

# DENISON INTERNSHIP PROGRAM STIPEND APPLICATION SUMMER 2010

(Please type or print clearly.)

Complete **BOTH SIDES!**

Name: \_\_\_\_\_ Box # \_\_\_\_\_ GPA: \_\_\_\_\_  
D # \_\_\_\_\_ Year: '11 '12 '13  
E-Mail Address: \_\_\_\_\_ Phone # \_\_\_\_\_ Gender: M / F

---

*Please note: the maximum stipend amount you can receive during your time at Denison is \$2500.  
All freshmen, sophomores, and juniors are encouraged to apply. You **do not** have to have an internship secured at this time to be eligible to apply for stipend funding.*

**NOTE:** If you are participating in summer research and receiving the \$3800 research grant, or you receive the McMahon or Lilly Stipend (\$3300), you are **NOT** eligible to receive an additional stipend from Career Services.

## ***Students Must Submit THREE Copies of the Following:***

- **BOTH SIDES of this application sheet**
- **Resume**
- **Essay (not more than 2 pages typed). Your essay MUST address the following 3 components:**
  1. The specific areas/sectors (non-profit, marketing, dance, etc.) in which you are applying for internships. Be as detailed as possible. Cite the specific internships to which you are applying, dates/length of internship, location, financial need, etc.
  2. The value of the internship for your future plans and what you hope to learn. Please be specific. You are encouraged to 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. We are looking for thoughtful, reflective responses.
  3. An expense budget (food, housing, travel). You are strongly encouraged to include accurate figures. Please refer to the sample budgets attached to this form.

## **Please respond to the following questions:**

1. Have you received a stipend from Career Services before? NO \_\_\_ YES \_\_\_ Amount: \_\_\_\_\_.
2. Have you applied for and/or received 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: \_\_\_\_\_.
3. 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 \_\_\_\_\_
4. Are you applying for pre-med, pre-vet or pre-dental internship AND in the class of 2011? No \_\_\_ Yes \_\_\_\_\_
5. Are you planning to complete an internship overseas (cannot be part of a study abroad programs or programs for which students receive academic credit)? No \_\_\_ Yes \_\_\_\_\_

**THREE COPIES of THIS APPLICATION (including essay, resume & budget) are due to Career Services by 4:30pm on Friday, March 5, 2010. No late applications will be accepted. Decisions will be made by mid-April.**

## Burton D. Morgan Entrepreneurial Stipend (up to \$2500)

### Check the type of entrepreneurial venture you are proposing:

\_\_\_\_\_ **Type 1)** Interning with a start-up enterprise that is *privately owned by the entrepreneur*. We define entrepreneurial enterprise as approximately *the first five years of the life of a business or organization, including NPOs*. An entrepreneurial enterprise may also include those ventures that are *pro-actively innovative, continually bringing innovations to market or addressing current social problems/needs utilizing inventive approaches*. The purpose of this internship would be for the student to learn about launching a business or other enterprise, with the intention that the student would experience a number of different aspects of running and sustaining such an enterprise such as business plan development, shareholder acquirement, marketing & advertising planning, legal issues, client relations, human resources needs/issues, etc. The student would observe the personal skills and characteristics of the entrepreneur and the risks being taken. The intern might look for the long-term rewards of being an entrepreneur such as personal satisfaction, pride of accomplishment, independence, enthusiasm regarding the enterprise. Applicants should address questions 1-3 on the first page of this application and state how the organization(s) to which they have applied are entrepreneurial or innovative in nature. A current resume is also required. **A letter, on company letterhead, from an entrepreneur stating that she/he has offered you an internship of this nature must be received by Career Services before the stipend funding will be awarded.**

