



2009-10 Universal Internship Application

Print:
Single-sided only

Submit:
100% complete applications including all supporting materials and site confirmation to the CDO by the appropriate deadline

Questions:
Contact the CDO
1127 Park Street
Phone: (641) 269-4940
Fax: (641) 269-4508
career@grinnell.edu

www.grinnell.edu/offices/cdo/internships

Updated 8/09

2009-2010 application deadlines

Spring 2010 Academic Semester
Spring 2010 GRMC

Monday, November 16, 2009 4:00 p.m.

Summer 2010 GRINNELLINK

Friday, February 12, 2010 4:00 p.m.

Summer 2010 Grant Programs
Summer 2010 Endowed
Summer 2010 Non-Funded & Credit-bearing
Summer 2010 CPT (international students only)
Fall 2010 Academic Semester
Fall 2010 GRMC

Friday, April 9, 2010 4:00 p.m.

Summer 2010 Registered Only

Friday, May 7, 2010 4:00 p.m.

Overview

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 option.

Tuition: 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.

Off-Campus: Students should submit application materials to the CDO the semester PRIOR to leaving for off-campus study.

Travel Warnings: 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.

Academic Criteria: Internship programs typically require a minimum 2.5 GPA. Students must be currently enrolled, in good academic standing, and enrolled in classes for the semester following the internship experience.

Journal: Interns must keep a written journal throughout the internship experience.

Transportation: It is the responsibility of the student intern to secure transportation to and from the internship site.

Documents: Address application letters to the specific organization for GRINNELLINK applications, to program chairs for Grant programs, and to the Career Development Office for all other internship programs. Submit your resume to the CDO for review prior to the application deadline. Obtain the unofficial transcript directly from the Registrar’s office. E-mail or phone correspondence will not substitute as confirmation of acceptance from the site. Submit recommendations in a signed, sealed envelope. Academic Semester internships require statement of intent (2-3 page description of goals/intent). It is the responsibility of the student to have all forms completed at the time of application.

Summer Funding: Grant (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 eligible for internship funding.

	GRINNELLINK	Grant Programs	Endowed	Lilly Externship	Non-Grinnell Funded, Credit-bearing	Registered Only	CPT Int'l Students	GRMC	Academic Semester (Credit-bearing)
Eligibility	Summer Programs							Acad.	Semester
Grinnell Funding Available	X	X	X	X					
Current 1st Year Students	Varies	CDO Open only	All except Randall	X		X		X	
Current 2 nd Year Students	X	X	X		X	X	X	X	X
Current 3 rd Year Students	X	X	X		X	X	X	X	X
Current 4 th Year Students								X	X
Application Materials									
Internship Information Form	X	X	X	X	X	X	X	X	X
Statement of Intent					X		X		X
Application Letter	X	X	X	X				X	
Resume	X	X	X	X	X	X	X	X	X
Unofficial Transcript	X	X	X	X	X	X	X		X
Proposed Budget	X	X	X	X					
Waiver and Indemnification	X	X	X	X	X	X	X	X	X
Confirmation of Acceptance		X	X	X	X	X	X		X
2 Faculty Recommendations		X	X	X					
Learning Contract					X		X		X
Academic Expectations					X		X		X
Requirements									
8-10 week Internship	X	X	X		X	X	X		
5 week Externship				X					
7 hrs, 2 days per week for duration of 12 weeks								X	X
Journal	X	X	X	X	X	X	X	X	X
Brief experience description	X	X	X	X	X	X	X	X	X
Learning Summary	X	X	X	X	X	X	X	X	X
10-15 Page Paper					X		X		X
Evaluation of Internship Site	X	X	X	X	X	X	X	X	X
Budget Report	X	X	X	X					
Public Presentation		Varies							

Programs

GRINNELLINK: These specific summer internship opportunities are exclusively for Grinnell students with supervision or oversight by Grinnell College alumni or connections. Either Grinnell College or the internship site may provide funding. Academic credit is typically not available for GRINNELLINK internships.

Grant Programs: 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, the uniqueness of the internship opportunity and how it fits within the criteria of the specific internship Grant Program. Most programs require a meeting with the grant chair prior to application. Visit the CDO website for current details.

Arts & Museum Administration-Supports internships in curating exhibitions, researching and cataloguing objects, exhibition design, museum education, arts publicity, and/or event planning within an arts/museum organization.

