# 2012-2013 Career Center Internship Funding Common Application

## 2012-13 Application Deadlines

<table>
<thead>
<tr>
<th>Initiative</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initiative for Service Internships in International Development</td>
<td>Monday, February 11, 2013 @ 5:00 p.m.</td>
</tr>
<tr>
<td>Richard T. Newman Family Fund for Language Study Internships</td>
<td></td>
</tr>
<tr>
<td>Woodside Endowed Fund for Career Exploration</td>
<td>Friday, April 5, 2013 @ 5:00 p.m.</td>
</tr>
<tr>
<td>M. Leith Shackel Internship Fund</td>
<td></td>
</tr>
<tr>
<td>Lipton Family Fund for Career Exploration</td>
<td></td>
</tr>
<tr>
<td>Creating Rewarding Educational Development Opportunities (C.R.E.D.O.)</td>
<td></td>
</tr>
</tbody>
</table>

## Important Notes:

- Review all program guidelines and follow instructions carefully
- Submit all application materials through The Tunnel
- Questions? Stop by the Career Center
- **ONLY COMPLETE APPLICATIONS will be accepted for consideration**
Program Policies and Guidelines

- All applications must be submitted through the Tunnel by 5:00 pm on the specified dates. Incomplete and/or late submissions will not be accepted. No exceptions.
- Each funding source has a different focus and intent. Check the Career Center’s website (go.carleton.edu/career/) for complete description and requirements for each fund.
- This application process for funding requires that you secure a commitment from an organization willing to sponsor you as an intern prior to knowing whether or not you will be funded.
- Please do not tie your plans to winning one of these very competitive awards; it is important to make alternative plans in the event that you are not selected. The Career Center does NOT have additional funds, but we can help you strategize.
- If you are selected for an award, you will be required to complete a “learning plan” in order to help you think through your goals for learning and/or application prior to the internship experience.
- An important component of your internship is to share your experience with the greater Carleton community. It is required that you participate in a group poster session in the fall following your return from your internship.

Selection Process:

A committee of faculty and staff will carefully apply criteria stated for each funding source and make awards according to those applications that best meet the goals of the fund. The quality of your application materials is important. Please proofread! Here are some of the criteria committee members may use to evaluate your application:

- How does this internship fit your career goals? What will you gain from this internship?
- What is your commitment to your field? How is your commitment demonstrated through other experiences such as volunteer work and activities? (This should be apparent from your resume.)
- How well is your personal statement written? Does it clearly articulate your objectives and fit within the guidelines of the funding source?
- What are the substantive assignments and significant learning components in your internship?

For The Initiative for Service in International Development fund, the committee will also consider:

1. If you provide evidence of how a community will be impacted by the project.
2. You are able to show sufficient self-knowledge to be successful in a developing country.
3. How cost-effective is your proposal, including how funds are utilized to impact a community.

Your completed application includes:

- Completed Application Form (attached)
- Personal Statement
- Current Resume
- Budget Proposal Worksheet (attached)
- Unofficial Transcript
- Faculty Recommendation Form (attached)
- Internship organization commitment letter
Faculty Recommendation Form – Have your faculty recommender submit the Faculty Recommendation Form directly to the Career Center. Note: Please give the recommender ample time to complete the form – at least 2 weeks – and provide them with a copy of your application materials. It is your responsibility to see that the recommendation is received by the deadline.

Please upload the following into the Tunnel as separate documents:

1. Application Form
2. Resume
3. Unofficial Transcript
4. Budget Proposal Worksheet
5. Internship organization commitment letter
6. Personal Statement – No more than two (2) pages addressing the following:
   - Why should the fund to which you are applying (e.g., Initiative for Service, Woodside) approve your request, and how your internship fits the mission of the fund.
   - How this internship relates to your interests, studies, and goals. Be sure to address: (1) your qualifications for undertaking this internship; (2) what you have done that prepares you to make the most of this internship academically and personally; (3) what you hope to learn from this internship; and (4) how the internship complements your studies at Carleton and influences your post-Carleton career plans
   - For the Initiative for Service in International Development and Richard T. Newman Family Fund for Language Study Internships, also include: (1) description of any previous experience and/or service abroad; (2) self-assessment of language skills

IMPORTANT NOTE: Applying for Fellowships/Scholarships through the Tunnel

1. Find a Carleton Exclusive Fellowship/Scholarship Application in the Tunnel. Go to the student home page. Click on the “Carleton Exclusive Fellowship/Scholarship” link in the “Shortcuts” section on the right. All of the fellowship/scholarship applications administered by the Career Center will appear.
2. Upload the Required Documents. In order to submit an application for a scholarship you must upload all the required documents BEFORE the Tunnel will allow you to submit your application.
3. Select the Correct Document Type. When uploading documents, you MUST select the correct Document Type. When you upload a resume, make sure that you select the “Resume” Document Type; when you upload a transcript make sure you select the “Unofficial Transcript” Document Type; etc. For all other documents not specifically listed as the Document Type in the Tunnel make sure you select the “Other” Document Type.
4. A Special Note About Transcripts. Transcript files from the registrar are too large to upload to the Tunnel (the max. allowable document size is 200 kb). To get around this, do one of the following:
   a. Scan a hard copy of the transcript and then upload it to your Document file in the Tunnel.
   b. Do a screen capture of your transcript from the Hub, then upload it to the Tunnel. To do a screen capture you simply press the Alt + PrtScn keys, then paste into a Word document.