\_\_\_\_\_ **Type 2)** A proposal to launch your own enterprise this academic year, whether for profit or not-for-profit. This type of proposal must take into account how the funding is to be utilized (i.e., a detailed business plan). **Remember to be specific and explain how your proposal is indeed entrepreneurial and to discuss in detail what you hope learn from this experience.** If selected, you must submit a **“Half-Way” report to Career Services**, which will include receipts for expenditures and a summary of the entrepreneurial efforts made thus far. **A final report (3-5 pages) will also be required.**

These parameters rule out an internship with a large, established, or corporate organization in which the student would not be involved directly in a start-up, or in learning about start-up and sustaining of a young enterprise. In other words, **interning for a large corporation, conglomerate institution, or for a government agency would not qualify for this stipend opportunity.** Nor is the stipend to be used to pay tuition/fees for college/university classes, off-campus study programs, etc.

*Students are **highly** encouraged to consult with Career Services and Stephanie Hunt-Theophilus, Program Coordinator, Burton D. Morgan Program for Liberal Arts and Entrepreneurship Education prior to applying for this stipend.*

### I affirm that I am:

- in good academic standing and not on conduct probation; I give permission for the Office of Community Rights & Standards to release my conduct status to the Office of Career Services.
- have discussed with my parents/guardians the costs involved in doing an internship and have discussed the enclosed budget with them.
- participating in a catalog or independently arranged internship approved by Career Services.
- 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).
- understand the receipt of the stipend is dependent upon my securing and registering an internship approved by Career Services; a letter from my internship supervisor must be received by Career Services before a stipend check will be sent.
- aware that I must complete at least 100 hours at my internship site over the course of the semester or winter break; if I do not fulfill the minimum requirement of 100 hours, I must refund my stipend award.
- aware that a stipend is regarded as income and therefore taxes are due on it.

Amount requested \_\_\_\_\_ (up to \$2500)

\***I AM** on Need-Based Financial Aid? Yes \_\_\_ No \_\_\_

\*If you do not know whether you receive need-based financial aid, contact the Financial Aid Office at 740-587-6279.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Applications are due to Career Services by 4:30pm on Friday, March 5, 2010.  
No late applications will be accepted.**

## Budget Examples

### Example 1:

I have applied for 7 public relations internships in New York City. I have checked on airfare (www.orbitz.com), housing at Columbia University (from the housing resources listed on the Career Services website, www.denison.edu/offices/career).

Roundtrip airfare from Columbus to LaGuardia	\$285.00
8 weeks housing at Columbia University (double room)	\$2270.00
3 month Metro Card (\$76 per month)	\$228.00
Food/meals/miscellaneous (\$50x8 weeks)	<u>\$400.00</u>
Total	\$3183.00

---

### Example 2:

I will be living at home (Delaware, OH) but will be commuting to downtown Columbus 3 days a week during the entire summer. The internship does not pay. Therefore, I am applying for a \$425 stipend to offset the cost of gas and parking.

Mileage is ~60 miles round trip x 3 days a week x 10 weeks = 1800 miles.

Gas mileage is 25mpg = ~72 gallons at ~ \$2.75 a gallon = \$198 for gas (estimate)

Price of parking in downtown Columbus \$5.50 a day (before 9am) at City Center.

\$5.50 a day x 3 days a week x 10 weeks = \$165.00

Gas and Parking Estimate ~\$363.00 (\$198 for gas + \$165 for parking)

---

## Stipend Essay & Budget Writing Workshops

**Tuesday, February 16th, 5:00pm**

**Monday, February 22nd, 4:30pm**

**115 Burton D. Morgan Center**

If you are unable to attend one of the workshops, you are strongly encouraged to have a Career Services staff member review your application materials prior to the March 5<sup>th</sup> deadline. It is important to note that stipends are competitive and not all students who apply will receive one.

### Career Services

**306 Burton D. Morgan Center**

Drop-In Hours (no appointment needed) Monday-Friday 2:00pm – 4:00pm.

For an appointment call 740-587-6656.

*If you have questions about stipends or the stipend application process, please stop by Career Services or email [career@denison.edu](mailto:career@denison.edu).*