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Robert Beane ’58 Intern Scholar Application Process

How to Apply

Internships must be secured and confirmed by the supervisor at the time of application. Applications must include: resume, Personal Statement, Budget/Disclosure Form, internship description, signed Supervisor Statement, and TWO Letters of Recommendation. **We conduct a blind review process; be certain your name is removed or redacted from your documents.**

The deadline to apply is Monday, March 27th at Noon. This includes your two letters of recommendations are submitted by the deadline. **Please provide your letter writers with sufficient notice to ensure your application is complete by the deadline.** Late/incomplete applications will not be accepted.

Application Review

Career Services will compile all paperwork and distribute to members of the selection committee. The Beane Selection Committee is comprised of staff, faculty, and alumni; members review applications based on criteria, as disclosed below. Scores will be aggregated and candidates ranked accordingly to determine finalists, who will be invited to participate in required interviews.

The Committee will evaluate applications on the following criteria:

1. **Intentionality:** Evidence of thought around what the applicant is searching for and how he/she has determined the criteria for his/her summer experience.
2. **Clarity of learning objectives:** Is applicant able to clearly define and articulate potential takeaways from his/her summer experience?
3. **Relevance of experience:** If the applicant is searching for an experience that is exploratory in nature, to what extent will the proposed experiences allow him/her to explore a potential area of interest? Alternatively, if the applicant is searching for an experience that is purposeful with regard to his/her career goals, to what extent does the proposed experience demonstrate a clear relevance to the student’s future goals?
4. **Compelling articulation of why:** The applicant provides compelling rationale as to why this summer experience would be critical to his/her career development through their personal statement. Further, the applicant will provide a compelling reason(s) for access to an alumni/parent mentor.
5. **Support from letter writers:** The applicant demonstrates that s/he has chosen professionals to provide a solid and descriptive letter of support. Strong letters of recommendations clearly articulate their familiarity and knowledge of the applicant, and persuasive statement about how a scholarship and mentor will positively impact them.
6. **Familiarization, travel savvy, and maturity:** The applicant demonstrates evidence of research and understanding of industry-based, organizational, geographic, and/or cultural dynamics, as well as the maturity to successfully navigate a new environment.
7. **Overall strength of application:** The application is well-written, does not contain any typos or careless errors, and suggests that the candidate devoted adequate time to submit a quality application. This includes a realistic budget, strong resume, and an overall high quality application. Applicants who are active Gateway participants are encouraged to share relevant experiences in their Personal Statement.
8. **Other Factors:** The committee will take into consideration the student’s participation in the Gateway Program, previous requests for funding, their transcript if needed, and student status.

**Students should expect to hear funding determinations via email from Career Services by the end of April.**
Unsuccessful Applicants

- Students who are not chosen as Beane Scholar finalists or as award recipients will automatically have their applications moved into the Summer Funding/Stipend applicant pool.
- You will not need to submit a separate stipend application.
- However, you are not guaranteed stipend funding; your original application materials will be evaluated by the Stipend Funding Committee along with all other applicants.

Awards and Payment

- **Award recipients cannot be the recipient of any other compensation from the College or another source for this internship.**
- Award recipients must be in good academic and social standing.
- For all funding recipients, Career Services must receive a completed Stipend Award agreement within 48 hours of being notified. Award recipients who have not previously submitted Direct Deposit forms through the Controller’s Office, must complete this step to receive award. International students must receive approval for OPT/CPT from the International Student Advisor before funds are dispersed.
- **Funding is not intended to replace wages for one’s experience.** Instead, it is meant to help cover supplemental costs associated with pursuing an unpaid or underpaid internship, including, but not limited to, living (housing and utilities), transportation (travel to city of employer, daily tolls/commuting costs), and food. Funding toward other expenditures will be considered on an individual basis (e.g. workplace attire, dry cleaning, immunizations for international trips, etc.).
- A summer funding award will likely not cover all expenses in full. Students are expected to contribute to the associated costs through part-time jobs, savings, and/or family contributions.
- **Payments will be made in one lump sum, after all required paperwork is completed by the deadline. Career Services reserves the right to request a refund from the student if recipient does not comply with all requirements and deadlines.**
- In compliance with IRS regulations, the funding granted by Career Services in support of an internship is considered taxable income. Funding recipients are responsible for reporting this award on their tax returns. Please consult your tax advisor for additional information.
- Upon completion of all paperwork, please expect a maximum 4 week turnaround for funding to be released. All funding awards will be distributed within 30 days of submitting final paperwork.
- As a condition of receiving funding, short assignments are required while on site. Award recipients must comply with all set deadlines and requirements.
- **Should a recipient default on his/her contract, Career Services will revoke the funding award AND the student will become ineligible for future Career Services funding opportunities.** Career Services reserves the right to inform a student’s internship provider of his/her non-compliance and violation of Summer Funding policy.
- Applicants completing international internships must comply with the College’s travel warning policy.
Your Personal Statement

The personal statement is a critical component of the internship stipend application. It is your opportunity to thoughtfully express your goals, expected outcomes, and request for financial support for your internship experience. Statements should be between 750 to 1000 words. Save your Personal Statement document as a pdf labeled like this: LastFirst_Personal Stmt_BeanScholar.pdf. Upload this pdf to the My Documents section of your CareerSpot account as document type Writing Sample.

