



2011-12

Universal Internship

Application

[This application can be accessed electronically on the CDO internships website](#)

INSTRUCTIONS

- Review:** Program guidelines and instructions carefully
- Print:** Single-sided only
- Submit:** All internship application materials to the CDO by the appropriate deadline
- Questions:** Contact the Career Development Office (CDO)
1127 Park Street 641-269-4940 career@grinnell.edu
- Note:** **ONLY complete applications will be accepted for consideration**

2011-12 APPLICATION DEADLINES

Spring 2012 Academic Semester	Friday, November 11, 2011 @ 4:00 p.m.
Summer 2012 GRINNELLINK	Friday, February 17, 2012 @ 4:00 p.m.
Summer 2012 Grant, CDO Open and Endowed Programs	Friday, April 13, 2012 @ 4:00 p.m.
Summer 2012 Credit-Bearing Only Internships (No request for College funding)	Friday, April 27, 2012 @ 4:00 p.m.
Summer 2012 Curricular Practical Training (<i>international students only</i>)	
Summer 2012 Registered (<i>tracked by CDO but are not College funded and not credit-bearing</i>)	
Fall 2012 Academic Semester	

OVERVIEW

Grinnell College students have access to multiple sources of funding designed to help them defray the expenses they would incur from participating in a summer internship. The different funding sources are outlined on pages 4 and 5. The most common programs fall into one of three categories:

1. **GRINNELLINK** – These funded internships, arranged by an alum or friend of the College, are reserved exclusively for Grinnell students at different locations throughout the U.S.
2. **Grant Programs** – From Rosenfield to Wilson to Arts and Museum, students may apply for funding from one of 11 different programs. The focus of your internship will influence the Grant Program to which you apply.
3. **Endowed Internships** – Students who secure an internship that satisfies the purposes of these various endowments may apply for funding.

Before delving into the application itself, we strongly encourage you to review the following FREQUENTLY ASKED QUESTIONS and the APPLICATION MATRIX on the next page to ensure you understand the process of applying for internship funding.

FREQUENTLY ASKED QUESTIONS

Do I have to have a certain GPA to apply for internship funding? Internship programs require a minimum 2.5 GPA. Students are required to be currently enrolled as a full-time student, pre-registered for classes, are in good academic standing, and are enrolled in classes for the semester following their internship experience. Transfer students without a Grinnell GPA must submit a copy of their previous institution's transcripts in addition to their Grinnell College transcripts (obtained from the Registrar) in their application.

What is the process for earning academic credit? Students must secure a member of the Grinnell faculty who is willing to serve as Faculty Sponsor during the internship. The preferred grading option by the Curriculum Committee is S/D/F. Letter grades are required for internships applied to graduation requirements. Faculty Sponsors must include an additional signed document providing rationale for a letter grade request (Note: Satisfying the requirements of a concentration or other program is not sufficient rationale to be granted credit).

What if I'm going to be off-campus in the Spring? It is highly recommended that students participating in an approved Spring OCS program submit their application materials to the CDO the semester PRIOR to leaving for their off-campus study semester. If this is not possible, you must make arrangements to have a friend on campus receive and assemble your application materials and submit them to the CDO by the deadline date. The CDO will only accept completed applications in their entirety.

If I receive summer funding, what can that stipend pay for? Grant Programs (including CDO Open), Endowed, and GRINNELLINK funding may be available for expenses directly related to a summer internship. For example - travel to and from the internship site, housing, daily transportation, and meals. Funding is not available to address lost wages, future expenses, personal items, product purchases, or program fees. On-campus experiences are not considered an internship and are not eligible for funding.

How will I get to my internship site? It is the responsibility of the student intern to secure transportation to and from the internship site.

What if my internship is in a country with a travel warning? Grinnell College will not approve internships in areas identified by the U.S. State Department as "unsafe for travel" AND will not release funding for internships in these locations.

If I'm approved for academic credit, how much will this cost? Summer internships funded by Grinnell College, supported by a Faculty Sponsor, and approved by the Curriculum Committee, may receive 2 or 4 credits. Tuition is waived for the first 2 credits and students are billed for any additional credits. Historically, internships with outside funding may also receive 2 or 4 credits if approved by the Curriculum Committee. However, tuition is **not** waived and students are billed for all credits received. Academic Semester internships are for 4 credits only.

How do I submit my internship application materials? Students must submit all components of an internship application (in paper form) together as one packet to the Career Development Office by the appropriate deadline. No separate components will be accepted at the CDO, such as the Confirmation of Intern Acceptance or Faculty Recommendation forms. Faculty members need at least a two-week notice prior to the application deadline to complete the recommendation form. Please plan accordingly. Interns need to remind the faculty to return the completed recommendation form back to the applicant in a signed, sealed envelope. It is the responsibility of the student to ensure their internship application is submitted in its entirety, including the unopened faculty recommendations. Only complete applications will be reviewed by the Selection Committees.

INTERNSHIP APPLICATION MATRIX

Instructions: Use the following matrix to determine what materials you must submit to the CDO as part of your application.

	GRINNELLINK	Grant Programs	Endowed	Lilly Externship	Credit-Bearing Only (No College Funding)	Registered	CPT (Int'l students only)	Academic Semester (Credit-bearing)
Eligibility	--Summer Programs--							
Grinnell College Funding Available	X	X	X	X				
Current 1st Year Students	Varies	Limited CDO Open only	All except Randall	X		X		
Current 2 nd Year Students	X	X	X		X	X	X	X
Current 3 rd Year Students	X	X	X		X	X	X	X
Current 4 th Year Students								X

Application Materials

Application Information (p. 7-8)	X	X	X	X	X	X	X	X
Resume*	X	X	X	X	X	X	X	X
Unofficial Transcript*	X	X	X	X	X	X	X	X
Waiver and Indemnification (p. 10-11)	X	X	X	X	X	X	X	X
Confirmation of Acceptance* (p. 12)		X	X	X	X	X	X	X
Proposed Budget (p. 9)	X	X	X	X				
Essay Questions* (p. 8)		X	X	X				
2 Faculty Recommendations (p. 14-15)		X	X	X				
Cover letter addressed to site supervisor	X							
Statement of Intent*					X		X	X
Internship Learning Contract (p. 16)					X		X	X
Academic Expectations (p. 17)					X		X	X
Global Development Studies Language Acquisition Fellowship Application*		X	X	X				

Requirements

8-10 week Internship	X	X	X		X	X	X	
4-5 week Externship				X				
7 hrs, 2 days per week for duration of 12 weeks								X
Journal*	X	X	X	X	X	X	X	X
Final Evaluation (via PioneerLink)	X	X	X	X	X	X	X	X
Final Learning Summary	X	X	X	X	X	X	X	X

Definitions:

* **Resume:** Students are highly encouraged to have their resume reviewed by a counselor at the CDO.