Environmental Studies-Supports internships that offer students a first-hand educational experience in environmental studies and conservation.

Lilly-Supports internships and externships focusing on religious leadership.

Noun-Supports internships that focus on a greater understanding of women and their relationships to the society around them.

Noyce/Intel-Supports internships in applied technology within a non-profit or governmental agency in the United States.

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.

Prairie Studies-Supports internships that promote an awareness, appreciation, and understanding of our region involving scientific research, fine arts & humanities, historical study, social sciences or education in any of these areas.

Rosenfield -Supports internships in related fields of public affairs, international relations and/or human rights.

Sunnen-Supports internships in social services, particularly in worldwide population control.

Wilson-Supports internships in any sector – business, non-profit, or government – that build skills in innovation and leadership. Wilson internships require academic credit as a component of the experience.

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. Academic credit is typically not available for CDO Open internships.

Endowed Internships: Please pay special attention to the requirements for each program. To be eligible to apply, you must have completed your first, second or third-year, be currently enrolled and in good academic standing at the time of your internship. Review criteria of each individual opportunity to see if you are eligible to apply. The Career Development Office expects students to complete 10 consecutive weeks. Endowed opportunities are typically not eligible for academic credit.

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. 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. Sponsored by the Grinnell College Physics Department.

Lilly Externships: The Lilly Program offers opportunities to create an externship, related to exploring vocation within a religious tradition or a denominationally related social justice opportunity. The five-week summer externships are available only to students who have completed their first year at Grinnell.

Credit-bearing Internships: An active, full-time member of the Grinnell faculty must be willing to serve as 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.

Registered Internships: All currently enrolled students may register non-Grinnell funded and non-credit bearing internships. This option provides CDO support and documentation for the experience.

GRMC Internships: Academic year experiences may be available with Grinnell Regional Medical Center. Typically non-funded, and non-credit bearing (registered), these opportunities vary by department. Contact the CDO for details.

Code of Professional and Ethical Conduct for Student Interns

General Statements

While interning at your site, you are representing not just yourself, but Grinnell College and your fellow students, current and future. Whether you do well or not at your site may have implications for the future.

You are governed by the employer's employment policies, practices, procedures, dress code, and/or standards of conduct. To avoid any misunderstanding, it is recommended that you obtain clarification regarding such matters from your employer when you begin your assignment.

Your performance while on assignment as an intern may be measured by your employer's performance measurement process and a Grinnell-sponsored performance evaluation. You must receive a satisfactory (or better) performance rating for the period of your internship for the internship to be recognized by Grinnell College.

You must keep both the Grinnell College Career Development Office (CDO) and your sponsoring employer apprised, at all times, of your current e-mail address, physical address and telephone number.

You understand that permissible work absences include illness or other serious circumstances. Keeping pace with coursework or co-curricular activities are not legitimate excusals. You will be responsible to notify the employer and the Career Development Office immediately in case of absence.

Any changes in your internship status (layoff, cutback in hours, or dismissal) must be reported immediately to the Career Development Office at 641-269-4940.

Due to the nature of an internship arrangement, you may not withdraw from a site except in severe and justifiable circumstances as determined by the Career Development Office in consultation with the cooperating site sponsor.

You will follow all policies and procedures of the internship, as well as Grinnell College, for on-campus classes. This includes completion of all assignments related to the internship.

Specific Statements

You will conduct yourself in a professional manner at all times. This includes, but is not limited to:

- Maintaining confidentiality regarding information accessed on any patients, clients, members, customers, employees, and products or services associated with the internship site
- Reporting to the internship on time
- Using appropriate written and oral expression in all interactions with College personnel, managers, supervisors, employees, the public and clients
- Participating in any orientation or testing required by the internship site
- Observing all established safety and sanitation codes
- Engaging in positive, ethical, legal behavior
- Accepting responsibility and accountability for decisions and actions taken while at the internship site
- Ensuring that all interactions with guests, patients, clients, members, customers, the public and fellow employees are conducted with dignity and respect towards every person

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Risk Awareness and Management

Essentially, risk management is concerned with the outcome of future events that cannot be predicted with certainty, and how to handle this uncertainty.

