

HAMPSHIRE COLLEGE
SOCIAL JUSTICE / NONPROFIT SUMMER INTERNSHIP GRANTS
SHARED APPLICATION: **COVER SHEET**

Grants that utilize the shared application: check all that you are applying for.

- CORC Internship Awards: First Generation College and Students of Color, Iris Barr, and/or David Smith**
(Submit to CORC, library 3rd flr. or core@hampshire.edu)
 - Global Migrations Internship Award** (Submit to CPSC, FPH G-1 or istaiti@hampshire.edu)
 - CPSC Social Justice Scholars Award** (Submit to CPSC, FPH G-1 or istaiti@hampshire.edu)
 - Law Program Lestor Mazor Award** (Submit to Critical Social Inquiry, FPH 218 or fsheth@hampshire.edu)
 - Human Rights Fund** (Submit to Sue Darlington (*email only*) sdarlington@hampshire.edu)
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Name: _____ **Campus Address:** _____

Cell Phone: _____ **Email Address:** _____

Division Level: _____ **Advisor/Chair:** _____

Expected graduation date: _____

Concentration or plan of study: _____

Organization where you plan to intern: _____

Organization address and phone: _____

Internship Supervisor (name and title): _____

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

Are you applying for any other Hampshire funding other than grants listed above? If yes, please list:
(*This includes resources from the President's office and/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
- Faculty Recommendation Form (*Check box(es) on page 2, so faculty writer knows where to send*)
- Organization Support Letter
- Budget Form
- Complete program specific application materials** (available at program offices & summer grants info sessions)
- Make correct number of copies of shared application and program specific application

SUBMIT DIRECTLY TO THE OFFICE(S) OF THE GRANT(S) YOU ARE APPLYING FOR

Addresses are on the grant list at the top of this page

The application deadline for all programs is MONDAY APRIL 7, 2014

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SHARED APPLICATION: **FACULTY RECOMMENDATION FORM (1 of 2)**

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); the Law Program; and the Human Rights Fund. 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 MONDAY APRIL 7, 2014.**

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:

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 SHARED APPLICATION: **FACULTY RECOMMENDATION FORM (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
 Brittni Hayes, corc@hampshire.edu, x5445

CPSC: Community Partnerships for Social Change
 Ivana Staiti, istaiti@hampshire.edu, x6784

GM: Global Migrations
 Ivana Staiti, istaiti@hampshire.edu, x6784

Law Program
 Falguni Sheth, fsheth@hampshire.edu, x5388

Human Rights Fund
 Sue Darlington, sdarlington@hampshire.edu, x5600

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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 wish 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 have 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.

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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 \$ _____

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