* **Unofficial Transcript:** All students must obtain their unofficial transcripts from the Registrar's Office. Transfer students without a Grinnell GPA must also provide a copy of their transcripts from their previous institution.

* **Confirmation of Acceptance:** The "Confirmation of Acceptance" form must be signed and received by the internship application deadline (see dates on cover). Neither a phone call from the site nor an e-mail may be used in replacement of this form.

* **Essay Questions:** The essay prompts appear on page 8 and your typed responses must accompany the completed application materials.

* **Statement of Intent:** In a one to two page document, the student needs to clearly articulate why they are seeking to earn academic credits as a part of their internship. Students should address the focus of their internship and expand upon how this experience will supplement their academic course of study at Grinnell. Satisfying the requirements of a concentration or other program is not sufficient rationale for credit to be granted.

* **Global Development Studies Language Acquisition Fellowship Application:** If interested in applying for supplemental funding, see page 5 for criteria. Completed application is to be submitted with internship application.

* **Journal:** Interns must keep a written journal throughout the internship experience. The depth and frequency of journal entries is up to the student, but the journal should provide the reader a thorough understanding of the internship experience.

CATEGORIES OF INTERNSHIP PROGRAMS

GRINNELLINK INTERNSHIPS (summer)

GRINNELLINK opportunities are specific internship experiences exclusively for Grinnell students with supervision or oversight by Grinnell College alumni or connection. Either Grinnell College or the internship site may provide funding.

GRANT PROGRAMS (summer)

The following Grant Programs are available to current second or third-year students for unpaid summer internships only. Grant Programs are competitive and look for clarity in presentation, support from the sponsoring agency, academic preparation and a link to the applicant's interest. These programs also call for well-defined responsibilities, originality, uniqueness of the internship opportunity, and how it fits within the criteria of the specific internship Grant Program.

- **Arts and Museum Administration** - Supports internships with established arts organizations, including theatre companies, museums, community art centers, and performance spaces offering internships in arts administration, publicity, event coordination, directing, arts education, collection care, and/or curatorial projects. Students are required to meet with the Chair before applying.
- **Environmental Studies** - Supports internships that offer students meaningful educational experiences in environmental studies, including especially research on environmental issues but also in natural resource conservation, environmental policy, energy, food systems, environmental education, and other areas. Interns are expected to prepare a PowerPoint presentation on their experience for the Board of Directors of the external foundation that funds these internships. Consult the Environmental Studies website for a list of past internship locations.
- **Lilly Foundation** - Supports internships that engage the participant in projects and activities that will lead to greater discernment of the role that their religious and spiritual commitments will play influencing their vocational goals. Students are encouraged to meet with the Chair to assess the fit of their internship to the Program prior to applying.
- **Noun** - Supports internships that focus on women and/or LGBTQ communities and that offer students first-hand experience working for feminist, queer, and anti-racist organizations. Students are encouraged to meet with the Chair to assess the fit of their internship to the Program prior to applying. Consult the Gender, Women's, and Sexuality Studies website for a list of past internship locations.
- **Novce/Intel** - Supports internships in applied technology (e.g., agriculture, transportation, computing, biotech) within a non-profit or governmental agency in the United States. Internships may focus on technology design, use, policy, or other issues. Students are encouraged to meet with the Chair to assess the fit of their internship to the Program prior to applying.
- **Peace Studies** - Supports internships that deepen the student's understanding of the causes of violence and violations of human dignity and gives them direct experiences by applying creative strategies for conflict prevention, resolution, or reconciliation in international or interpersonal disputes. Students are required to meet with the Program Coordinator before submitting their application. Participation in a campus poster session or presentation is required following completion of the internship.
- **Prairie Studies** - Supports internships that engage students in learning about either the natural or cultural aspects, past or present, of the prairie region of North America (especially the Upper Midwest) – in arts and humanities, science, or social studies. Consult the Center for Prairie Studies website for a list of past internship locations.
- **Rosenfield** - Supports internships in the areas of public affairs, international relations, and/or human rights. The Committee interprets this mandate broadly, but it will be up to the student to articulate the connection of their internship to one or more of these program areas. Students are required to meet with the Chair before applying. The Committee conducts an interview and selection process for their internship grants. Delivery of two public presentations about their internship on campus is required following completion of the internship. Consult the Rosenfield website for a list of past internship locations.
- **Sunnan Foundation** - Supports internships working nationally or internationally in the area of social services, particularly those that serve to empower women and men in family planning.
- **Wilson** - Supports internships primarily in the for-profit sector, but also in government and non-profit – ideally, internships should build skills in innovation and leadership. Students are required to meet with or e-mail the Wilson Program Director before applying. Consult the Wilson website for a list of past internship locations.
- **Writing** - Supports internships in organizations focusing on writing as a profession. Applicants should describe one or more specific pieces of writing they will produce during their proposed internship.
- **CDO Open** - Supports internships that would not meet the criteria of the above referenced Grant Programs. Currently enrolled first-year students are eligible. This funding is limited and may be more competitive than other Grant Programs.
- ***NEW* CDO Open Research** - Supports one or two supervised, off-campus, lab or field research, internship experiences. Only research experiences that cannot be done with a Grinnell College faculty member will be considered. Currently enrolled first-year students are eligible.

