

DENISON INTERNSHIP PROGRAM STIPEND APPLICATION DETAILS

Thank you for your interest in the Denison Internship Stipend Program. Denison is very fortunate to be able to offer stipends to students completing UNPAID internships because of generous alumni and organizational donations. Please take the time to read through our program FAQs as they may provide you with clarification. If you have questions not covered in our FAQs, feel free to stop by our office during Drop In hours, Monday-Friday, 2:00-4:00pm; Drop Ins are great for quick (5-10 minute) questions. You are also strongly encouraged to attend one of our two Stipend Workshops offered on Feb. 16 at 11:30am or Feb. 20 at 4:30pm in 115 Burton Morgan.

FREQUENTLY ASKED QUESTIONS

Who can apply for a stipend? All first years, sophomores, and juniors planning to complete an UNPAID internship are encouraged to apply.

How much funding can I receive? It depends on the total number of hours you complete during your internship. Students completing an internship totaling a **minimum of 100 hours can apply for a \$500 stipend**. Students completing an internship totaling a **minimum of 200 hours can apply for a \$1250 stipend** and students completing an internship of **at least 300 hours are eligible to apply for a \$2500 stipend**.

What if I do not know how many hours in total I will be interning this summer? Many internship sites offer a great deal of flexibility and are willing to work with you to find a schedule that works best for both parties. When it comes to determining your total number of hours and ultimately the amount of funding for which you apply, we would encourage you to think about the number of hours you hope to complete. If you know you want to work full-time for the better part of the summer, then you should apply for \$2500. If you plan to intern 10-15 hours/week for 10 weeks, so you can also work part-time, then you should apply for a \$500 stipend.

Is there a cap on the amount of funding I can receive from Career Exploration & Development? Yes, the maximum stipend amount you can receive from Career Exploration & Development during your time at Denison is \$2500.

What if I have not secured an internship by the stipend application deadline? You **do not** have to have an internship secured in order to apply for stipend funding.

Can I receive a stipend from Career Exploration & Development as well as from another source? If you are participating in summer research and receiving the \$3800 research grant, or you receive the McMahan or Lilly Stipend (\$3300), you are **NOT** eligible to receive an additional stipend from Career Exploration & Development.

Can I use stipend funding to cover my costs for participating in a fee-based internship program? Stipends cannot be used to cover administrative charges for fee-based internship programs.

When is the deadline to apply for a stipend? March 5, 2012 at 4:30pm. **No late applications will be accepted!**

How and when will I find out if I have received a stipend? All applicants will receive an award notification letter in their Slayter box by mid-April.

Are stipends competitive? Yes, generally 60-65% of the students who apply, actually receive a stipend.

What can I do to help improve my chances of receiving a stipend? Many students share that the only way they will be able to complete an unpaid internship is if they receive a stipend. Our advice to stipend applicants is to attend one of our Stipend Workshops in February and to have your essay reviewed by a staff member in CE&D prior to submitting your application. Students should avoid waiting until the last minute to begin their application. Good essays require time and reflection.

What must I do to receive my stipend money, if awarded? All stipend recipients must:

1. Complete the Internship Registration Form
2. Have their supervisor submit the Independently Arranged Form (not applicable for students completing Catalog internships)
3. Submit a letter from your supervisor on company letterhead that includes: confirmation the internship is unpaid, internship start date, end date, hours/week and total number of agreed upon hours the intern will complete
4. Receive a satisfactory performance evaluation from your supervisor
5. Write a thank you note to your stipend donor

How long will it take for me to receive my stipend once all of my paperwork is complete? Generally 2-3 weeks.

Is there a deadline by which all of my stipend paperwork must be received? Yes, **July 6, 2012**. If all of your required stipend paperwork has not been submitted by this date, your stipend will be forfeited and the funding will be used by students placed on the *Alternate* list.

THREE COPIES of THE ATTACHED APPLICATION (including essay and resume) are due to Career Exploration & Development, 306 Burton Morgan Center, by 4:30pm on Monday, March 5, 2012.

NO LATE APPLICATIONS WILL BE ACCEPTED.

