section on recommendations.

**Check Deadline #1 OR #2**  
**Application Deadline:**  
( 1<sup>st</sup>)5pm, Fri., March 11, 2016 \_\_\_\_\_  
( 2<sup>nd</sup>)5pm, Wed., April 13, 2016 \_\_\_\_\_

**PLEASE CHECK ALL FUNDING OPTIONS THAT APPLY:**

- \_\_\_\_\_ Non-Profit/Public Sector Grants
- \_\_\_\_\_ Diversity Grants - Sponsored by the Tufts AS&E Diversity Fund
- \_\_\_\_\_ Entrepreneurial Leadership Grants
- \_\_\_\_\_ Innovation in Science, Technology, and/or the Arts Grants
- \_\_\_\_\_ Molly Glynn Memorial Fund Grant
- \_\_\_\_\_ Meghan A. Carleton Art World Grants
- \_\_\_\_\_ Bruce-Griffey Leadership and Diversity Internship Grant

**Student Contact Information**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_

Major(s): \_\_\_\_\_ Minor: \_\_\_\_\_

Citizenship: \_\_\_\_\_ International Student on F or J Visa \_\_\_\_\_ Other \_\_\_\_\_

Race/Ethnicity (optional) \_\_\_\_\_ 1<sup>st</sup> Generation College Student (optional) \_\_\_\_\_

Sexual Orientation (optional) \_\_\_\_\_ Sexual Identity (optional) \_\_\_\_\_

**Class Year (at time of application):** *First Year* \_\_\_\_\_ *Sophomore* \_\_\_\_\_ *Junior* \_\_\_\_\_

**Local Mailing Address**

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Cell/Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Supervisor Information**

Sponsor's Name: \_\_\_\_\_ Sponsor's Job Title: \_\_\_\_\_

Organization Name: \_\_\_\_\_ Website: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip: \_\_\_\_\_ Country: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

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

Y \_\_\_\_\_ N \_\_\_\_\_ If yes, please describe :

**Are you receiving funding or other compensation for your summer 2016 internship from ANY source?**

Y \_\_\_\_\_ N \_\_\_\_\_ If yes, please indicate the type, source and amount :

**Do you qualify for financial aid at Tufts? Y \_\_\_\_\_ N \_\_\_\_\_**

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## ESSAY QUESTIONS

Please respond to the following questions using 12-point font on separate paper. Answers should be 300 words.

FOR ALL GRANT APPLICANTS:

1. Describe your internship organization, including size, mission, etc.
2. Describe your internship responsibilities **in detail**.
3. What has led you to pursue this specific internship and how did you become interested in this type of work (e.g., Tufts academic courses, previous work experience, volunteering .... other)?
4. Why should we select you for this grant? Please include any information that you think we should know.

FOR THOSE WHO HAVE PREVIOUSLY WORKED AT THE SAME INTERNSHIP SITE FOR WHICH YOU ARE APPLYING FOR FUNDING:

5. Please clearly explain how the responsibilities of this new internship position are **significantly different** from your previous position. Funding will not be granted for an internship that you have already done.

FOR THOSE APPLYING TO THE FOLLOWING GRANTS:

6. **THE ENTREPRENEURIAL LEADERSHIP GRANTS**

Please describe the entrepreneurial aspects of your internship.

7. **THE TUFTS AS&E DIVERSITY GRANTS**

Please describe the importance of diversity in your life.

8. **THE BRUCE-GRIFFEY LEADERSHIP GRANT**

Please describe the importance of community, leadership and diversity in your life.

- *If you are **also** applying to the Tufts AS&E Diversity Grants, this essay will suffice for both grants.*

FOR ALL INTERNATIONAL STUDENTS ON F OR J VISAS APPLYING FOR ANY INTERNSHIP GRANT CATEGORY:

9. Please describe how your internship is related to your major.

**Tufts Career Center Summer Internship Grants 2016**  
**LEARNING CONTRACT & GOALS**

**1. STUDENT complete this section:**

Student name: \_\_\_\_\_ Class year: \_\_\_\_\_ ID#: \_\_\_\_\_

Email: \_\_\_\_\_ Start & end dates of internship: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Name of internship organization: \_\_\_\_\_

Address: \_\_\_\_\_

**LEARNING GOALS:**

*Directions:* Selecting from the categories below, create 2 or 3 learning goals for your internship *and* identify strategies for accomplishing them. **Type your learning goals and strategies for accomplishing them on a SEPARATE PAGE (maximum - one page), using 12 point font.** Goals should be specific, measurable, and achievable. This section should be completed independently by the student *based on discussion with supervisor.*

- **CAREER EXPLORATION:** Many students explore career options through internships. An internship can help determine whether a career field will be a good fit.
- **SKILL DEVELOPMENT:** Internships provide students with opportunities to learn new skills and improve existing ones (e.g., research, communication, data analysis, technical skills)
- **ACADEMIC LEARNING:** Internships often provide an opportunity to apply classroom learning in the workplace. For example, an internship in a museum adds meaning to art history classes. An internship in a District Attorney's Office may allow a student to see the application of law in a courtroom.

**By signing here I agree to the attached Learning Goals & strategies for accomplishing them.**

Student Intern: (sign) \_\_\_\_\_ (print) \_\_\_\_\_ Date: \_\_\_\_\_

\***Supervisor:** (sign) \_\_\_\_\_ (print) \_\_\_\_\_ Date: \_\_\_\_\_

\*Please confirm that student intern (above) will work **350 hours minimum** during this internship: Yes \_\_\_ No \_\_\_

**2. SUPERVISOR complete this section: *\*Please be sure to sign in the box above.***

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 and indicate amount: \_\_\_\_\_

Please confirm that student intern will work 350 hours minimum in this internship: Yes \_\_\_ No \_\_\_

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? \_\_\_\_\_

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