CATEGORIES OF INTERNSHIP PROGRAMS (continued)

ENDOWED INTERNSHIPS (summer)

Please pay special attention to the requirements of each Endowed Program. Applicants must be currently enrolled (first, second, or third-year) and in good academic standing at the time of the internship. Review criteria of each individual opportunity to see if you are eligible to apply.

- **Evangelical Christian Internship** - This fund provides an opportunity for two (2) Grinnell College students to receive partial funding to intern with Christian organizations. Applicants must possess good character and be in good academic standing.
- **Andrew W. Loewi '71 Washington, DC Internship** - This fund provides a student with an opportunity to explore and experience work on Capitol Hill in Washington, DC. Individual donors to the Loewi fund have joined to support a Grinnell student proposing a Capitol Hill internship in Washington, DC, a place which Mr. Loewi cared deeply about and where he solidified his value of public service and civic engagement.
- **James C. Randall '94 Memorial Internship** - This fund provides financial support for a summer internship by a Grinnell student of any major who wishes to undertake an internship in Spain or Latin American country (preference will be given to applicants without prior in-country experience). Only current second or third-year students are eligible to apply. Recipient must also have demonstrated financial need.
- **Rioff Affordable Housing Internship** - This fund provides a student with an internship opportunity to explore and experience practical efforts to create, maintain and/or promote affordable housing for populations in need, whether internationally or domestically. This internship experience must deepen the student's understanding of the causes of homelessness and substandard housing and provide direct experience applying creative strategies to help solve these problems within the limits of the local situation to which the internship has brought them. Preference will be given to proposals that reflect student initiative and creativity.
- **Brewster H. Woodburn '29 Physics Internship** - This fund supports an internship (not research) for a student majoring in Physics, and is sponsored by the Grinnell College Physics Department.

LILLY EXTERNSHIPS (summer)

The Lilly Grant Program also offers opportunities to create an externship related to exploring a vocation within a religious tradition or a denominationally-related social justice opportunity. The 4-5 week summer externship experiences are available only to students following the completion of their first year at Grinnell.

SUPPLEMENTAL FUNDING – Global Development Studies Language Acquisition Fellowship (summer)

If you are the recipient of internship funding from a Grant Program, an Endowed Program, or Lilly Externship, you may be eligible to apply for the Global Development Studies Language Acquisition Fellowship. The goal of this Fellowship is to fund foreign language study in the country in which the internship or externship will be performed just prior to and/or during the experience. Eligible students will be contributing to the social good in a low-income country by interning with an appropriate service provider (e.g. health clinic, NGO, school, etc.). Recipients will be expected to submit a brief (1-2 page) reflection on the value of the language training as well as participate in the annual fall GDS internship presentations (typically Family Weekend), if you are not presenting as part of another Program. If you are interested in this supplemental funding or have questions about your eligibility, please contact Professor Monty Roper. This application is accessible on the [CDO Internships website](#).

NON-FUNDED OPTIONS

1. **Credit-Bearing Only Internships (summer and academic semester)** - A member of the Grinnell faculty must be willing to serve as your Faculty Sponsor. The preferred grading option by the Curriculum Committee is S/D/F. Letter grades given by the Faculty Sponsor are required for the experience to count toward graduation requirements. If you are requesting a letter grade option, your Faculty Sponsor must include an additional signed document giving a compelling reason why your internship should be approved for a letter grade option. Grinnell College's policy states that **there shall be no withdrawals after registration** due to the special nature of an internship placement involving community commitment. CPT options may be available for international students.
2. **Registered Internships (summer)** - All eligible students may register non-College funded/non credit-bearing internships. This option provides CDO support and documentation for the experience.

BUDGET/FUNDING PLANNING

Sample of Proposed Internship Funding Budgets

<p>10 week internship - DC</p> <table style="width: 100%; border-collapse: collapse;"> <tr><td>Round Trip Airfare</td><td style="text-align: right;">475</td></tr> <tr><td>Metro Fares</td><td style="text-align: right;">100</td></tr> <tr><td>Meals \$70/week x 10</td><td style="text-align: right;">700</td></tr> <tr><td>Housing at American U</td><td style="text-align: right;"><u>2500</u></td></tr> <tr><td>Total</td><td style="text-align: right;">3775</td></tr> </table>	Round Trip Airfare	475	Metro Fares	100	Meals \$70/week x 10	700	Housing at American U	<u>2500</u>	Total	3775	<p>10 week internship - Bangalore</p> <table style="width: 100%; border-collapse: collapse;"> <tr><td>Round Trip Airfare</td><td style="text-align: right;">1500</td></tr> <tr><td>Housing (home stay)</td><td style="text-align: right;">0</td></tr> <tr><td>Meals (home stay)</td><td style="text-align: right;">0</td></tr> <tr><td>Transportation and Parking</td><td style="text-align: right;"><u>500</u></td></tr> <tr><td>Total</td><td style="text-align: right;">2000</td></tr> </table>	Round Trip Airfare	1500	Housing (home stay)	0	Meals (home stay)	0	Transportation and Parking	<u>500</u>	Total	2000	<p>10 week internship - Chicago</p> <table style="width: 100%; border-collapse: collapse;"> <tr><td>Round Trip Drive</td><td style="text-align: right;">100</td></tr> <tr><td>Parking</td><td style="text-align: right;">75</td></tr> <tr><td>Meals \$60/week x 10</td><td style="text-align: right;">600</td></tr> <tr><td>Housing at University Village</td><td style="text-align: right;"><u>2250</u></td></tr> <tr><td>Total</td><td style="text-align: right;">3025</td></tr> </table>	Round Trip Drive	100	Parking	75	Meals \$60/week x 10	600	Housing at University Village	<u>2250</u>	Total	3025
Round Trip Airfare	475																															
Metro Fares	100																															
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Total	3025																															
<p>8 week internship - Minneapolis</p> <table style="width: 100%; border-collapse: collapse;"> <tr><td>Round Trip Drive</td><td style="text-align: right;">100</td></tr> <tr><td>Housing (home stay)</td><td style="text-align: right;">0</td></tr> <tr><td>Meals (home stay)</td><td style="text-align: right;">0</td></tr> <tr><td>Travel and Parking</td><td style="text-align: right;"><u>400</u></td></tr> <tr><td>Total</td><td style="text-align: right;">500</td></tr> </table>	Round Trip Drive	100	Housing (home stay)	0	Meals (home stay)	0	Travel and Parking	<u>400</u>	Total	500	<p>8 week internship - New York</p> <table style="width: 100%; border-collapse: collapse;"> <tr><td>Round Trip Airfare</td><td style="text-align: right;">380</td></tr> <tr><td>Transit Costs</td><td style="text-align: right;">140</td></tr> <tr><td>Meals \$80/week x 8</td><td style="text-align: right;">640</td></tr> <tr><td>Housing via NYCintern.org</td><td style="text-align: right;"><u>3500</u></td></tr> <tr><td>Total</td><td style="text-align: right;">4660</td></tr> </table>	Round Trip Airfare	380	Transit Costs	140	Meals \$80/week x 8	640	Housing via NYCintern.org	<u>3500</u>	Total	4660	<p>10 week internship - San Francisco</p> <table style="width: 100%; border-collapse: collapse;"> <tr><td>Round Trip Airfare</td><td style="text-align: right;">300</td></tr> <tr><td>Transportation</td><td style="text-align: right;">100</td></tr> <tr><td>Meals \$60/week x 10</td><td style="text-align: right;">600</td></tr> <tr><td>Housing</td><td style="text-align: right;"><u>3000</u></td></tr> <tr><td>Total</td><td style="text-align: right;">4000</td></tr> </table>	Round Trip Airfare	300	Transportation	100	Meals \$60/week x 10	600	Housing	<u>3000</u>	Total	4000
Round Trip Drive	100																															
Housing (home stay)	0																															
Meals (home stay)	0																															
Travel and Parking	<u>400</u>																															
Total	500																															
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Transportation	100																															
Meals \$60/week x 10	600																															
Housing	<u>3000</u>																															
Total	4000																															

