

INTERNSHIP FUNDING APPLICATION

For Summer 2019



CAREER AND PROFESSIONAL
DEVELOPMENT CENTER

ABOUT INTERNSHIP FUNDING

Limited funds are available for students who participate in unpaid/low-paying summer internships. Students can request up to \$2,000 in funds to help offset costs associated directly with the experience (e.g. transportation and housing). Because funding is limited, the process is competitive, and not all applicants are guaranteed to receive funding.

APPLICATION DEADLINES

Early bird deadline: March 29, 2019 by 5:00 PM

Final deadline: April 22, 2019 by 5:00 PM

FUNDING ELIGIBILITY

- Internships occur over the summer, somewhere between the end of the spring semester and beginning of fall semester.
- Students have secured the internship BEFORE applying for funding.
- Students must be in good academic standing and have at least a 2.8 GPA.
- Priority is given to students whose internships are unpaid; however, consideration may be given to low-paying internships earning \$1,000 or less.
- Internship is registered for at least one academic credit through the [Career & Professional Development Center](#).
- Minimum of 120 hours of professional, supervised work is planned for an internship site that is approved by the Career & Professional Development Center.
- Students are rising sophomores, juniors or seniors who are enrolled at Messiah College for the following fall (seniors, or any other students, who are not returning the following fall are not eligible).
- IMPORTANT: Students who do not return to Messiah the following fall semester (such as in the case of transferring or leaves of absence) will be required to return the internship funds to the College.

INFORMATION NEEDED FOR ONLINE APPLICATION

Please be prepared to provide the following information for the online portion of the application:

I. Personal Information

- a. Home address, phone number, email, student ID, major information, GPA, anticipated graduation date.

II. Internship Information

- a. Organization name, description, address and web address
- b. Name and contact information for internship supervisor
- c. Internship description (your assigned role and responsibilities)
- d. Approximate start and end dates
- e. Number of hours to be completed for internship

III. Short essays (please note that in addition to quality of content, grammar, punctuation and thoughtfulness of responses is assessed):

- i. Describe your reasons for pursuing this specific internship at this particular organization. What type of work will you be doing, and how does it relate to your professional interests and goals? (150-300 words)

APPLICATION COMPONENTS

- ❑ [Online application](#) via Qualtrics
(link available at end of document)
- ❑ **Résumé**
email to Joy Fea, Internship Program Coordinator (fea@messiah.edu)
- ❑ **Internship Description**
email to Joy Fea, Internship Program Coordinator (fea@messiah.edu)

All components must be submitted by the deadline for your application to be considered

- ii. How does this internship relate to your major and academic studies? What has prepared you most for this experience? How will this internship impact what you bring to the classroom and cocurricular involvement? (150-300 words)

IV. Proposed Budget

Applicants are required to estimate income and expenses associated with the internship experience on an Excel spreadsheet. Funding is intended to support expenses such as transportation to and from your internship site, and food and housing (if you will be living independently). Requests must not exceed \$2,000.

*After submitting your online application, you must email an income/expense budget to Joy Fea, Internship Program Coordinator, at fea@messiah.edu.

Include the following categories in your budget document/spreadsheet:

Income/compensation

Describe any funds being received from the internship site/organization (stipend, hourly wage, reimbursements, etc.).

Transportation

Describe what type of transportation you will be using, along with the mileage to and from your internship site. You can plan any car expenses based on \$0.35/mile.

Food

If living independently (apartment, student housing), the maximum amount allotted for geographic areas:

- \$75/week – major metropolitan areas (e.g. DC, NYC, Philadelphia, Boston) ○
- \$50/week – all other areas

Housing

Describe your living situation and associated fees or rent.

Other

Any additional expenses associated with the internship for which you would need funding.

SAMPLE TEMPLATE:

	Estimated Expense	Actual Expense (to be completed at conclusion of the experience)
Transportation I will be driving to my internship site each day from my apartment. Roundtrip mileage is 30 miles.	30 miles x .35/mile x 60 days =	
Housing I will be renting a room for \$200/month over the summer	200 x 2.5 months =	
Food I will be purchasing my own food.	50/week x 8 weeks =	

ONLINE APPLICATION AVAILABLE AT:

http://messiah.qualtrics.com/SE/?SID=SV_3PqGXILUOrZDP8h

GIVEBACK INFORMATION

Students who receive internship funds will be required to complete their experience with a “giveback” at the conclusion of the internship that includes the following:

- A thoughtful response to reflection questions about the internship at the conclusion of the experience (questions to be administered by the Career and Professional Development Center).
- A written final summary of actual expenses associated with the internship.
- 3-5 high resolution photos of the student at his/her internship site.
- A debriefing meeting with Career & Professional Development Center staff in September.