



DU Career Center **2010 Summer Internship Grants**

Are you an undergraduate at DU and would like to earn money for an unpaid internship this summer?

Then apply for the DU Career Center's 2010 Summer Internship Grant program!

The 2010 Career Center Summer Internship Grant Program will award eight (8) undergraduate students with grants in the amount of **\$2,500** for working a minimum of 200 hours at an unpaid internship during the summer of 2010. Taking this internship for academic credit is optional.

Applications are available on www.du.edu/career website and are due **April 12, 2010**.

For more information please contact Ruth Prochnow at ruth.prochnow@studentlife.du.edu or 303.871.4705

Career Center

2010 CAREER CENTER SUMMER INTERNSHIP GRANT PROGRAM

APPLICATION PACKET

Program Description

The 2010 Career Center Summer Internship Grant Program will award eight (8) undergraduate students with grants in the amount of \$2,500 for working a minimum of 200 hours at an unpaid internship during the summer of 2010. Taking this internship for academic credit is optional.

*** Students who would like to get academic credit for their internship must meet all eligibility requirements established by their academic department. Students are responsible for finding a faculty advisor in their academic department and obtaining approval to receive academic credit for their internship prior to the start of their internship. ***

Eligibility

Eligible students must be **undergraduates**. Students must be currently enrolled at DU full-time and must maintain their undergraduate status through the summer by registering as a full-time student in the Fall Quarter of 2010. Students enrolled in a 3/2 or 4/1 graduate program are not eligible if they have started their graduate work. Previous grant recipients of the Career Center Summer Internship Grant Program *are* eligible to apply for the Summer Grant Program but need to read the stipulations noted under “Application and Special Instructions” on page two.

Deadlines

The application form and essay must be submitted electronically to ruth.prochnow@studentlife.du.edu by **11:59 pm on Monday, April 12, 2010**. Please see the application form for further instructions. **No exceptions will be made.**

A Selection Committee will review the applications and essays and will notify students via email by **April 23, 2010** to let them know whether or not they have been selected to receive the grant.

Application and Special Instructions

To apply for a 2010 Career Center Summer Internship Grant, students must submit the application form on page four and answer the essay question on page six of the application packet. The application form and essay must be typed and submitted via email.

It is recommended that students have already accepted and secured a summer internship by the application deadline. Students who have not secured an internship by the application deadline may still apply but must be in active pursuit of an internship opportunity. **Receipt of the grant money will be contingent upon finding a summer internship no later than May 5, 2010.**

***SPECIAL STIPULATIONS FOR PREVIOUS GRANT RECIPIENTS** Although all previous recipients of the Career Center Summer Internship Grant Program are encouraged to apply for the 2010 Career Center Summer Internship Grant Program, in order to be fair and to give an equal opportunity to other applicants, the following rules apply to all previous recipients:*

1. Priority will be given to first time recipients. Past recipients will be rated in a separate pool from other applicants and will be considered only after new applications have been reviewed.
2. Past recipients may not apply for the grant if they will be doing the same internship that they did during the summer, winter, or spring; the internship must be at a new internship site.
3. Each student has the opportunity to receive the grant twice during their time at DU.
4. Past recipients must answer an additional application question, see page five of the application.

Internship Regulations

Internships must be **unpaid**. Students may intern with any organization or company that fits with their personal, academic, or

professional interests. For instance, non-profit organizations are often financially unable to offer paid internships, and some organizations do not pay interns as part of standard company policy.

****IMPORTANT NOTE**** Students who are doing an internship that is in any way affiliated with DU are not eligible to apply for funding from the Career Center Summer Internship Grant Program. For example, a student doing an internship at DU's Office of Communication and Marketing or at the Anthropology Museum would not be eligible. If you have a specific question about a particular internship, please contact Ruth Prochnow at 303.871.4705 or ruth.prochnow@studentlife.du.edu. Students doing a research project with a University of Denver Professor or DU affiliated organization such as the Eleanor Roosevelt Institute **are not** eligible to apply for the Career Center Summer Internship Grant Program. For more information regarding a grant program designed specifically for research at DU, please visit the PINS Program website at: <http://www.du.edu/pins/>. Students doing a research internship with an outside organization **are** eligible to apply for the Career Center Summer Internship Grant Program. For example, previous grant recipients did research internships at The National Jewish Hospital and The Children's Hospital of Denver.