Planning Your Proposed Budget

Rent

- Research via rent.com, newspaper sites, apartments.com
- Includes rent payment only

Utilities

- Gas, electric, water, sewer, trash collection
- Does not include: phone, cable, internet, etc.

Food/Meals

- Generally budgeted at \$60-\$90/week
- Varies by home stay and location

Transportation

- Relocation to the internship site and return to Grinnell
- Transportation to and from site while interning (e.g. bus, metro, train)
- Fuel costs and internship site parking
- Does not include the purchase of a bike or vehicle

Items NOT Approved for Funding

While these items **may** be covered by the internship site and **may need to be factored into your overall budget planning**, they are **not** allowable expenses for funded summer internships.

1. Personal items – Clothes, shoes, health and beauty items, medications, and other personal purchases, etc.
2. Household items – Supplies, bedding, furniture, pots and pans, dishes, etc.
3. Entertainment – Activities, event fees, tickets, etc.
4. Fees – Gym fees, club memberships, program fees, etc.
5. Services – Cable, internet, phone service, etc.
6. Maintenance – Auto repairs, residential repairs, other services, etc.
7. Physical items – Tangible, physical products: bikes, vehicles, GPS systems, briefcases, tools, etc.

College funding is not intended to be a salary or wage and does not compensate for lost earnings.

Any questions regarding internship budget planning and approval should be referred to the Career Development Office.

APPLICATION INFORMATION

FIRST NAME	LAST NAME	P-CARD #	CLASS YEAR (e.g., 2013)	CUM GPA
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CAMPUS BOX	CAMPUS PHONE	CELL PHONE	E-MAIL
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MAJOR(S)	MAJOR FACULTY ADVISER(S)
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CONCENTRATION(S)	CONCENTRATION FACULTY ADVISER(S)
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- I am presently studying at Grinnell College on an F-1 student visa. No Yes
- I will be participating in an approved Grinnell College OCS program during the Spring 2012 semester. No Yes
- I will be returning to Grinnell as a full-time student for the Fall 2012 semester. No Yes
- I am applying for academic credit for my internship. No Yes
- I am submitting the Global Development Studies Language Acquisition Fellowship Application. No Yes
- I have previously received College funding for a summer internship/externship. No Yes

INTERNSHIP PROGRAM

Select ONLY ONE:

- GRINNELLINK** (Internship Site: _____)
- Grant Program** (check **ONLY** one below)
- | | | | |
|------------------------------------|---------------------------|---------------------------------|-----------------------|
| ___ Arts and Museum Administration | ___ Environmental Studies | ___ Lilly (<i>externship</i>) | ___ CDO Open Research |
| ___ Lilly | ___ Noun | ___ Noyce/Intel | |
| ___ Peace Studies | ___ Prairie Studies | ___ Rosenfield | |
| ___ Sunnen Foundation | ___ Wilson | ___ Writing | ___ CDO Open |
- Endowed** (check **ONLY** one below)
- | | | | | |
|-----------------|-----------|-------------|-----------|--------------|
| ___ Evangelical | ___ Loewi | ___ Randall | ___ Rioff | ___ Woodburn |
|-----------------|-----------|-------------|-----------|--------------|
- Non-College Funded and Credit-bearing** (summer)
- CPT (Curricular Practical Training)** (summer – international students only)
- Academic Semester** (check **ONLY** one) Term: ___ Spring 2012 ___ Fall 2012
- Registered** (Summer - Not credit-bearing or College funded)

INTERNSHIP SITE INFORMATION

ORGANIZATION/AGENCY	WEBSITE
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INTERNSHIP SUPERVISOR (include Mr./Mrs./Ms./Dr.)	TITLE
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ADDRESS OF ORGANIZATION/AGENCY	CITY	STATE OR COUNTRY	ZIP
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PHONE NUMBER	FAX NUMBER	INTERNSHIP SUPERVISOR'S E-MAIL
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Is your internship supervisor a Grinnell alum? Yes No If "yes", please list class year (if known) _____

EMERGENCY CONTACT INFORMATION

FIRST NAME	LAST NAME	RELATIONSHIP
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ADDRESS	CITY	STATE OR COUNTRY	ZIP
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HOME PHONE	WORK PHONE	CELL PHONE
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APPLICATION INFORMATION (continued)

ESSAY QUESTIONS (GRANT, CDO Open and ENDOWED PROGRAM applications ONLY)

On a separate sheet of paper, please provide typed responses to the following questions.
Be sure to include your name on the attached sheet, and please keep each response to approximately 350 words.