There are four basic steps in being aware of, and managing, risk:

1. Identify potential risks
2. Understand guidelines and expectations from the College and employer perspectives
3. Consider solutions to potential problems
4. Inform the Grinnell College Career Development Office of any concern

Should an incident take place:

1. Be sure to document all facts such as date, time, persons involved, and the situation as you observed it.
2. Inform your supervisor and/or the CDO immediately at 641-269-4940.

The following areas may seem like common sense and a normal part of life; however, it is at those times when these matters are not considered or thought through that something happens, and we are at a loss as to how to proceed. This list is in no way comprehensive. It is meant as a stimulus for you to reflectively examine your internship environment and circumstances.

Travel

- To and from the site—consider dangerous intersections, streets or stretches of highway
- Parking garages or poorly lit parking areas
- Using your car, or a vehicle provided for you, for organization business
 - Find out all policies dealing with areas such as:
 - Reimbursement of funds expended out of your pocket
 - Transporting clients
 - Transporting sensitive or easily-damaged materials
 - Transporting potentially hazardous materials

Physical Hazards

- Working outdoors—sun, snow and ice, other extreme weather, pollution, power lines, pipelines, electromagnetic radiation, gas leaks
- Working indoors—any type of machinery, unsuitable working conditions such as extreme temperatures, asbestos, “sick building” odors, insecure building where there may be structural concerns, closed off or blocked fire escapes, etc.

Biological Hazards

- Animals you may work with/upon – dead or alive
- Poisonous plants
- Infected birds (e.g. West Nile virus) or fish

Chemical Hazards

- Water supply
- Toner powders from laser printer cartridges or photocopiers – eye or lung irritation
- Chemicals in a laboratory setting – eyes, open sores, inhalation

Harassment Policy and Procedures

Friendships at work are wonderful. Co-workers hang out together; some date each other; some marry each other. A workplace is a social organization. Moreover, informal relationships expressed by playful kidding and idle banter are part of the socialization process. It is entertaining, and it should be expected. However, as you keep the following points in mind.

- You have the right to expect professional conduct from everyone at work, including your supervisors, peers, and subordinates. You are not just a student or just an intern, and the internship is not an initiation. It is a job in a professional work environment.
- No co-worker, ever, has the right to touch you, fondle you, proposition you, make lewd or sexually intimidating remarks, or place you in personally uncomfortable situations.
- “Honey,” “babe” and “stud” are inappropriate methods of address in a professional environment. Obviously, these are unacceptable substitutions for your name. Remind those using these terms that you expect to be addressed by your proper name. Also, do not use these terms, even in jest, with co-workers or other interns in the work environment.
- Sexual harassment constitutes behavior that is perceived as annoying, aggressive, and/or threatening. If you feel that someone is targeting you as the object of sexual innuendo or inappropriate advances, then you are being harassed. It is not just a matter of the actions of others; it is how these actions affect you.
- Sexual harassment rarely happens to only one person. People who harass do so routinely—they express a pattern of behavior. If you have been harassed, you are probably not the only one. Others have experienced similar harassment from the same people. The fault lies with the person doing the harassing.

Behaviors that may constitute sexual harassment include (but are not limited to) the following:

- Subtle pressure for sexual activity
- Unnecessary brushes or touches
- Offensive sexual graffiti
- Disparaging remarks about one's gender
- Physical aggression such as pinching and patting
- Sexual innuendos or persistent use of sexually suggestive language which another person finds offensive, demeaning, or otherwise inappropriate
- Verbal sexual abuse disguised as humor
- Obscene gestures
- Sexist remarks about a person's clothing, body, or sexual activities
- Conditioning an educational or employment decision or benefit on submission to sexual conduct

The Grinnell College Career Development Office (CDO) is committed to engaging students in professional and safe working/learning environments. In accordance with College policy (see Student Handbook), the Career Development Office will not tolerate any form of harassment, intimidation or discrimination on the basis of gender, race (and related physical characteristics), age, national and ethnic origin, religion, creed, sexual orientation, marital status or disability. This applies to site supervisors and co-workers toward a student, as well as students toward their site supervisors and co-workers.

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Misconduct of Supervisor/Co-Workers Toward a Student Intern

The Career Development Office encourages students to inform themselves of the site sponsor's sexual harassment policy and to follow it, should one exist. Beyond this, the Career Development Center asks students to report any incident as soon as possible, allowing both the College and the internship site the opportunity to promptly intervene. When a student intern contacts a Career Development Office staff member and reports any form of harassment that he/she may be experiencing at the internship site, a member of the Career Development Office staff will immediately facilitate appropriate interventions with the participating internship site and supervisor. All interactions during the intervention will be documented by the Career Development Office staff and kept on file.

