Internship Funding
Application Information

2014-15 Application Deadlines

International
- Initiative for Service Internships in International Development - Priority Application Deadline: Friday, February 6, 2015
  This fund provides support for internships in developing countries. Internships may deal with international community development, including business cooperatives, public wellness and treatment, literacy and education, and other public services.
- Newman Family Fund for Language Study Internships - Priority Application Deadline: Friday, February 6, 2015
  This fund is intended to support and encourage Carleton students to pursue internships in foreign countries that can lead to career opportunities in the field of foreign languages. The primary language used in the internship shall be one of the languages offered at Carleton: Arabic, Chinese, French, German, Greek, Hebrew, Japanese, Latin, Russian, and Spanish.

Social Entrepreneurship
- Robert E. Will ’50 Endowed Internship Fund for Social Entrepreneurship
  - For International Internships, Priority Application Deadline: Friday, February 6, 2015
  - For Domestic Internships, Application Deadline Friday, April 10, 2015
  This fund supports internships with organizations engaged in social enterprise. Social enterprise employs market-based approaches to work toward social change. This includes non-governmental organization (NGO), non-profit, and for-profit organizations.

Domestic
- Summer Internship Funds – Application Deadline: Friday, April 10, 2015
  An umbrella of funds that provide support for domestic non- or low-paying internship experiences. Special opportunities exist for any internship in:
  - Washington D.C.; Government; Environment; Non-profits
  - MCAN Scholars Program
    Fund supports internships, research experiences, or other field-based opportunities of eligible applicants.
  - Social Justice Internships
    Fund provides financial support to students pursuing unpaid or low-paying summer internships or training programs in not-for-profit or other organizations promoting social justice.

Your completed application includes

- Application Form For Internship Funding
- Personal Statement
- Budget Proposal Worksheet
- Current Resume
- Faculty Recommendation Form
- Unofficial Transcript
- Commitment Letter from your internship organization

ONLY COMPLETE APPLICATIONS will be accepted for consideration.
Program Policies and Guidelines

1. 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.
2. Some funding sources have a specific focus and intent. Check the Career Center’s website (go.carleton.edu/internships/) for complete description and requirements for each fund.
3. 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.
4. 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.
5. 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 prior to the internship experience.
6. 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 dinner and poster session in the term following your return from your internship.

Selection Process:

A committee of faculty and staff will carefully review all applications and make awards according to those applications that best meet the goals of the fund. Here are some of the criteria committee members may use to evaluate your application:

- How well is your personal statement written? 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.
- What are the substantive assignments and significant learning components in your internship?

For The Initiative for Service in International Development fund:

1. Evidence of how the community will be impacted by your work and/or project.
2. You are able to show sufficient self-knowledge to be successful in a developing country.

For the Newman Family Language Study Internships fund:

1. Potential of how the internship will increase your proficiency in a language other than English.

For the Will Fund in Social Entrepreneurship Internships fund:

1. Potential the internship addresses, at a grassroots level, for-profit solutions to a social problem
Application Procedures

Your completed application includes:

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- Current Resume
- Faculty Recommendation Form
- Unofficial Transcript
- Commitment Letter from your internship organization

ONLY COMPLETE APPLICATIONS will be accepted for consideration.

Please upload the following into the Tunnel as separate documents:

a. Application Form For Internship Funding (note: make a .pdf copy of your form to upload into the Tunnel)

b. Personal Statement – No more than two (2) pages addressing the following:
   - 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 also include: description of any previous experience. For the Richard T. Newman Family Fund for Language Study Internships include a self-assessment of language skills.

c. Budget Proposal Worksheet (note: make a .pdf copy of your form to upload into the Tunnel)

d. Current Resume

e. 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.

f. Unofficial Transcript

g. Internship organization commitment letter

IMPORTANT NOTE: Applying for funding through the Tunnel

1. Find the appropriate 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. A special note about transcripts. Transcript files from the registrar are too large to upload to the Tunnel (the maximum 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.