1. Please provide an overview of the organization where you will be interning as well as the major responsibilities, projects, and duties you will be involved with as a part of this internship.
2. If applicable, why should the Program to which you are applying (e.g., Wilson) approve your request? Also, include how your internship fits the mission of the Grant or Endowed Program.
3. How does this internship relate to your interests, studies, and goals? Be sure to address both: A) What have you done that prepares you to make the most of this internship academically and personally? and B) How will the internship complement your remaining studies at Grinnell and influence your post-Grinnell career plans?

REFERENCES (GRINNELLINK applications ONLY)

Reference #1 - (Grinnell College Faculty Member)

NAME

TITLE

MAILING ADDRESS

OFFICE PHONE

E-MAIL

RELATIONSHIP

Reference #2: (Work/Volunteer Supervisor)

NAME

TITLE

MAILING ADDRESS

OFFICE PHONE

E-MAIL

RELATIONSHIP

OTHER INFORMATION

Do you have any physical or mental condition(s) that might affect your ability to successfully complete this internship?

No Yes (If yes, please consult with the Career Development Office)

If approved for funding, I request that the Curriculum Committee review my application for possible academic credit.

No Yes (If yes, my Statement of Intent, Internship Learning Contract and Academic Expectations of the Faculty Sponsor forms are also being submitted at this time as required by the Career Development Office).

I consent to the Career Development Office to conduct a reference/background check with the Grinnell College Office of Student Affairs as part of this application process. I understand that information from this report may be used as part of the final selection process.

No Yes

I hereby submit my application and all supporting materials to the CDO for review by the applicable Selection Committee:

STUDENT'S SIGNATURE

DATE

PROPOSED BUDGET

(GRINNELLINK, Grant, CDO Open or Endowed Programs ONLY)

FIRST NAME _____

LAST NAME _____

P-CARD # _____

Check ONLY ONE below:

GRINNELLINK (Internship Site: _____)

Grant Program (check **ONLY** one below)

___ Arts and Museum Administration

___ Environmental Studies

___ Lilly (*externship*)

___ Lilly (*internship*)

___ Noun

___ Noyce/Intel

___ CDO Open Research

___ Peace Studies

___ Prairie Studies

___ Rosenfield

___ Sunnen Foundation

___ Wilson

___ Writing

___ CDO Open

Endowed (check **ONLY** one below)

___ Evangelical

___ Loewi

___ Randall

___ Rioff

___ Woodburn

Your proposed budget is designed to help you assess your ability to complete your internship. Please make realistic and well-researched projections about your expenses so that the Selection Committee may effectively assess your proposal. Your proposed budget will be used to calculate possible final award amounts. Please calculate for a term of 4-5 consecutive weeks if you are applying for a Lilly externship or for a term of 8-10 consecutive weeks for GRINNELLINK, Grant, CDO Open, or Endowed Program summer internship.

Anticipated Internship Income and Expenses

Will you be paid directly from the organization?	Yes No	___ Stipend (\$ _____) ___ Hourly (\$ _____ /per hour X # weeks _____)	Total Compensation Amount: \$ _____
Will you receive additional financial assistance?	Yes No	If yes, from whom? _____	Additional Funding Amount: \$ _____

TOTAL INCOME: \$ _____

Will you incur relocation expenses?	Yes No	If yes, please explain. _____	Estimated Total Cost: \$ _____
Will you need housing?	Yes No	If yes, estimated total cost: # weeks (____) X estimated weekly rent cost (____)	Estimated Total Cost: \$ _____
Will you incur food costs?	Yes No	If yes, estimated total cost: # weeks (____) X estimated weekly meals cost (____)	Estimated Total Cost: \$ _____
Will you need to pay for parking at the internship site?	Yes No	If yes, estimated total cost: # weeks (____) X estimated weekly parking cost (____)	Estimated Total Cost: \$ _____
Will you incur daily travel expenses (train, bus, etc.) to and from the internship site?	Yes No	If yes, estimated total cost: # weeks (____) X estimated weekly travel cost (____)	Estimated Total Cost: \$ _____

TOTAL EXPENSES: \$ _____

TOTAL FUNDING REQUEST: \$ _____

Note: Funding for internships is available only for expenses directly related to this experience. Funding is not available to address lost wages, personal purchases, or to assist with future expenses. See budget worksheet, page 6, for details.

GRINNELL STUDENT INTERN WAIVER, RELEASE, AND INDEMNIFICATION AGREEMENT

Parent/Guardian signature required except from students, students with dependent child(ren), married students, or students over age 24.

FIRST NAME

LAST NAME

ORGANIZATION/AGENCY

TERM: (check **ONLY** one) Summer Fall Spring

The undersigned Student ("Student") at Grinnell College ("College") has applied to participate in an internship program ("Program").

Student is not required to participate in this Program. Student's participation is wholly voluntary. In consideration of College's approval for Student to participate in, and receive academic credit or College funding when applicable, for the Program, the undersigned agree as follows:

1. College does not control the way in which the internship work experience and the internship site are structured or operate. In granting funding or academic credit for this internship, the College affirms that, to the best of its judgment, the experience is an appropriate option for students in a liberal arts program of study and worthy of College credit, if applicable. The College makes no other assurances, expressed or implied, about any travel and/or living arrangements the Student has made. College does not knowingly approve internship opportunities that pose undue risks to their participants. However, any internship or travel carries with it potential hazards that are beyond the control of the College and its agents or employees, and Student assumes the sole responsibility for any and all such risk.
2. Student will, at Student's own cost, arrange coverage, throughout the Program, by a policy or plan of comprehensive health and accident benefits that provides protection for illnesses or injuries sustained or experienced during their internship, including those occurring outside the United States. The undersigned acknowledge and agree that College does not have an obligation to provide Student with such coverage.
3. The undersigned understand that if Student uses Student's personal vehicle for the benefit of the organization/agency ("Program Sponsor") with whom Student performs the internship that College has no liability for personal injury or property damage that may result from that use. The undersigned agree to rely solely upon their own personal vehicle insurance coverage and on any insurance coverage provided by the internship Program Sponsor.
4. The undersigned understand that Student will not be entitled to unemployment compensation benefits upon completion of the internship. The undersigned understand that the internship work experience is not an offer of employment. Rather, the experience is for an educational purpose with an established termination date. The undersigned also understand that College assumes no liability for personal injury that Student may suffer in the course of the internship and agree to be responsible for ascertaining whether the Program Sponsor provides workers' compensation or other coverage for Student. The undersigned understand that neither the Program Sponsor nor the College is required to provide monetary compensation for the time Student spends at the Program Sponsor's place of business during the internship experience. The undersigned agree to be responsible for ascertaining whether the Program Sponsor will or will not provide monetary compensation. College prohibits discrimination on the basis of race, national or ethnic origin, age, gender, sexual orientation, gender identity and expression, marital status, veteran status, religion, creed, or disability. College requires the Program Sponsor to affirm that the Program Sponsor also prohibits any and all discrimination.
5. Student understands that the responsibilities and circumstances of an off-campus internship require a certain standard of professional decorum that may differ from that of the College. Student understands and agrees to conform to professional standards of the Program Sponsor. Student further understands that it is important to the success of the Program and the continuance of future internships that Students observe standards of conduct that would not compromise the College in the eyes of the individuals and organizations with which it has dealings. Student acknowledges the College's responsibility for setting rules and interpreting conduct for this purpose. The undersigned agree that should the College decide that Student must be terminated from the Program because of conduct that might bring the Program into disrepute or the Program into jeopardy or because of failure to comply with the provisions of this Agreement or the College's Student Handbook, that decision will be final (subject to review by the appropriate College office) and may result in loss of academic credit for the Program.

GRINNELL STUDENT INTERN WAIVER, RELEASE, AND INDEMNIFICATION AGREEMENT
(continued)

6. The undersigned understand that the College reserves the right to make cancellations, changes, or substitutions in cases of emergency or changed conditions or in the general interest of the Program. The undersigned understand that the appropriate College office may take any actions considered to be warranted under the circumstances and/or to guard the integrity of the Program, including termination of the Program experience. Such termination will not affect the obligations of the undersigned expressed in this Agreement and College shall not be liable for any loss (including financial loss or loss of academic credit) to Student by reason of such termination.

7. The undersigned acknowledges that participation in the Program involves risks not found in activities at College. These risks include, without limitation, traveling to and within and returning from domestic states/cities and/or one or more foreign countries; domestic and foreign political, legal, social, transportation, health and economic conditions; different standards of design, safety and maintenance of buildings and public places; local medical facilities and providers; and local weather conditions.

8. Each of the undersigned individually, and on behalf of each such undersigned's heirs, successors, assigns and personal representatives, hereby waives, releases and forever discharges the College and its employees, agents, officers, trustees and representatives (in their official and individual capacities) from any and all liability whatsoever for any and all damages, losses or injuries (including, without limitation, death and illness) to Student or Student's property or both, including but not limited to financial loss, medical bills, charges and related expenses incurred by or on behalf of student, loss of academic credit or any other claims, demands, actions, causes of action, judgments, damages, expenses and costs, including attorneys' fees which arise out of, result from, occur during or are connected in any manner with the Student's participation in the Program or any travel incident thereto. This Agreement does not release any claims the College may have against any of the undersigned.

9. Each of the undersigned individually, and on behalf of each such undersigned's heirs, successors, assigns and personal representatives, hereby agrees, jointly and severally, to indemnify, defend and hold harmless the College and its employees, agents, officers, trustees and representatives (in their official and individual capacities) from any and all liability, loss, damage or expense, including, without limitation, attorneys' fees, that they or any of them incur or sustain that arise out of, occur during or in any way connected with Student's participation in the Program or any travel incident thereto.

10. Student represents and warrants that: (1) Student is over the age of 18 and may legally be employed in the country where work is being performed; and (2) Student has disclosed all relevant and pertinent information to College that could affect Student's ability to successfully complete the Program.

11. Each of the undersigned agrees that this Waiver, Release and Indemnification Agreement is to be construed under the laws of the State of Iowa, USA, without regard to conflict of laws principles; and that if any portion hereof is held invalid, the balance hereof shall continue full legal force and effect. In signing this Agreement, each of the undersigned hereby acknowledges that he/she has read this entire Agreement, that he/she understands its terms, that by signing it he/she is giving up substantial legal rights he/she might otherwise have and that he/she has signed it knowingly and voluntarily.

Dated: _____

STUDENT

Signature

Name (Printed)

Dated: _____

PARENT OR GUARDIAN

Signature

Name (Printed)

CONFIRMATION OF INTERN ACCEPTANCE

Students: Provide the Confirmation of Intern Acceptance and Memo of Understanding forms to the internship supervisor.

STUDENT NAME

INTERNSHIP ORGANIZATION/AGENCY

The undersigned confirms:

1. Acceptance of the student named above as an intern with our organization.
2. Understanding that *Summer* interns are required to work 8-10 consecutive weeks, 40 hours/week; *Lilly* externs are required to work 4-5 consecutive weeks, 40 hours/week; and *Academic Semester* interns are required to work 12 weeks/semester, 2 full days/week, 7 hours/day.
3. Receipt and review of the College/Agency Memo of Understanding

Important Note: Timely completion of this form is vital to the student's application. Please feel free to write additional comments on a separate sheet if needed. E-mail correspondence with the student will not substitute as confirmation of acceptance from the internship site.

INTERNSHIP SUPERVISOR (include Mr./Mrs./Ms./Dr.)

TITLE

INTERNSHIP SUPERVISOR E-MAIL

ORGANIZATION/AGENCY WEBSITE

ADDRESS

CITY

STATE OR COUNTRY

ZIP

PHONE NUMBER

FAX NUMBER

Is the internship supervisor a Grinnell College alum? Yes No If "yes," please indicate class year: _____

Total number of weeks at internship site: _____ Start Date: _____ End Date: _____

Will the intern receive any compensation directly from your organization/agency? If yes, please explain.