These interventions may include:

1. The Career Development Office staff providing guidance to the intern on how to confront the individual(s) harassing him/her.
2. The Career Development Office contacting the Grinnell College legal counsel for assistance in facilitating the intervention(s).
3. The Career Development Office contacting the site supervisor and establishing a formal meeting to present the allegations the intern reported. This meeting may or may not include the student being present at the meeting. The student will determine the level of involvement that he/she wishes to have in the face to face component of the intervention(s).
4. Removing the intern from his/her internship site.
5. Removing the site and or perpetrator from the approved list of internship partnerships.

Misconduct of Student Intern Toward a Supervisor/Co-Workers

The Career Development Office asks site supervisors to report any incident as soon as possible allowing the College the opportunity to promptly intervene. When a site supervisor contacts a Career Development Office staff member and reports any form of harassment being experienced at the internship site, a member of the Career Development Office staff will immediately facilitate appropriate interventions with the student intern and the participating site and supervisor. All interactions during the intervention will be documented by the Career Development Office staff and kept on file.

These interventions may include:

1. The Career Development Office staff providing guidance, if necessary, to the site on how to confront the student intern.
2. The Career Development Office contacting the Grinnell College legal counsel for assistance in facilitating the intervention(s).
3. The Career Development Office contacting the student and site supervisor to establish a formal meeting to present the reported allegations.
4. Removing the intern from his/her internship site.

Budget/Funding Planning

Sample of Proposed Internship Funding Budgets

10 wk Internship in DC		10 wk Internship in Bangalore		10 wk Internship in Chicago	
Round trip airfare	475	Round trip airfare	1500	Round trip drive	100
Metro fares	100	Housing (home stay)	0	Parking	75
Meals \$70/wk x 10	700	Meals (home stay)	0	Meals \$60/wk x 10	600
Housing at American U	<u>2500</u>	Transportation and parking	<u>500</u>	Housing at University Village	<u>2250</u>
	3775		2000		3025

10 wk Internship in Minneapolis		10 wk Internship in New York		10 wk Internship in San Francisco	
Round Trip Drive	100	Round Trip Airfare	400	Round trip airfare	300
Housing (home stay)	0	Transit Costs	160	Transportation	100
Meals (home stay)	0	Meals \$80/wk x 10	800	Meals \$60/wk x 10	600
Travel and parking	<u>500</u>	Housing via NYCintern.org	<u>4300</u>	Housing	<u>3000</u>
	600		5660		4000

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. Please do not submit receipts for these items.

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.

Funding is not intended as a salary or wage and does not compensate for lost earnings.

Planning your proposed budget:

- Rent
 - Research via rent.com, newspaper sites, apartments.com, etc.
 - 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 campus
 - 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

Detailed receipts or logs for these purchases must be submitted upon completion of the internship.

**Any questions regarding internship budget planning and approval should be referred to:
Career Development Office, Grinnell College, Grinnell, Iowa 50112 (641-269-4940)**