Requirements of Grant Recipients

Students who receive the grant will be required to:

- Sign an Internship Agreement for the Career Center Summer Internship Grant Program.
- Arrange to meet with Ruth Prochnow at the Career Center between the dates of May 17 through May 21, 2010 to sign the Internship Agreement and to review additional instructions. **Grant money will not be paid until Agreement has been signed.**
- Submit a signed letter from their employer verifying the student's unpaid status and the number of hours they will be expected to work (a minimum of 200 hours is required). This letter will be due by 4:30 pm May 5, 2010.
- Write a 2-3 page reflection paper upon completion of their internship and submit it by email to Ruth Prochnow by the first day of the Fall Quarter, Monday, September 13, 2010 by 4:30 pm.

***** Important Note ** Students must fulfill all requirements of the Career Center Summer Internship Grant Program and all requirements of their academic department to earn credit for their internship.***

University College undergraduates are not eligible

2010 CAREER CENTER SUMMER INTERNSHIP GRANT PROGRAM

APPLICATION FORM

Instructions

Please type your answers in the following form. This form must be filled out completely. Return your completed form and application essay electronically as an attachment in **ONE** complete Word document to Ruth Prochnow at ruth.prochnow@studentlife.du.edu . The application form and essay must be sent to this email address by 11:59 pm on Monday, April 12, 2010.

Student Information (*note: it is important that this information be current so that we may reach you as needed. Please leave an email address and phone number(s) where you can be reached during the summer.*)

Name: _____
Student I.D. Number: _____
Email Address: _____
Phone Number(s): _____
Major(s): _____
Year in School: _____

Internship Information

1. Where will you be interning? If you have already accepted a summer internship, please give the name and briefly describe the company or organization where you will be working. If you have not yet secured an internship, please list all employers (in order of your first choice to your last) that you have or will apply to for an internship and give a brief description of each:
(Please answer below and limit your response to no more than 12 lines of text.)

2. What will you do at your internship? If you have already accepted an internship, please briefly describe your expected duties. If you have not yet secured an internship, use your first choice from question number one and briefly describe the duties you think you will perform there as an intern:
(Please answer below and limit your response to no more than 12 lines of text.)

3. ONLY PREVIOUS GRANT RECIPIENTS NEED TO ANSWER THIS QUESTION:

Describe how you think this internship experience will be different from your previous internship experience. What new skills do you anticipate learning through your new internship that you did not learn in your previous position?
(Please answer below and limit your response to no more than 12 lines of text.)

Anticipated dates of internship:

From: _____
To: _____

If you receive a \$2,500 grant, how do you plan on using this award? Using as many of the lines below as you need, develop an approximate budget for how you will use the \$2,500 award:

\$ _____ for: _____
\$ _____ for: _____
\$ _____ for: _____
\$ _____ for: _____
\$ _____ for: _____
\$ _____ for: _____

**** ESSAY QUESTION IS ON NEXT PAGE OF APPLICATION ****

2010 CAREER CENTER SUMMER INTERNSHIP GRANT PROGRAM

ESSAY INSTRUCTIONS

In an integrated, formal essay of **no more than 3 pages, double-spaced**, please respond to the following statements. Your essay will be judged on the following criteria: clarity of thought and expression, proper grammar and writing mechanics, and how you address each of the specific items in the instructions below. Use only 12 point Times New Roman Font and leave 1 inch margins on all sides.

Please describe the reasons you would like to participate in a summer internship, including what in your personal background prepares you for this particular internship. *If you have not yet secured an internship, please refer to your first choice from your response to question number one on the application form.* In this description, please explain what types of personal growth and development you anticipate gaining through this internship. In addition, select two academic skills or abilities from the following list that you would like to develop through your internship and describe how you anticipate developing them:

- Critical thinking (evaluating available evidence in order to make a judgment about a complex issue)
- Written expression (presenting clearly articulated ideas in effective prose)
- Oral expression (presenting clearly articulated ideas in effective oral format)
- Problem-solving (analyzing unresolved issues or situations and applying knowledge and interpersonal, creative, and cognitive abilities to implement an appropriate resolution)