

CAREER OPTIONS RESOURCE CENTER

Hampshire College, 3rd Floor Johnson Library * (413) 559-5445 * <http://corc.hampshire.edu>

CORC INTERNSHIP AWARDS

Program Specific Application, Summer 2012

Application Deadline: Thursday, March 29, 2012

Use this form to apply for support from one of these awards:

- **CORC International Internship Award**

For a U.S. student to intern abroad, or for an International student to intern in the United States. The proposed internship must be with a community-based non-profit organization and should involve direct, hands-on work with the local population, and serve recognized needs within the community. The internship may involve some research, project planning, and administration; however, the clear majority of work must be hands-on. The internship may involve the arts where community need, engagement and benefit are the clearly demonstrated focus. The internship must also relate to your academic work and career interests. Award range: approximately \$1500.

- **Iris Barr Internship Award**

Your proposed internship should be with an organization that focuses on the social, political, cultural, and/or economic dynamics of the US Southwest or Mexico. Award range: approximately \$500

- **Professor Emeritus David Smith Internship Award**

Funding to support field work or an internship in Alaska or another northern region. OR to support an internship with an organization that works with for the environment or indigenous communities in either the United States or the developing world. The internship must relate to your academic work and career interests. Award range: approximately \$600.

General Eligibility Requirements

1. You must be a current student at the time of the internship, in good academic and good disciplinary standing. If you plan to be on leave for Fall Semester 2012, it must be a Field Study Leave and not a Leave of Absence. Graduating students are not eligible.
2. You must be a current Hampshire College financial aid recipient or otherwise demonstrate financial need.
3. Your proposed internship should involve substantive, supervised work that will be done for *at least* 6 weeks AND a minimum of 20 hours per week.
4. Your application must be accompanied by a letter of support from your internship sponsor.
5. If your proposed internship is in a country that appears on the U.S. State Department list of Current Travel Warnings, your application must include a signed waiver of liability and a letter from your internship sponsor addressing safety considerations (see CORC Program Specific Application Directions #4)
6. You will need a recommendation from your Faculty Advisor or Div II/III Chair.
7. Recipients must agree to submit two substantive pre- and post-internship thank you letters to the donor; a one-page mid-term report; and a comprehensive written final evaluation of the internship. Recipients must agree to attend the Annual Fall Intern Dinner following their internship (unless on field study leave). A portion of your award will be held back until these requirements are complete.
8. Grant recipients will be required to return any award received, in full, if they do not complete the internship as outlined in their proposal, along with all requirements as listed above.

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APPLICATION DIRECTIONS

CORC INTERNSHIP GRANTS – SUMMER 2012

Please be aware that this is a competitive application process and a well-written application is a key factor. If you have any questions, please see a CORC staff person; we'll be happy to help you!

Social Justice/Community-Based Summer Internship Grants SHARED APPLICATION Materials (a separate packet): *A copy of the forms from the Shared App can be submitted to any of the participating programs.*

- Shared Application Cover Sheet:** This should be at the front of your application.
- Shared Application Faculty Recommendation Form:** Talk to your Faculty Advisor or Committee Chair about your interest and give them this form, with ample time to complete before the deadline.
- Shared Application Budget Form:** Use the Budget Form to outline your proposed summer budget, giving as detailed a breakdown as possible, along with a total estimate of your budgetary needs
- Organization Support Letter:** You must request a “letter of support” from the organization where you plan to intern. It should be written by the person who would be your supervisor and include the following: the organization’s overall mission, an explanation of what your summer internship duties would entail, their desire to hire you as an intern, and the dates and hours you will be expected to work. Details of the tasks, responsibilities, large projects or issues with which you’ll be involved can strengthen your application. Have the letter emailed to you; print it and include it in your application. You may use the memo from Carin Rank, at the back of the CORC PROGRAM SPECIFIC packet to help you describe the “letter of support” to your internship supervisor, and to make sure that all of the appropriate information is included. Be sure to give them at least 2 weeks, and explain that the grant process is competitive; funding is not guaranteed. (There are separate letters for each award offered through CORC.)

