Summer Internship Grant FAQs

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Where do I find internships?

Check out the many internship search resources available through the Career Center website. Discuss your internship search with a career advisor during an appointment or at our drop-in hours.

When will I be notified about the grant?

Round 1 (for international internship funding applications only) decisions (Friday, March 11, 5pm deadline) will be made by April 1. See Application Process & Deadlines for additional details re: Round 1 decisions. Round 2 decisions (Wednesday, April 13, 5pm deadline) will be made by May 1.

How do I tell the employer that I’m waiting for funding before accepting the position?

You first need to make a decision about what you will do if you do not receive funding. If you are not able to do the internship or if you will only be able to intern part-time without funding, you need to let your internship supervisor know your situation immediately.
How do I apply from abroad?

Students abroad can email their grant applications to internships@ase.tufts.edu by the March 11 (Round 1) or April 13 (Round 2) deadline.

Remember, the Learning Contract needs to be "signed" by both you and your internship supervisor. This can usually be accomplished by working on the learning goals with your supervisor's input and then:
1. Type your name/date into the signature line
2. Email the completed document to your supervisor
3. Supervisor should fill out the SUPERVISOR SECTION of the learning contract, sign and date it and then email it directly to internships@ase.tufts.edu.

You also need 2 recommendation letters, and they can be sent directly by your recommenders to internships@ase.tufts.edu. You can cut and paste your unofficial transcript into a Word Doc. and email it with your application.

See this page for the components of a complete application, with guidelines for appropriate recommendation letters.

I'm new to the process of requesting recommendation letters. Could you give me some advice?

A completed grant application requires two recommendation letters (at least one from a Tufts staff or faculty member). You may submit only professional references; letters from fellow students will not be accepted. Letters from the supervisor of the internship for which you are applying for grant funding will not be accepted.

Remember to request letters from potential recommenders as early as possible, and be sure to provide them with a copy of your essay questions (if possible) and your resume. Consider setting up a brief meeting to discuss your internship, the skills/experiences you'll bring, and what you hope to gain from it. This information will enable your recommenders to write stronger letters in support of your candidacy.

For more advice, check out this section of the Career Center website. While the information is tailored to those who are applying to grad school, the points are helpful for anyone requesting a recommendation letter.

May I turn in a recommendation letter after the grant application deadline?

No. All materials must be submitted to the Career Center by March 11 (Round 1) or April 13 (Round 2). It is up to you to make sure your letters have been received on time. If you are not sure if we have received your letters, you may call us (617.627.3299) to check.

Submit letters to the Tufts Career Center via scan/email or mail. EMAIL to: internships@ase.tufts.edu; or MAIL to: Tufts Career Center, Dowling Hall, 419 Boston Avenue, Medford, MA 02155.

If I receive funding, what are the program requirements?

Students who receive a grant must complete the following requirements:

- Signed code of conduct
- Three reports (1-2 pages each) at the beginning, middle and end of internship
- Informational Interview report
- Tufts Internship Profile (TIP) Book profile
- Final evaluation from Supervisor
Blog entry (with pictures)
Possible additional requirements for international students receiving Curricular Practical Training (CPT)

Students must also attend required “pre-internship” meetings held in early May.

Whom should I contact if I still have questions about the grant application process?

First, please review all application instructions and FAQs. If you haven’t found an answer to your question, you may email Donna.Esposito@tufts.edu.

What qualifies as a non-profit or public sector organization?

Non-profit means not conducted or maintained for the purpose of making a profit. Instead, it operates to serve a public good. Any net earnings by a non-profit organization are used by the organization for the purposes for which it was established. As an entire sector, non-profits include hospitals, universities, trade organizations, voluntary associations and religious organizations. The IRS recognizes three main types of nonprofit organizations:

-- 501(c)(3) – majority of nonprofits, must show broad public support, donations are tax-deductible (e.g., American Red Cross)
-- 501(c)(4) – advocacy work, donations not tax-deductible (e.g., AARP)
-- 501(c)(6) – professional and trade associations, donations not tax-deductible (e.g., Chamber of Commerce)

Public sector refers to government agencies, offices and departments. The public sector is that portion of society controlled by national, state or provincial, and local governments. In the United States, the public sector encompasses universal, critical services such as national defense, homeland security, police protection, firefighting, urban planning, corrections, taxation, and various social programs. Public sector internships can be in the offices of elected officials, but not working with election or re-election campaigns.

If you have questions about whether a particular organization qualifies for the non-profit or public sector grants, please contact the Career Center at 617-627-3299.

What qualifies as an entrepreneurial experience?

The Entrepreneurial Leadership Internship grant is not just intended for students working at newer start-ups, but rather a way of thinking/being/acting/problem solving that can be equally as valuable in a larger more mature company.

If you are applying for the Entrepreneurial Leadership Internship grant we expect to you to explain how the internship position or the organization is “entrepreneurial”.

Can I work for a political campaign or other campaigns and still be eligible for the grant?

No. You cannot work for a campaign and still be eligible for the grant. Campaigns are privately funded and therefore not considered in the public sector. You ARE eligible for the grant if you are working in the office of an elected official.

Can I put two internships together to make 350 hours?

No. You are to have one internship position that will provide you with the required 350 hours.
Can I receive credit for my internship and still be eligible for the grant?

Yes. Academic credit is only granted through your academic department. You must fulfill the requirements of the grant as well as the department if you are receiving credit. You will also need to pay for the summer credit.

I have already interned for this organization. Can I apply for the grant to work at the same place?

Yes. However, the new internship experience should be VERY different from your old experience. You should be working in a new department and completing new responsibilities, or working in a different capacity. In your application please take extra care in explaining how your upcoming internship will differ from your previous internship.

Am I still eligible for the grant if my selected internship site pays me $500 or even $1000 or offers other “perks” like a T pass or travel reimbursement?

You are still eligible for the grant as long as the amount of “perks” does not exceed $1500 over the course of the summer. The Career Center will subtract the amount of your stipend from the $3500 award.

What are the weekly hour requirements for the grant?

To be eligible for the grant, you must work a minimum of 350 hours over the course of the summer, for example, working 35 hours/week for 10 weeks. Completion of the 350 hours must be done by August 31 and start no earlier than mid-May.

I'm planning to study abroad in the fall. May I apply for a grant?

Yes. If you are studying abroad in the fall, whether on a Tufts or non-Tufts program, you are eligible for the grant. However, you will still need to complete all requirements to receive the final payment.

I will graduate in December 2016. May I apply for a grant?

Yes. You may apply for a grant as long as you'll be enrolled as a full-time student in the 2015 fall semester on-campus at Tufts.

Can I apply for Summer Scholars or the Tisch Summer Fellows Program and a Career Center grant?

Yes. You may apply for different sources of funding; however, you will not receive more than ONE grant. If you need help deciding on your summer plans, make an appointment with a career advisor.

Will receiving an internship grant impact my financial aid?

No. The grant will not adversely affect your financial aid package since you would be expected to earn $3000 - $4000 over the summer anyhow, and this counts as that requirement for the Office of Financial Aid.
How and when will I be paid?

Selected students are eligible to receive up to $3500; $2500 paid in early June and the remaining $1000 will be paid upon completion of all steps concluding with fall blog post.

Can I receive the entire $3500 grant at the start of my internship?

No. You must complete all required steps throughout the summer and at the end of your internship to receive the final $1000 payment.