

CAREER OPTIONS RESOURCE CENTER

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

CORC INTERNSHIP GRANTS

Program Specific Application, Summer 2015

The CORC Internship Awards Include:

CORC Sustainability Internship Grant – Up to \$2500

Funding from the Iris Barr and the Professor Emeritus David Smith Internship Awards have been combined to provide one larger award to support an internship with an organization focused on the environment, environmental sustainability, or indigenous communities in either the U.S. or the developing world. The internship must relate to your academic work and career interests.

Eligibility:

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 2015, 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.
3. Your proposed internship should involve substantive, supervised work that will be done for *at least* 8 weeks AND a minimum of 20 hours per week.

The Charley Richardson 70F Labor Rights and Voices for Peace Internship Grant - \$3000

Charley Richardson was a visionary labor educator known by many in the labor movement in the United States, Canada and countries around the world. He was also a strong advocate for military families and others affected by war. This grant is designed to enable Hampshire students to use their energy, passion, imagination, and commitment to advance fields that were central to Charley's life and ideals, such as: labor rights and organizing, worker health and safety, and amplifying voices for peace among those most affected by war. The internship must relate to your academic work and career interests. *To learn more about Charley's work, including the "Charley Richardson Guide to Kicking Ass for the Working Class," go to charleyrichardson.org*

Eligibility:

1. You must be a current student at the time of applying for the grant, in good academic and good disciplinary standing. Graduating students ARE eligible.
2. Your proposed internship should involve substantive, supervised work that will be done for *at least* 8 weeks AND a minimum of 20 hours per week.

Requirements:

1. Your application must be accompanied by a letter of support from your internship sponsor.
2. 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)
3. You will need a recommendation from your Faculty Advisor or Div II/III Chair that supports your internship as relevant to your academic goals and/or Div II/III.
4. Recipients must agree to the following: (continued on next page)

Application deadline is MONDAY APRIL 6, 2015

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Requirements (Continued)

Before the Internship:	a) Attend a grant training meeting in late April/early May.
During the Internship:	a) Meet with your internship sponsor for a mid-internship check-in and submit a mid-internship report to CORC by Wednesday, June 24, 2015. b) Post three updates to the CORC Interns Facebook group. c) Contact CORC staff if there are any concerns. d) Take photos that highlight you engaging in the work of your internship.
After the Internship:	a) Submit a thank-you letter to the donor along with 3-5 photos with captions, due on Friday, August 28, 2015. b) Submit a written evaluation of the internship, via a web-based report. c) Schedule a debrief appointment at CORC before September 14, 2015 to discuss our experience and your thank you letter. d) Attend Internship Awards events, which may include a presentation about your internship.

5. 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 the requirements as listed above.

Application deadline is MONDAY APRIL 6, 2015

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APPLICATION DIRECTIONS

CORC INTERNSHIP GRANTS – SUMMER 2015

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/Nonprofit 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. 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.

Have the letter emailed to you and include it in your application. You may use the memo at the back of this 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. There is also an electronic version of the letter on the CORC grants web page, which you can email to your supervisor. 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 (or six for one grant) questions in the format described, and attach to your application.
- Resume:** Please attach the resume you used to apply for your internship.
- 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

- Monday, April 6 Completed applications for CORC Internship Grants must be submitted to CORC.
- Mid-late April CORC Internship Grant recipients will be notified.
- Late April/Early May Grant recipient training meeting.

Application deadline is MONDAY APRIL 6, 2015

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**INTERNSHIP PROPOSAL FORM
CORC INTERNSHIP GRANTS – SUMMER 2015**

Grant Application For (check all that apply)

CORC Sustainability Internship Grant

Charley Richardson Labor Rights and Peace Studies Internship Grant

Name & Year:

Division:

Organization Name & Address:

Supervisor Name, Title, phone, and email:

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

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 3 pages total, and attach them to this form.

For ALL grant applicants

1. Discuss why you chose this organization and how this internship will tie into your Division II or III studies.
2. 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?
3. Describe what your specific responsibilities will be and how you will be supervised during the course of this internship.
4. How does the work of this organization, and your internship in particular, meet the criteria of the grant(s) for which you are applying?
5. How will it make a difference to you if you receive this funding?

Application deadline is MONDAY APRIL 6, 2015