Internship Information

Student Name: _____ Student ID #: _____ Class Yr: _____

Campus Box: _____ Campus Phone : _____ Cell Phone: _____

E-mail: _____@grinnell.edu Cumulative GPA: _____

Major(s): _____ Major Faculty Adviser(s): _____

Concentration(s): _____ Concentration Faculty Adviser(s): _____

Internship Program

Select only one

- GRINNELLINK** (_____) ← Internship Site
- Grant Program** (check one below)
- | | | |
|---|--|---|
| <input type="checkbox"/> Arts & Museum Administration | <input type="checkbox"/> Environmental Studies | <input type="checkbox"/> Lilly Externship |
| <input type="checkbox"/> Lilly Internship | <input type="checkbox"/> Noun | <input type="checkbox"/> Noyce/Intel |
| <input type="checkbox"/> Peace Studies | <input type="checkbox"/> Prairie Studies | <input type="checkbox"/> Rosenfield |
| <input type="checkbox"/> Sunnen | <input type="checkbox"/> Wilson | <input type="checkbox"/> Writing |
- Endowed** (check one below)
- | | | | | |
|--------------------------------------|--------------------------------|----------------------------------|--------------------------------|-----------------------------------|
| <input type="checkbox"/> Evangelical | <input type="checkbox"/> Loewi | <input type="checkbox"/> Randall | <input type="checkbox"/> Rioff | <input type="checkbox"/> Woodburn |
|--------------------------------------|--------------------------------|----------------------------------|--------------------------------|-----------------------------------|
- CPT** (International Students Only)
- Non-Grinnell Funded, Credit-Bearing (Summer**
- Academic Semester** Term: (Fall 20____) (Spring 20____)
- GRMC** Term: (Fall 20____) (Spring 20____)
- Registered** (neither credit-bearing, nor Grinnell-funded)

Internship Information

Organization/Agency: _____

Website: _____

Internship Supervisor: Mr. Mrs. Ms. Miss Dr. Professor (circle) _____

Grinnell Alumni Connection? Y or N (circle)

Internship Supervisor E-mail Address: _____

Address of Organization/Agency: _____

City/State/Zip or Country: _____

Phone: (_____) _____ Fax: (_____) _____

Emergency Contact Information

Name: _____ Relationship: _____

Address: _____ City/State/Zip or Country: _____

Home Phone:(_____) _____ Work Phone: (_____) _____ Cell Phone: (_____) _____

Internship Information

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Faculty Sponsor Information (if applying for credit)

Name of Faculty Sponsor: _____

Department: _____ Phone: _____

References

List 2 individuals (1-faculty and 1-work/volunteer supervisor)

Name: _____

Title: _____

Address: _____

Phone: (_____) _____ Cell Phone: (_____) _____

Relationship: _____

Name: _____

Title: _____

Address: _____

Phone : (_____) _____ Cell Phone: (_____) _____

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 at 1127 Park Street)

Grant Program - If approved for funding, I request the Curriculum Committee review my internship for academic credit:
___ No ___ Yes (If yes, my completed 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). **Wilson program funded internships require review for academic credit.**

I hereby submit my application and all supporting materials to the CDO for review by the applicable Selection Committee. I understand that CDO approval is required prior to any internship changes or withdrawals.

Student's Signature: _____ **Date:** _____

Proposed Budget

GRINNELLINK, Endowed, and Grant Programs Only

Student Name: _____

Check only ONE below:

GRINNELLINK (_____) ← Internship Site

Grant Program (check ONLY one below)

___ Arts & Museum Administration

___ Environmental Studies

___ Lilly Externship

___ Lilly Internship

___ Noun

___ Noyce/Intel

___ Peace Studies

___ Prairie Studies

___ Rosenfield

___ Sunnen

___ Wilson

___ Writing

___ CDO Open

Endowed (check one below)

___ Evangelical

___ Loewi

___ Randall

___ Rioff

___ Woodburn

Your budget proposal 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 can effectively assess your proposal. Your proposed budget will be used to calculate final award amounts.

Your proposed budget should be calculated for a term of 5 consecutive weeks if you are applying for a Lilly externship or for a term of 8 to 10 consecutive weeks for GRINNELLINK or Grant Program Summer Internships.

Anticipated Internship Expenses

Is your internship paid directly to you by the organization?	Y N		Total Gross Amount \$ _____
Are you receiving additional funding?	Y N	If yes, from whom? _____	Additional Funding \$ _____
Will you incur relocation expenses?	Y N	If yes, estimated total cost: \$ _____	
Will you need housing?	Y N	If yes, estimated total cost: \$ _____	
Will you incur food costs?	Y N	If yes, estimated total cost: \$ _____ Calculate # weeks x estimated weekly meals cost	
Will you need to pay for parking at the internship site?	Y N	If yes, estimated total cost: \$ _____	
Will you incur daily travel expenses (train, bus, etc.) to and from the internship site?	Y N	If yes, estimated total cost: \$ _____	
		Total Projected Expenses \$ _____	Total Estimated Income \$ _____

Please note: Funding for internships is available 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/planning sheet for details.

Grinnell Student Intern Waiver, Release, and Indemnification Agreement

Parent/Guardian signature required. Exceptions: Students with dependent children, married, or over age 24

The undersigned Student (the “Student”) at Grinnell College (the “College”) has applied to participate in an internship program (the “Program”) at the following location:

_____ - _____
(Internship Site) (City, State or Country)

during the period: _____

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, 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 which are beyond the control of the College and its agents or employees, and Student assumes the responsibility for any and all such risk.