As you plan your personal statement, consider how the internship will help you with the following:

• Explore career options and understand possible career pathways.
• Develop knowledge specific to a career, work setting, and/or industry.
• Acquire work-specific skills related to communication, teamwork, project management, interpersonal skills, intercultural intelligence, and technology platforms.
• State 2-3 goals for this internship and how you will know if you have achieved them.
• Address why you believe you should be chosen for this stipend award.
• The impact and/or importance of having access to an alumni/parent mentor.

You should not feel compelled to address these bullet points in order or verbatim; your Personal Statement should address these prompts and help you articulate how your internship is personal to you. Your Personal Statement should provide the selection committee members with a clear understanding of why you want to pursue this particular internship and how it will contribute to your overall career exploration.

Need additional help?
Personal Statement review is available from the WA’s.

Resume reviews are available from Career Services:

• **Wed., Feb. 15th, 9am-4pm,** **Resume Drop Off:** drop off your resume for review and pick it up the next day. 201 Hogg Hall.
• **Tues., Feb. 28th, 9am-4pm,** **Resume Riot:** bring your updated resume for review with a Gateway counselor. 201 Hogg Hall.
• **Wed., March 22nd, 9am-4pm,** **ResuMania:** last chance before the deadline! Drop off OR meet with a Gateway counselor for a final critique. 201 Hogg Hall
• **24 Hours a Day, 7 Days a Week,** **Resume Webshops:** these tutorials on the Career Services website are available to help you 24/7! [http://bit.ly/ResumeWebshops](http://bit.ly/ResumeWebshops)

Career Services offers individual appointments with Gateway counselors, but please call to schedule well in advance. We also have Counselor-on-Call hours each week to answer questions and receive tips on preparing documents. Call the office at 610.330.5115 for days and times. We look forward to working with you.
Preparing Your Budget and Disciplinary Disclosure Form

All applicants need to complete the Budget and Disciplinary Disclosure Form. Save this form as a pdf labeled like this: LastFirst_BudgetDisclosure_BeaneScholar.pdf. PLEASE be certain this document is THREE PAGES ONLY and that none of the form is cut off after it’s saved. Upload the pdf to the My Documents section of your CareerSpot account as document type Other Documents.

All budgets will be evaluated as a measure of the feasibility of your internship. In other words, if your internship requires a budget that exceeds an amount that you can reasonably obtain it may have a negative effect on the review of your application. It is best to specify, as accurately as possible, how much funding is needed to complete the internship. We expect students to submit a reasonable budget for your individual expenses based on the cost of living in the location of your internship. For example, travel can often be done reasonably and economically by bus; food costs should be based on preparing your own meals the majority of the time, not eating out all the time, unless your living situation requires this (in which case an explanation should be documented in the other section).

You may find it helpful to speak with a student or alumni who resided in the city of your choice.

The following are some specific guidelines which may be helpful:

• **Transportation**: You will be expected to take advantage of your student status when making travel arrangements. For overseas travel, be sure and check with a number of sources. Specify an estimate for daily travel to and from your internship and your expected means of transport.

• **Rent**: We would expect you to live in student housing or share an apartment with others when feasible.

• **Other**: Include basic expenses such as food, utilities, and/or clothing and materials for the internship, such as scrubs or steel toe boots.

• **Durable Goods**: Equipment such as bicycles, cameras, tents, e.g., which will remain in your possession after the grant, are NOT eligible expenses.

• **Personal Expenses**: Entertainment, loan repayment, insurance, credit card debt, and vacation travel are NOT eligible expenses. Inclusion of these expenses on a budget may reflect poorly on your application.

If you have questions about personal expenses, please contact Career Services at 610-330-5115.
Letters of Recommendation

Ask your letter-writer nicely and politely. We highly recommend you ask your letter writer in person, or over the phone if the writer lives at a distance. It allows the letter writer to hear firsthand how important this letter is to your application. If you decide to email them instead, do not ask the professor/person in a quickly jotted, informal email. If you are in doubt about the kind of recommendation the reference will write, ask them if they are able to write a strong letter. If this person says no, that is a good indication that you should choose another professional.

Early, early, early. It takes time and care to write a good letter of recommendation and professionals are busy. Ask for the letter well in advance of the due date. How far in advance? The earlier the better; avoid asking for a letter fewer than two weeks before the deadline and be sure to share the deadline date.

