

From HAMPSHIRE COLLEGE
**Social Justice/Community-Based
Summer Internships Grants – 2012**

SHARED APPLICATION: COVER SHEET

Check the grants you are applying for. Complete the Shared Application forms as well as Program Specific Application materials. Submit to the appropriate offices of grants to which you are applying.

-
- CORC Int'l Internship, Iris Barr, and/or David Smith Award** (Submit to CORC, 3rd floor library)
 - Global Migrations Internship Award** (Submit to CPSC, G1 FPH)
 - CPSC Community Partnerships for Social Change Awards** (Submit to CPSC, G1 FPH)
 - Law Program Internship Award** (Submit to Critical Social Inquiry, FPH 218)
-

Name: _____ **Campus Address:** _____
Cell Phone: _____ **E-mail address:** _____
Division Level: _____ **Expected graduation date:** _____
Advisor: _____ **Div II or III Chair (if applicable):** _____
Div II Concentration or plan of study: _____

Organization where you plan to intern: _____

Organization address and phone: _____

Intern Supervisor (name and title): _____

- Are you receiving Hampshire Financial Aid? _____
- Are you applying for any other Hampshire funding, other than those listed above? _____ If “yes” please list: *(This includes additional resources from the President’s office or other campus programs.)*
- Have you received previous Hampshire funding for an internship/field experience? _____ If yes, please explain.
- Total amount of money you are requesting from all Hampshire grant programs: _____
- What is the minimum amount of funding needed for you to be able to participate in this internship? _____

Shared Application Checklist: (You will also need Program Specific Application materials for each grant.)

- ___ Cover Sheet (this form)
- ___ Faculty Recommendation Form *(Students, be sure to check the appropriate box(es) at the end of the form before you give it to your faculty writer, so they know where it should be sent,)*
- ___ Organization Support Letter
- ___ Budget Form
- ___ Make the appropriate number of copies of the Shared Application Forms as required by each program and submit to each program.
- ___ Be sure to include all Program Specific Application materials (available at each office and at Internship Grant meetings).

The application deadline for all programs is THURSDAY, MARCH 29, 2012.

HAMPSHIRE COLLEGE
**Social Justice/Community-Based
Summer Internships Grants – 2012**

SHARED APPLICATION: FACULTY RECOMMENDATION FORM

This recommendation form can be used for several programs that award grants for summer internships: CORC (Career Options Resource Center); CPSC (Community Partnerships for Social Change); GM (Global Migrations); and the Law Program. In order to apply for any of these grants, students must obtain a recommendation from their faculty advisor. Please forward your recommendation to each of the programs the student is applying to (see checklist on p. 2) and direct questions to the contact person for the specific program. **The application deadline is THURSDAY, MARCH 29, 2012.**

Student Name: _____

Name of Internship Organization: _____

Location of Internship: _____

Your Name (Committee Chair or Advisor) _____

Date _____

Has the student met with you to discuss this summer internship as it relates to their academic work? _____

1. What are the strongest skills and attributes the applicant has to offer a hosting organization? Are there particular skills or qualities that the applicant should seek to develop further?

2. Please assess the applicant's ability to work well across communities and cultures? (If this is an international internship, please address relevant linguistic skills, ability to adapt to unfamiliar, unexpected or difficult situations, prior relevant experience abroad, etc.)

3. Please assess how the summer internship experience would contribute to this student's academic progress. Has the student acquired a suitable intellectual foundation to carry out this internship successfully? How will this internship inform or be informed by the student's academic work?

4. Other comments:

**FACULTY RECOMMENDATION FORM
FOR SHARED INTERNSHIP GRANT APPLICATION (Page 2 of 2)**

To what degree does the applicant exhibit the following qualities:

	HIGH				LOW
	1	2	3	4	5
Initiative					
Leadership					
Reliability					
Resourcefulness					
Flexibility					
Ability to listen					
Works as a team					
Independence					
Follow-through					
Commitment to Social Change					
Commitment to High Academic Standards					

Please give copies to the student in a signed, sealed envelope or email directly to the contact person for each program the student has checked below:

- CORC: Career Options Resource Center
Carin Rank, Director, crank@hampshire.edu, x5385

- CPSC: Community Partnerships for Social Change
Mary Bombardier, mbombardier@hampshire.edu, x5395

- GM: Global Migrations
Mary Bombardier, mbombardier@hampshire.edu, x5395

- Law Program
Flavio Risech, frisech@hampshire.edu, x5504

The application deadline for all programs is THURSDAY, MARCH 29, 2012.

HAMPSHIRE COLLEGE
**Social Justice/Community-Based
Summer Internships Grants – 2012**

SHARED APPLICATION: ORGANIZATION SUPPORT LETTER

In order to receive an internship grant, you will need to request a letter of support from the organization with which you hope to intern. The letter should be on the organization's letterhead (unless sent directly to the Hampshire program you are applying to via email) and written by the person who will act as your supervisor over the summer. The letter should include 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.

Be sure to explain the grant process to the organization so they understand it is a competitive process and that *your internship funding is not a guarantee until our decision is made in April*. You should be clear with the organization if your ability to intern is or is not dependent on receiving a grant.

Also keep in mind that it can take significant time for organizations to respond to you with a letter of support. You should get in contact with the organization as soon as possible and notify them of this requirement for your application- *we suggest a minimum of two weeks notice*.

We encourage you to refer to the program specific application materials (CORC, CPSC, Global Migrations, or Law Program) for a sample letter, which explains the respective grant and requests a letter of support from the organization. If you are applying for multiple Hampshire grants, you can choose one sample letter to send. You are welcome to use these letters as a template, or write one on your own.

The application deadline for all programs is THURSDAY, MARCH 29, 2012.

HAMPSHIRE COLLEGE
**SOCIAL JUSTICE/COMMUNITY-BASED
SUMMER INTERNSHIP GRANTS –2012**
SHARED APPLICATION: BUDGET FORM

Please give estimates to the best of your ability.

Dates of Your Internship: Start _____ End _____ Number of Weeks _____

Number of weeks/ Hours per week you will work: _____

1. Travel to internship site (one round trip): _____

Explanation:

2. Rent/housing costs: _____ Per Week Total for Summer _____

For how many weeks?

Explanation:

3. Utility costs: _____ Per Week Total for Summer _____

For how many weeks?

Explanation:

4. On-site transportation costs: _____ Per Week Total for Summer _____

For how many weeks?

Explanation:

5. Food: _____ Per Week Total for Summer _____

For how many weeks?

Explanation:

6. Personal expenses: Total for Summer _____

Explanation:

7. Other extra expenses Total for Summer _____

Explanation:

GRAND TOTAL FOR SUMMER: \$ _____