Application Deadline: Proposals must be submitted to the Career Center on or before 5:00 PM on Monday, April 5, 2010.

The Multicultural Alumni Network (MCAN) Scholars Program supports internships, research experiences, or field-based opportunities that offer either no compensation or compensation lower than the pro-rated equivalent of entry-level salary. MCAN supports a range of career experiences; past scholars have done everything from geological field research in rural Turkey to public health summer-long seminars in Atlanta.

MCAN awards successful applicants with grants to cover summer expenses and lost earnings necessary for tuition and other costs for the following academic year. The grants will help defray expenses such as transportation to and from the site, local transportation, lodging and meals during the experiences. The total grant cannot exceed $4,000. Most grants will fall in the $1,000-$3,000 range in order to support the costs of the greatest number of successful applicants.

Eligibility:

Grants are intended for students to use during the summer break. Internships or other eligible field experiences must last a minimum of five weeks and involve a minimum of 30 hours per week of work/service.

Sophomores and juniors of color are eligible. Members of the Class of 2010 are not eligible.

Students of color holding neither U.S. citizenship nor permanent residency in the United States are eligible but must see Luyen Phan, Assistant Director for the Office of Intercultural and International Life about visa requirements.

All applicants must be in good academic standing.

The College must be able to certify that internships or other eligible field experiences fall under the auspices of a sponsoring organization (as distinct from an independent experience).

Applicants may submit proposals while awaiting acceptance to or offers of internships or other eligible field experiences, but must return funds should they not receive an offer that cannot be certified by the end of classes in spring term 2010.

Selection: Grants will be competitively awarded. An MCAN committee will review all applications and select students to be awarded grants based on the strengths of the proposals. Most important, applicants must articulate explain how their summer experience would help move them towards their professional and academic goals. An applicant’s level of financial need, as reported by Carleton’s Office of Student Financial Services, will be taken into consideration, but will not be the most important factor in the selection process. An MCAN Student Representative may be part of the selection committee, but will have access to neither applicants’ transcripts nor financial information.

Notification: Students will be notified about the outcome of the selection process during the week of Monday, April 26, 2010. If a student does not accept a grant, an alternate will then be notified.
Application Process for MCAN Scholars Grant:

Step 1:
Winter term: Identify, apply for, and accept internship(s).
Apply to organization(s) sponsoring qualifying internships or other eligible field experiences you would like to have. Consider the following: what skills would you like to gain? Where would you like to work? With whom would you like to work?

The Career Center has various resources for such a search. Your professors also would be able to point you to several resources and programs.

NOTE: Start EARLY on your application(s) because these programs and the most desired locations can fill up early, have long lead times, or require an extensive application process.

Step 2:
Once you have identified and applied for an internship, program, or field experience, complete an application to secure funding for your internship by Monday, April 5, 2010.

MCAN Scholars Program Applicants do not need to have been accepted to their summer internship/program/field experience by the deadline above.

However, your application must include the following materials:
1. A cover sheet including:
   - Your name and major
   - Name of internship organization(s) to which you are applying
   - Location and all available contact information for each organization, including names and titles of the internship coordinators, supervisors, or sponsors
   - Paragraph (no more than 100 words) describing the internship(s)
   - Name of one Carleton faculty recommender.

2. A brief statement (no more than 500 words) exploring your qualifications for undertaking this work and the relationship of the internship to your future goals. Include a description of previous experience that is relevant and supporting in nature.

3. Five attachments, all of which must be received by the deadline, with your cover sheet and statement:
   - Attachment A: Budget Worksheet
   - Attachment B: “Bring Back” Agreement Form
   - Attachment C: Unofficial transcript (contact the Registrar’s Office; allow several days’ lead time)
   - Attachment D: Letter of recommendation
   - Attachment E: Copies of your application to the organization for which you intend to work over the summer of 2010. If you have already been accepted into the organization, include a copy of the acceptance letter.