2. Student will arrange coverage, throughout the Program, by a policy of comprehensive health and accident insurance which provides protection for illnesses or injuries sustained or experienced while Student is participating in the Program. The undersigned hereby release and discharge the College from all responsibility and liability for any injuries, illnesses, medical bills, charges or related expenses Student incurs while participating in the Program. The undersigned recognize that College does not have an obligation to provide Student with such insurance coverage.

3. The undersigned understand that if Student uses Student’s personal vehicle for the benefit of the organization/agency with whom Student performs the internship that College has no liability for personal injury or property damage which may result from that use. The undersigned agree to rely solely upon their personal vehicle insurance coverage and on any insurance coverage provided by the internship organization/agency.

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 organization/agency sponsoring the Program provides Workers’ Compensation 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 gender, race (and related physical characteristics), age, national and ethnic origin, religion, creed, sexual orientation, marital status or disability. College requires the Program sponsor to affirm that the 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 indicates Student’s willingness to understand and conform to professional standards of the Program site. 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. Student agrees 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, that decision will be final (subject to review by the Career Development Office at the College) and may result in loss of academic credit for the Program.

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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 Career Development 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. Each of the undersigned individually, and on behalf of each such undersigned’s heirs, successors, assigns and personal representatives, hereby 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 death, to Student or Student’s property or both, including but not limited to financial loss, loss of academic credit or any other claims, demands, actions, causes of action, judgments, damages, expenses and costs, including attorney’s 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.

8. Each of the undersigned individually, and on behalf of each such undersigned’s heirs, successors, assigns and personal representatives, hereby agrees 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 attorney’s fees that they or any of them incur or sustain as a result of any claims, demands, actions or causes of action which arise out of, occur during, or are in any way connected with Student’s participation in the Program or any travel incident thereto.

9. Student represents that Student is over the age of 18 and may legally be employed in the United States of America and Student warrants that Student has disclosed all relevant and pertinent information that could affect Student’s ability to successfully complete the Program.

10. 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; 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: _____

Dated: _____

STUDENT

PARENT OR GUARDIAN

Signature

Signature

Name (Printed)

Name (Printed)

Confirmation of Intern Acceptance

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

Student Name: _____

On behalf of _____ (Internship site), the undersigned confirms:

1. Acceptance of the student named above as an intern with our organization.
2. Understanding that Academic Semester interns are required to work 12 weeks/semester, 2 full days/week, 7 hours/day and Summer interns are required to work 8-10 consecutive weeks, 40 hours/week; Lilly Externs are required to work 5 consecutive weeks, 40 hours/week.
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: Mr. Mrs. Ms. Miss Dr. Professor (circle) _____

Title: _____ E-mail: _____

Grinnell Alumni Connection? Y or N (Circle)

Website of Organization/Agency: _____

Address: _____

City/State/Zip or Country: _____

Phone: (_____) _____ Fax: (_____) _____

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

What activities/work assignments/projects will the intern be involved with in your organization?

Projected internship Total: Weeks: # _____ Hours per Week: # _____

From (anticipated start date): _____ to (anticipated end date): _____

Supervisor's Signature: _____ Date: _____

College/Agency Memo of Understanding

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

Grinnell College Internship Program

I. Purpose. 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 advisor 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 advisor 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 the Grinnell College. In the event that the agency is dissatisfied with the performance of a student, termination of the internship arrangement can 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:
Career Development Office, Grinnell College, Grinnell, Iowa 50112, (641-269-4940)**

Grinnell College Faculty Recommendation

Summer Grant Programs and Endowed Internships Only

Name of Applicant: _____ Class Year: _____

Internship Program: _____ Recommender: _____
(Print recommender's name)

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.