Please outline the activities/work assignments/projects the intern will be involved with in your organization during the internship.

SUPERVISOR'S SIGNATURE

DATE

SUPERVISOR'S NAME PRINTED

COLLEGE/AGENCY MEMO OF UNDERSTANDING

Students: Provide the Confirmation of Intern Acceptance and Memo of Understanding forms to the internship supervisor.

Grinnell College Internship Program

I. Purpose. The Grinnell College Internship Program provides an educational strategy whereby students complement their academic preparation with direct practical experience. The effort to combine a productive work experience with an intentional learning component is a proven method for promoting the academic, personal, and career development of students. Your participation in the Grinnell College Internship Program by sponsoring/employing students exhibits your interest and commitment to this educational strategy and to the growth and development of students as future professionals. We look forward to collaborating with interns in this work/learning endeavor.

II. Responsibilities. To help insure the interests and promote the benefits of an internship arrangement for all parties involved, the College has developed this Memorandum of Understanding to describe the mutual responsibilities between the College and your organization hereafter named as Agency.

A. Responsibilities of the College

1. Encourage the student's productive contribution to the overall mission of the Agency;
2. Certify the student's academic eligibility to participate in an internship assignment;
3. Establish guidelines and standards for the conduct of its internship program and to make these guidelines and standards available to the Agency;
4. Designate a faculty member, if the internship is credit-bearing, to serve as adviser to the student with responsibilities to assist in setting learning objectives, to confer with Agency personnel, to monitor the progress of the internship assignment, and to evaluate the academic performance of the student;
5. Maintain communication with the Agency and clarify Grinnell College policies and procedures;
6. Maintain the confidentiality of any information obtained about the Agency;
7. Provide general liability insurance and such professional liability insurance as may be reasonably required for each participating student and faculty member, if credit-bearing;
8. Inform students prior to the internship that the student is not entitled to unemployment compensation benefits upon completion of the internship experience;
9. Enforce any additional rules and procedures that are mutually agreed upon in advance in writing between the Grinnell College and the Agency.

B. Responsibilities of the Agency

1. Encourage and support the learning aspect of the student's internship assignment;
2. Designate an employee to serve as student adviser with responsibilities to help orient the student to the Agency and its culture; to assist in the development of learning objectives, to confer regularly with the student and his/her faculty representative (if credit is designated), and to monitor progress of the student;
3. Provide adequate supervision for the student and to assign duties that are career-related, progressive and challenging;
4. Make available equipment, supplies, and space necessary for the student to perform his/her duties;
5. Provide safe working facilities;
6. Will not displace regular workers with students secured through internship referral;
7. Notify College personnel of any changes in the student's work status, schedule, or performance;
8. Allow a faculty representative, if one assigned, to conduct at least one visit to the worksite to confer with the student and his/her supervisor;
9. Provide two written appraisals of the student's performance (forms to be provided by the Grinnell College Internship Program, one at the mid-term point and the other by the end of the student's internship assignment);
10. Communicate Agency policies and standards to College personnel;
11. Assume liability for work-related injuries sustained by the intern; insofar as the Agency may determine the same to be required by law in that state.

III. Terms Internship Arrangement. An internship arrangement for each student will be for one academic semester, summer session, or a period agreed upon by the Agency and Grinnell College. In the event that the Agency is dissatisfied with the performance of a student, termination of the internship arrangement may be requested by the Agency, but only after College personnel have been notified in advance and a satisfactory resolution cannot be obtained. Conversely, the College may request termination of the internship arrangement for any student not complying with College guidelines and procedures for the internship program, as long as Agency personnel have been notified in advance and satisfactory resolution cannot be obtained.

Any questions regarding the Internship Program, its procedures, or this memorandum should be referred to the Grinnell College Career Development Office, 1127 Park Street, Grinnell, IA 50112, (641) 269-4940.

GRINNELL COLLEGE FACULTY RECOMMENDATION

(Grant, CDO Open or Endowed Programs ONLY)

STUDENT'S FIRST NAME

STUDENT'S LAST NAME

CLASS YEAR (e.g. 2013)

INTERNSHIP PROGRAM (e.g. Noyce/Intel Grant Program)

RECOMMENDER (Print recommender's name here)

APPLICANT: Give this recommendation form to a Grinnell College professor who knows you well and from whom you have taken a course. Choose someone who you think can best respond to the questions and categories listed below. If your proposal is located in a country where the language spoken is taught at Grinnell, one of your recommenders **must** be from the appropriate language department. Make certain to discuss your externship/internship plans with the recommender and provide them any further information requested. *Faculty members need at least a two-week notice prior to the application deadline to complete the recommendation form, so please plan accordingly.*

I hereby waive my rights to inspect and review this recommendation form, with the understanding that the document will be used **only** for purposes of evaluating my qualifications for my proposed summer externship/internship, and will not be available to any other institution or private party.

SIGNATURE OF APPLICANT

DATE

FACULTY RECOMMENDER: The applicant noted above is applying for funding through the College for a summer externship/internship experience. The Career Development Office requests your evaluation of this student's academic and personal qualifications. This confidential faculty recommendation form is a component of this student's internship application only and will not become a part of this student's permanent record.

1. How long and in what capacity have you known the applicant?
2. Please indicate the applicant's ability and competence in comparison with other Grinnell students you have known at similar stages in their academic careers.