Decisions will be made by mid-April. You will receive a notification letter in your Slayter box. If you are not on campus, please notify Career Exploration & Development at career@denison.edu and we will email your letter to you.

DENISON INTERNSHIP PROGRAM

STIPEND APPLICATION

SUMMER 2012

(Please type or print clearly)

Complete **BOTH SIDES!**

Name: _____ **Box #** _____
D # _____ **Year:** '13 '14 '15
E-Mail Address: _____ **Phone #** _____
Gender: M / F **GPA:** _____

Please Answer the Following:

1. I plan to complete an UNPAID internship this summer totaling at least: _____100 hours (\$500), _____200 hours (\$1250), or _____300 hours (\$2500).
 2. Have you received a stipend from Career Exploration & Development before? No___Yes___. If yes, amount of award_____.
 3. Have you or do you plan to apply for additional stipend funding from any other sources (i.e. Org. Studies, Lugar Program, McMahon Internship Scholarship/Stipend, POSSE, sources outside of the Denison, etc. NO ___Yes___ Amount of award if known:_____.
 4. Are you planning to complete an internship in finance, with a family owned company, an entrepreneurial venture and/or a member of the BetaTheta Pi Fraternity. No___Yes_____.
 5. Are you applying for pre-med, pre-vet or pre-dental internship AND in the class of 2013? No___Yes_____
 6. Are you planning to complete an internship overseas (cannot be part of a study abroad program or program for which students receive academic credit)? No___Yes_____
 7. I am on Need-Based Financial Aid? No___ Yes___ (If you do not know whether you receive need-based financial aid, contact the Financial Aid Office in Beth Eden at 740-587-6279).
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Students Must Submit THREE Copies of the Following:

- **BOTH SIDES of this application**
 - **Current resume**
 - **Essay (not more than 2 pages typed). Your essay MUST address the following 2 prompts:**
1. The areas/sectors (non-profit, marketing, dance, etc.) in which you plan to intern and the specific internships sites to which you have applied. Be as detailed as possible.
 2. The value of the internship for your future plans and what you hope to learn. Please be specific. You should address why the internship is of interest to you, the skills you hope to gain, what you hope to accomplish, what you hope this experience will teach you, etc. You should also discuss the ways in which you will contribute to your internship site. We are looking for thoughtful, reflective responses.

I affirm that I am:

- in good academic standing and not on conduct probation; I give permission for the offices of *Student Conduct & Campus Values* and *Academic Support & Enrichment* to release information on my conduct and academic status to the Office of Career Exploration & Development.
- have discussed with my parents/guardians the costs involved in doing an unpaid internship and have discussed the my budget with them.
- participating in a catalog or independently arranged internship approved by Career Exploration Development.
- aware that stipend money is not to be used to pay tuition/expenses at another college, university and/or study abroad or off-campus study program (including Denison sponsored programs). Neither can it be used to cover administrative fees for fee-based internship programs.
- understand the receipt of the stipend is dependent upon my securing and registering an internship approved by Career Exploration & Development; a letter from my internship supervisor must be received by Career Exploration & Development before a stipend check will be issued.
- aware that I must complete at least the number of hours required (100, 200 or 300) for the stipend I receive; if I do not fulfill the hourly requirement and receive a satisfactory performance evaluation, I **must** refund my stipend award.
- aware that a stipend is regarded as income and therefore taxes are due on it.

Signature _____ **Date** _____

You are strongly encouraged to have a staff member in Career Exploration & Development review your application materials prior to the **Monday, March 5, 2012** deadline.

**Career Exploration & Development
306 Burton D. Morgan Center**

Drop-In Hours (no appointment needed) Monday-Friday 2:00pm – 4:00pm.
To schedule an appointment call 740-587-6656.

FOR INTERNAL USE ONLY

Alpaugh	BMorgan	Jagger	Miller	PNB	Stephens	Swank	Thomson	Amt Req	Past Amt Rcd

					TOTAL
Q (50%)	0	1	2	3	x5
Y (30%)		1	2	3	x3
N (20%)	0	1	2	3	x2
Total					