CORC PROGRAM SPECIFIC Application Materials:

- Internship Proposal Form:** Included in this packet is an Internship Proposal Form. Complete the form, write your answers to the five questions in the format described, and attach to your application.
- Resume:** Provide a resume that includes your past internships, jobs, volunteer and community service, relevant classes, class projects, and campus involvement. Include dates, organizational information, and short descriptions for each. (For samples see the CORC resume guide, available on-line or at CORC.)
- Statement of Financial Need:** *If you are not on Hampshire financial aid*, you must write a brief statement explaining your need for funding and include it with your application.
- Safety Considerations:** *If your proposed internship is in a country that appears on the U.S. State Department list of Current Travel Warnings, or otherwise poses some significant danger*, your application must include a waiver of liability signed by you and your parent(s) or guardian(s) as well as a letter from your internship sponsor addressing safety considerations. Contact CORC for more information.

IMPORTANT DATES

- Thursday, March 29 Completed applications for CORC Internship Grants must be submitted to CORC.
- Mid-late April CORC Internship Grant recipients will be notified.

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INTERNSHIP PROPOSAL FORM
CORC INTERNSHIP GRANT – SUMMER 2012

Grant application for **International Internship** **Iris Barr** **David Smith**

Name & Year:

Division:

Organization Name & Address:

Supervisor & Title:

Dates you will work/ number of weeks:

Number of hours per week:

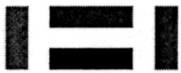
Does the internship offer pay? Does it offer other compensation? Please explain.

INTERNSHIP DESCRIPTION

On separate sheets of paper, describe your proposed summer internship by answering each of the following five questions individually. Include the question; then write your response. Please write no more than 2-3 pages total, and attach them to this form.

1. Discuss why you chose this organization and what your responsibilities will be.
2. What are your academic interests and how will this internship connect with your academic studies?
3. What are your career goals (however tentative or general they might be), and what skills and/or knowledge do you expect to gain that will help clarify or move you toward these goals?
4. How does the work of this organization and how will your work as an intern address the significant needs of the community it serves?
5. How will it make a difference to you if you receive this funding?

To: Internship Sponsor
Date: Spring Semester 2012
Re: CORC Internship Grant for Summer 2012
CORC International Internship Award
Request for Letter of Support



The Career Options Resource Center at Hampshire College has offered grants to support student internships for the past nine summers. Students with financial need undergo a competitive application process for this grant, which this year will provide up to \$1500 per student. Our donor has specified that grants be awarded to a U.S. student to intern abroad, or for an International student to intern in the United States, doing hands-on work at a community-based nonprofit agency. The internship may involve some research, project planning, and administration; however, the clear majority of work must be hands-on.

The grant application process requires students to obtain a letter of support from the organization where they would like to intern. The letter should include a description of your organization and its mission; outline duties and responsibilities of the intern position; and specify how many weeks, and hours each week, you expect the student to work. Providing detail about tasks, responsibilities, large projects or issues with which the student will be involved will strengthen the application and improve the student's chance of receiving funding.

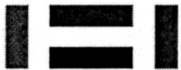
Please email your letter directly to the student, who will include it in his/her grant application. The application deadline is Thursday, March 29, 2012. If you have any questions about writing this letter of support, please feel free to contact:

Carin Rank
Director, Career Options Resource Center
Hampshire College
893 West Street, Amherst, MA 01002
Email: crank@hampshire.edu

Phone: (413) 559-5445

Fax: (413) 559-6148
Attn: Carin Rank, Career Options

To: Internship Sponsor
Date: Spring Semester 2012
Re: CORC Internship Grant for Summer 2012
Iris Barr Fund
Request for Letter of Support



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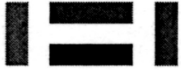
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