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 is a confidential letter of recommendation for purposes of a summer externship/internship application only and will not become a part of the student's permanent record. **Please return this completed form TO THE STUDENT in a signed, sealed envelope.**

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

	No Information	Below Average	Average	Above Average	Very Good Top 10%	Outstanding Top 1-2%
Intellectual ability	_____	_____	_____	_____	_____	_____
Academic motivation	_____	_____	_____	_____	_____	_____
Preparation for class	_____	_____	_____	_____	_____	_____
Independence	_____	_____	_____	_____	_____	_____
Cooperation	_____	_____	_____	_____	_____	_____
Reliability	_____	_____	_____	_____	_____	_____
Tact	_____	_____	_____	_____	_____	_____

- ___ Highly recommend ___ Recommend ___ Recommend with qualification ___ Do not recommend

If you do not recommend this student or if your recommendation is qualified in any way, please elaborate with an additional separate statement.

Signature of Recommender: _____ Date: _____

Printed Name of Faculty Recommender: _____

Grinnell College Faculty Recommendation

Summer Grant Programs and Endowed Internships Only

Name of Applicant: _____ Class Year: _____

Internship Program: _____ Recommender: _____
(Print recommender's name)

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.

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 is a confidential letter of recommendation for purposes of a summer externship/internship application only and will not become a part of the student's permanent record. **Please return this completed form TO THE STUDENT in a signed, sealed envelope.**

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2. Please indicate the applicant's ability and competence in comparison with other individuals you have known at similar stages in their academic careers.

	No Information	Below Average	Average	Above Average	Very Good Top 10%	Outstanding Top 1-2%
Intellectual ability	_____	_____	_____	_____	_____	_____
Academic motivation	_____	_____	_____	_____	_____	_____
Preparation for class	_____	_____	_____	_____	_____	_____
Independence	_____	_____	_____	_____	_____	_____
Cooperation	_____	_____	_____	_____	_____	_____
Reliability	_____	_____	_____	_____	_____	_____
Tact	_____	_____	_____	_____	_____	_____

3. ___ Highly recommend ___ Recommend ___ Recommend with qualification ___ Do not recommend

If you do not recommend this student or if your recommendation is qualified in any way, please elaborate with an additional separate statement.

Signature of Recommender: _____ Date: _____

Printed Name of Faculty Recommender: _____

Internship Learning Contract

Credit-bearing internships only

Student Name: _____ Class Year: _____

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

Name of Internship Site/Organization: _____

Name of Internship Supervisor: Mr. Mrs. Ms. Miss Dr. Professor (circle) _____

Name of Faculty Sponsor: _____

Grading Option (check only one): _____ S/D/F (preferred) _____ Letter Grade

Credit Option (check only one):

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

Grinnell College's academic policy states that there shall be no withdrawals after registration due to the special nature of an internship placement involving community commitment. *All internship obligations must be completed within the term of registration.*

Student's signature: _____ Date: _____

CDO USE ONLY

_____ **Approved by Curriculum Committee on (date):** _____

_____ **Credits**

_____ **Division**

_____ **Sent to Registrar's Office (date):** _____

_____ **Not Approved**

Academic Expectations of the Faculty Sponsor

Credit bearing internships only

Student Name: _____

Name of Internship Site: _____

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

Evaluation of the internship is 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 (typically 10-15 pages long).

Faculty Sponsors are responsible for assigning a grade for the internship. The preferred grading option by the Curriculum Committee is S/D/F unless there is a compelling reason why you believe that this internship should be a letter grade.

Note: 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 transcript as divisional courses, 300 level (for example, Social Studies 300, Internship, # Credits, Grade).

After discussing the internship with the student, complete and return this form to the student prior to the application deadline, so that the student may include it with their internship application. Please print clearly or provide your responses on an attached signed document labeled "Academic Expectations." **The Curriculum Committee encourages additional supporting documentation (syllabus, outline, or proposal).**

1. Will there be a product other than the required 10-15 page paper as described above? If yes, please explain.
2. What will be the frequency of individual meetings with the intern? *Recommended: Weekly*
3. What will be the frequency of submission, substance, and form of the written journal? *Recommended: Weekly*
4. Grading Option: _____ S/D/F (preferred) _____ Letter grade (check one)
Note: If the student is requesting a letter grade, please attach a signed, written statement giving compelling reason(s) why you believe this internship should be considered for a letter grade option and not the preferred S/D/F grade. Please sign the additional document and return to the student along with the Academic Expectations of the Faculty Sponsor form prior to the application deadline date.

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

I will not assign the final grade for their internship until the student has successfully completed and submitted all required documents to the CDO for their permanent file.

Signature of Faculty Sponsor: _____ Date: _____

Printed Name of Faculty Sponsor _____