	No Information	Below Average	Average	Above Average	Outstanding
Intellectual ability	_____	_____	_____	_____	_____
Academic motivation	_____	_____	_____	_____	_____
Preparation for class	_____	_____	_____	_____	_____
Independence	_____	_____	_____	_____	_____
Cooperation	_____	_____	_____	_____	_____
Reliability	_____	_____	_____	_____	_____
Tact	_____	_____	_____	_____	_____

3. Highly recommend Recommend Recommend with reservations Do not recommend

4. If you do not recommend this student or if you have reservations, please explain.

SIGNATURE OF FACULTY RECOMMENDER

DATE

****You must return your completed form to this STUDENT in a SIGNED, SEALED ENVELOPE prior to the application deadline. Recommendation forms will NOT be accepted at the CDO.****

GRINNELL COLLEGE FACULTY RECOMMENDATION

(Grant, CDO Open or Endowed Programs ONLY)

STUDENT'S FIRST NAME

STUDENT'S LAST NAME

CLASS YEAR (e.g. 2013)

INTERNSHIP PROGRAM (e.g. Noyce/Intel Grant Program)

RECOMMENDER (Print recommender's name here)

APPLICANT: Give this recommendation form to a Grinnell College professor who knows you well and from whom you have taken a course. Choose someone who you think can best respond to the questions and categories listed below. If your proposal is located in a country where the language spoken is taught at Grinnell, one of your recommenders **must** be from the appropriate language department. Make certain to discuss your externship/internship plans with the recommender and provide them any further information requested. *Faculty members need at least a two-week notice prior to the application deadline to complete the recommendation form, so please plan accordingly.*

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SIGNATURE OF APPLICANT

DATE

FACULTY RECOMMENDER: The applicant noted above is applying for funding through the College for a summer externship/internship experience. The Career Development Office requests your evaluation of this student's academic and personal qualifications. This confidential faculty recommendation form is a component of this student's internship application only and will not become a part of this student's permanent record.

1. How long and in what capacity have you known the applicant?
2. Please indicate the applicant's ability and competence in comparison with other Grinnell students you have known at similar stages in their academic careers.

	No Information	Below Average	Average	Above Average	Outstanding
Intellectual ability	_____	_____	_____	_____	_____
Academic motivation	_____	_____	_____	_____	_____
Preparation for class	_____	_____	_____	_____	_____
Independence	_____	_____	_____	_____	_____
Cooperation	_____	_____	_____	_____	_____
Reliability	_____	_____	_____	_____	_____
Tact	_____	_____	_____	_____	_____

3. Highly recommend Recommend Recommend with reservations Do not recommend

4. If you do not recommend this student or if you have reservations, please explain.

SIGNATURE OF FACULTY RECOMMENDER

DATE

You must return your completed form to this STUDENT in a SIGNED, SEALED ENVELOPE prior to the application deadline. Recommendation forms will NOT be accepted at the CDO.

INTERNSHIP LEARNING CONTRACT

(Academic semester or summer credit-bearing internships applications ONLY)

FIRST NAME

LAST NAME

CLASS YEAR (e.g., 2013)

INTERNSHIP ORGANIZATION/AGENCY

INTERNSHIP SUPERVISOR (include Mr./Mrs./Ms./Dr.)

NAME OF GRINNELL FACULTY SPONSOR

DEPARTMENT

Internship Term: Spring 20____ Summer 20____ Fall 20____

Grading Option (check ONLY one): S/D/F (preferred) Letter Grade*

***Note:** If requesting a letter grade, the sponsoring faculty member must provide a signed, written statement giving compelling reasons for the letter grade option and not the preferred S/D/F grade prior to the application deadline date.

Credit Option (check ONLY one):

Academic Semester: 4 Credits Summer: 2 Credits Summer: 4 Credits

Statement of Intent:

In a one to two page document, clearly articulate why you are seeking to earn academic credits as a part of your internship. You should address the focus of your internship and expand upon how this experience will supplement your academic course of study at Grinnell. Satisfying the requirements of a concentration or other program is not sufficient rationale for credit to be granted. Submit this document with your other internship application materials.

Student Acknowledgement:

I understand Grinnell College's academic policy that I am not allowed to withdraw after registration of my internship to ensure preservation of a positive relationship between Grinnell College and the Organization/Agency. I also agree to complete all my internship requirements within the registration term.

STUDENT'S SIGNATURE

DATE

CDO USE ONLY

Approved by Curriculum Committee on (date): _____

Number of Approved Credits: _____

Division: _____

Sent to Registrar's Office (date): _____

Not Approved by Curriculum Committee on (date): _____

ACADEMIC EXPECTATIONS OF THE FACULTY SPONSOR

(Academic semester or summer credit-bearing internships applications ONLY)

STUDENT'S FIRST NAME

STUDENT'S LAST NAME

CLASS YEAR (e.g., 2013)

INTERNSHIP ORGANIZATION/AGENCY

Grading:

Faculty Sponsors are responsible for assigning a grade for the internship. The final grade for the internship should be based upon the assessment of new learning that has taken place throughout the internship, not simply on good performance at the internship site. Evaluation factors to consider include internship supervisor evaluations, quality of individual meetings with intern, completion of assigned reading, and final paper. Credit-bearing internship proposals should have clear academic goals and concrete connections to the student's curricular planning.

If approved by the Curriculum Committee as a credit-bearing internship, and the student requests the credits count toward their graduation requirements within their major, a letter grade is required to be given by the Faculty Sponsor. Approved internships will appear on the student's transcript as a divisional course, 300 level (e.g., Social Studies 300, Internship, Number of Credits, Grade). **If requesting a letter grade, as the sponsoring faculty member, you must provide a signed, written statement giving compelling reasons for the letter grade option.** Satisfying the requirements of a concentration or other program is not sufficient rationale to be granted credit.

Grading Option (check **ONLY** one): **S/D/F (preferred)** **Letter grade**

Academic Components:

To assist in the development and evaluation of this internship, the Curriculum Committee requests the following information about the academic component of this internship.

1. What academic work (e.g., research paper) is the student expected to produce as a part of this internship?
2. What outside reading requirements will be required? *Please submit reading assignments if available.*
3. What will be the frequency of individual meetings with the intern? *Recommended: Weekly*
4. What will be the frequency of submission, substance, and form of the written journal? *Recommended: Weekly*
5. What are the academic goals for this experience? *At the conclusion of this internship, the student will...*

Please note that the Curriculum Committee encourages submitting supporting documentation (e.g., syllabus or outline) to strengthen the student's application.

I have discussed this proposal with the student and believe that he/she has the necessary academic background to successfully complete this internship and I am willing to serve as his/her Faculty Sponsor.

Signature of Faculty Sponsor: _____ Date: _____

Printed Name of Faculty Sponsor: _____