

HAMPSHIRE COLLEGE - SUMMER 2014
JAMES BALDWIN SCHOLARS' DIV II & III INTERNSHIP GRANT
REQUIREMENTS

For summer 2014, the James Baldwin Scholars Program and Career Options Resource Center will award 3-4 donor-funded grants of up to \$3200 to assist Division II and III James Baldwin Scholars with the costs of doing an unpaid/underpaid internship that relates directly to the student's academic goals and career interests.

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 2014, it must be a Field Study Leave and not a Leave of Absence. Graduating students are not eligible. Students who have previously received the **full award of \$3200** are not eligible for the next summer.
2. You must be a current Hampshire College financial aid recipient or otherwise demonstrate financial need.
3. Your proposed internship must involve substantive, supervised work that will be done for at least 10 weeks AND a minimum of 18 hours/week, and be related to your academic work and career interests.
4. Your application must be accompanied by a letter of support from the organization offering you an internship (see Application Directions #3).
5. You will need a recommendation from your Faculty Advisor or a Div II/III committee member.
6. Recipients must agree to: (A portion of your award will be held back until these are complete.)
Before the Internship:
 - a. submit a thank you card to the donor, via CORC.
 - b. attend a grant training meeting in early May (likely May 5 or 7).
 - c. post an introduction to the CORC Interns Facebook group.

During the Internship:

- a. meet with your supervisor for mid-internship check-in; submit a report of that meeting.
- b. take pictures of yourself engaged in the work of the internship.
- c. post 2 reports/updates to the CORC interns Facebook group.
- d. contact Maddie, Carin, Jena, or another CORC Career Counselor with any concerns that may come up.

After the Internship:

- a. attend Internship Awards dinner, Wednesday, September 17th (unless on field leave); you may be asked to give a short presentation about your internship.
 - b. Write a letter to the donor, letting them know what impact the internship had on you and what you were able to accomplish through this internship.
 - c. Submit an evaluation of the internship, via the CORC web-based report.
7. 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 internship requirements as listed above. If there is a problem at the internship, recipients may negotiate an alternative internship with the approval of a Hampshire staff member.

If you have any questions about how to apply, how to find an internship, or anything else about this Grant, please see Maddie Marquez, Carin Rank, or another CORC staff member. We're all happy to help you.

Application deadline is MONDAY APRIL 7, 2014

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APPLICATION DIRECTIONS

Please be aware that this is a competitive application process. Because our donor is a writer herself, and the thank you letters are very important, 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.

1. **Cover Sheet:** Fill out the cover sheet included in this packet and attach the other materials described below to complete your application.
2. **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.
3. **Resume:** Provide a resume that includes your past internships, jobs, volunteer and community service, relevant 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 in CORC.)
4. **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: a description of the organization, their desire to hire you as an intern, the dates and hours you will be expected to work, and what your duties will entail. Have the letter emailed to you; print it and include it in your application.

You may use the memo from Maddie Marquez, at the back of this packet, to help you describe the "letter of support" to your internship supervisor. Be sure to explain that this grant process is competitive and funding is not guaranteed.

5. **Faculty Recommendation:** You will need a recommendation from your Faculty Advisor or a Committee Member. We suggest you request this recommendation as soon as possible to give your faculty member time to write.
6. **Budget Form:** Use the Budget form in this packet to outline your proposed summer budget, giving as detailed a breakdown as possible, along with a total estimate of your budgetary needs.

IMPORTANT DATES

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| <ul style="list-style-type: none">• Monday, April 8• Mid to Late April• Early May | <p>Completed applications for the JB Div II & III Internship Grant must be submitted to Maddie Marquez, mmarquez@hampshire.edu.</p> <p>JB Div II & III Internship Grant recipients will be notified.</p> <p>Save the Date! Recipients will attend an Internship Training that unites grant recipients from multiple campus programs, likely to be held on Monday, May 5 or Wednesday, May 7.</p> |
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Application deadline is MONDAY APRIL 7, 2014

**HAMPSHIRE COLLEGE - SUMMER 2014
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COVER SHEET

Please review the Eligibility Requirements before submitting an application.