(Note: It is your responsibility to ask a faculty member for a letter of recommendation. Please give the recommender a copy of your application materials and provide them with 30 days notice. If the recommender is not able to meet the deadline, please ask someone else.) It is your responsibility to see that the recommendation is received by the deadline.
Attachment A: Budget Worksheet

**Directions:**
- Use this document as a guideline for determining your internship budget estimates. Submit with your application.
- For help with estimating your expenses as accurately as possible, we suggest seeking advice from the Career Center and the Office of Student Financial Services. Both offices have had experience in helping students determine budgets for summer experiences.

**Notes:**
- Grant recipients must sign an acknowledgement that funds received will be reported to the IRS.
- For information about health and travel insurance through Carleton, contact the Wellness Center

**Duration (number of weeks; minimum=5 weeks): _____ . Dates: from ________ to ________.**

<table>
<thead>
<tr>
<th>Room Board and Transportation Costs</th>
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<tbody>
<tr>
<td><strong>Room</strong></td>
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<tr>
<td>- Included in internship offer?</td>
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<tr>
<td>- Yes / no</td>
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<tr>
<td>- Required of applicant</td>
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<tr>
<td>- $ ____________</td>
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<td><strong>Board</strong></td>
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<td>- Included?</td>
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<td>- Yes/no</td>
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<td>- Required of applicant</td>
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<td>- $ ____________</td>
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<tr>
<td><strong>Transportation</strong></td>
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<td>- Included?</td>
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<td>- Yes/no</td>
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<tr>
<td>- Required of applicant (estimate)</td>
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<tr>
<td>- $ ____________</td>
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<tr>
<td>- Local transportation</td>
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<tr>
<td>- $ ____________</td>
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<tr>
<td>- Round trip airfare from: ____________ to: ____________</td>
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<td>- $ ____________</td>
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</tbody>
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**Personal expenses**
- Passport, visa, photos, student ID card, etc.
- $ ____________
- SOS Health and travel insurance through Carleton College
- $ ____________
- Other expenses (specify)
- $ ____________
- Lost summer wages (max. of $2,000)
- $ ____________

**TOTAL ESTIMATED COST OF INTERNSHIP**
*(Not to exceed $4,000)*

$ ____________

**Important note:** Grant recipients will be asked to retain receipts and maintain accounts of their expenses from the summer.
MCAN Scholars Program Grant Application

Attachment B: “Bring-Back” Agreement Form

Directions: Please carefully read and complete this form.

Student Name: ______________________________________  Class Year _________

Email: ______________________________  Phone: _________________________

MCAN relies on grant recipients to raise awareness of the MCAN Scholars Program within the Carleton student and alumni community. All of these commitments require little time and are simple but powerful ways to help ensure that the MCAN Scholars Program can continue to award grants to Carleton students of color and international students.

Grant recipients are asked to participate in the following activities upon return from their internship:

1. **Summer:**
   At the end of the summer, MCAN Scholars will submit a very brief paragraph summarizing their career experiences.

2. **Fall:**
   **Presentation to MCAN Board, Date TBD.**
   Scholars will present their experiences through a panel presentation in the fall of 2010. The panel presentation will last no more than one hour. The event allows Scholars to share what they have learned over the summer, how their internship or research opportunity has moved them towards or helped re-shape their professional and academic goals, and what MCAN can do to improve the Scholars Program. Scholars are highly encouraged to invite professors, other staff who assisted them with their application, and/or other Carleton students who are interested in applying for the grant for the following summer.

   **Videotaped Interview**
   An MCAN representative will schedule a brief, individual interview session to be videotaped by PEPS. The interview, lasting no longer than half an hour, will feature questions about their experiences. The videos may be sent to Carleton alumni and friends for MCAN and Carleton purposes. Students who are studying abroad in the fall will be interviewed during the winter term.

3. **Winter:**
   The Office of Intercultural and International Life will host an information session during winter term, 2011, to inform prospective applicants of the MCAN Scholars Program. Grant recipients are asked to share their experiences with applicants and provide tips on the application process. This session will most likely occur during a common time period early in the term.

   Scholars are also asked to participate in Volunteer for Carleton. Scholars will make a few phone calls to alumni to specifically discuss their experience with the MCAN Scholars Program.

I, _________________________, agree to participate in the above activities, should I accept the MCAN Scholars grant. I will notify MCAN if I cannot attend one or any of these activities due to plans to study abroad.

_________________________    _______________________
Signature         Date