Name: _____ **Campus Address:** _____

Cell Phone: _____

Division Level: _____ **Email:** _____

Expected graduation date: _____

Div II or III Chair (if applicable): _____

Div II Concentration or plan of study: _____

Are you receiving: _____ **Hampshire Financial Aid** _____ **Federal Financial Aid**

Are you applying for Hampshire funding, other than grants listed above? If yes please list:

(This includes resources from the President's office or other campus programs)

Have you ever received 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 you need to be able to participate in this internship? _____

Application Checklist:

- Cover Sheet
- Internship Proposal Form and Proposal (form with answers to the five questions, in format requested)
- Resume
- Faculty Recommendation Form (*Check box(es) on page 2, so faculty writer knows where to send,*)
- Organization Support Letter
- Budget Form

Application deadline is MONDAY APRIL 7, 2014

**HAMPSHIRE COLLEGE - SUMMER 2014
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PROPOSAL FORM

Name & Year:

Division:

Internship Organization Name & Complete Mailing Address:

Organization phone:

Intern Supervisor, Title, and Contact Information (name, title, phone, 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 PROPOSAL

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. Write a short (200 word) bio. Include your name, a little about your background, what you're studying at Hampshire, career ideas, other interests that are important to you, etc.
2. Discuss why you chose this organization and how this internship will tie into your Division II or III 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. Describe what your specific responsibilities will be and how you will be supervised during the course of this internship.
5. How will it make a difference to you if you receive this funding?

Application Deadline: Monday, April 7, 2014

HAMPSHIRE COLLEGE - SUMMER 2014
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FACULTY RECOMMENDATION FORM (Page 1 of 2)

For summer 2014, the Career Options Resource Center and the James Baldwin Scholars Program will award 3-4 grants of \$3200 to assist **Division II and III James Baldwin Scholars** with the costs of doing an unpaid/underpaid internship that relates to the student's academic course of study and their career interests. In order to apply, students must obtain a recommendation from faculty. **The application deadline is Monday, April 7, 2014.**

If you have already filled out a recommendation form for another grant, you are welcome to use that form. You **DO NOT** have to create a new recommendation. If you have any questions, please contact:

Carin Rank, Director, Career Options Resource Center (x5385, crank@hampshire.edu) *OR*
Maddie Marquez, Director, James Baldwin Scholars Program (x5301, mmarquez@hampshire.edu)

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 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?

3. Other comments:

Application Deadline: Monday, April 7, 2014

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FACULTY RECOMMENDATION FORM (Page 2 of 2)

To what degree does the applicant exhibit the following qualities:

	HIGH				LOW
	1	2	3	4	5
Initiative/ Resourcefulness					
Reliability/ Follow- through					
Flexibility					
Ability to listen					
Team player					
Independence					
Commitment to Social Justice					

Please give copies to the student in a signed, sealed envelope or email directly to:

JB Scholars Office, ASH 133
Attn: Maddie Marquez
mmarquez@hampshire.edu, 413-559-5301

Application Deadline: Monday, April 7, 2014

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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. Rent/housing costs: _____ Per Week Total for Summer _____
For how many weeks?
Explanation:

2. Utility costs: _____ Per Week Total for Summer _____
For how many weeks?
Explanation:

3. Transportation costs: _____ Per Week Total for Summer _____
For how many weeks?
Explanation:

4. Food: _____ Per Week Total for Summer _____
For how many weeks?
Explanation:

5. Personal expenses: _____ Total for Summer
Explanation:

6. Other extra expenses: _____ Total for Summer
Explanation:

GRAND TOTAL FOR SUMMER: \$ _____

Application Deadline: Monday, April 7, 2014

CAREER OPTIONS RESOURCE CENTER

Hampshire College
3rd Floor Johnson Library, (413) 559-5445

JAMES BALDWIN PROGRAM

Hampshire College
Adele Simmons Hall 133, (413) 559-5301

To: Internship Sponsor

From: Hampshire College, Career Options Resource Center

Date: Spring Semester 2014

Re: James Baldwin Scholars' Division II & III Internship Grant 2014
Request for Letter of Support

The Career Options Resource Center and the James Baldwin Scholars Program at Hampshire College offer 3-4 grants to James Baldwin Scholars who are at the Division II or Division III level of their studies at Hampshire. Our donor has specified that the grants be awarded to students whose proposed internships relate directly to the student's academic goals and career interests.

The students undergo a competitive application process, which 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 Monday, April 7, 2014. The internship funding for the student is not a guarantee until the grant decisions are made in mid-April. If you have any questions about writing this letter of support, please feel free to contact:

Maddie Marquez, Director of the James Baldwin Scholars Program

Email: mmarquez@hampshire.edu

Phone: (413) 559-5301

Fax: (413) 559-5438

OR

Carin Rank, Director of the Career Options Resource Center

Email: crank@hampshire.edu

Phone: (413) 559-5445

Fax (413) 559-6148

Application Deadline: Monday, April 7, 2014
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