Give the professor/person talking points. Just because you did well in the professor’s class or as an employee, doesn't mean the person knows you well. This is very important: the more information you give, the better the letter! If you inform your letter-writer that you won a college-wide academic award, then that information will likely end up in your letter. Consider providing details:

- Information about your experiences with the letter-writer (e.g., courses taken, work ethic, etc.)
- Your resume and anything that makes you unique
- Awards that you have won and honor societies to which you belong
- Results at your internship, student organization, etc.
- Anything you want included in the letter, such as why this award is important to you

Make your letter-writer’s job easy. Provide as much information as you can about the Robert Beane ’58 Intern Scholar award and why it is important to you. Give the letter-writer the deadline and the location to send the letter on your behalf (Lafayette College, Career Services, 201 Hogg Hall, Easton, PA, 18042 or via email to Amy Blythe, blythea@lafayette.edu). These courtesies are very important and help the letter writer; be certain to provide them with all of these details.

Follow up. Your letter writer may forget to write your letter. Don’t be afraid to check in periodically with this person to see if the recommendation has been sent, being careful not to be a nuisance.

Thank them! Write hand-written thank you notes to express your gratitude for their time and support.

Did you get it? Let your letter-writers know if you receive an award. They deserve to know the time which they dedicated to support your application helped you earn this award.
Submitting Your Application Materials

→ Access and download the following two documents from CareerSpot’s Career Exploration Resources tab in The Marquis’ Favorites (upon completion, save as pdf):
  o Budget and Disciplinary Disclosure Form (upload to My Documents as document type Other Documents)
  o Supervisor Statement Form (upload to My Documents as document type Other Documents)
→ Click the My Documents tab, then Publish My Resume to Add New documents. All required documents, as detailed below, must be added to your My Documents section in CareerSpot before you can Apply. Without the documents uploaded, you will not see the Apply button within the application window.
→ Locate the “job posting” on CareerSpot:
  o Click the Opportunities & Applications tab, choose CareerSpot Opportunities from the drop-down menu, and type “Robert Beane” in the Search box. Click on the link for the Robert Beane ’58 Intern Scholar Program.
→ Carefully read all the information and then click the APPLY button to submit your previously uploaded documents, as detailed below.

The FIVE documents you already uploaded to My Documents you will now submit to Apply:

1. **Resume**: Be sure your most recent resume is a pdf in the following format:
   - Smith, Jane_Resume_Beane Scholar.pdf
2. **Writing Sample**: This is your Personal Statement (see guidelines on page 3). Be sure to submit the pdf labeled in the following format:
   - Smith, Jane_Personal Statement_ Beane Scholar.pdf
3. **Cover Letter**: This is your internship description; copy/pasted from CareerSpot or company/academic websites and submit as a pdf in the following format:
   - Smith, Jane_Internship Position _ Beane Scholar.pdf
4. and 5. **Other Documents**: This is where you submit your Budget and Disciplinary Disclosure Form (see guidelines on page 4). Be sure the document is a 3 page pdf, and submit in the following format:
   - Smith, Jane_Budget and Disclosure_ Beane Scholar.pdf
   This is also where you submit your completed Supervisor Statement Form (see guidelines above.) Submit as a pdf in the following format:
   - Smith, Jane_Supervisor Form_ Beane Scholar.pdf

→ Once all required documents are selected for your application, be sure to click the Submit button at the bottom to complete your application for consideration.

→ **Two Letters of Recommendation** should be submitted per the writer’s preferences; by mail (USPost or campus mail), via email to Amy Blythe at blythea@lafayette.edu, or hand delivered to Hogg Hall.

   We have a scanner in our office which you may use if you need electronic versions of any hard copies. Call or stop by any time during office hours if you have questions or need assistance.

LAFAYETTE CAREER SERVICES
Application Checklist
(Late/Incomplete applications will not be accepted)

☐ Update your CareerSpot profile, both Personal & Academic.

☐ Access from Career Exploration Resources/The Marquis’ Favorites, download, complete, and save to My Documents (as document type Other Documents):
  o Budget and Disciplinary Disclosure Form
  o Supervisor Statement Form

☐ Locate the posting in CareerSpot:
  o Click on the Opportunities & Applications tab.
  o Click Career Spot Opportunities, search for the Robert Beane ’58 Intern Scholar Program, click the link and carefully read the information (there is also a link to the Application Packet.)

☐ FIVE required documents (upload to My Documents first, then submit after clicking the Apply button):
  ☐ Resume: be sure you’ve saved a version without your name, address, and email; the saved file should be a pdf in the following format:
    Smith, Jane_Resume_Beane Scholar.pdf
  ☐ Writing Sample: this is your Personal Statement (see guidelines on page 3). Be sure your name is not on the document pages; the saved file should be a pdf in the following format:
    Smith, Jane_Personal Statement_Beane Scholar.pdf
  ☐ Cover Letter: this is your internship description; copy/pasted from CareerSpot or company/academic websites and saved as a pdf in the following format:
    Smith, Jane_Internship Position_Beane Scholar.pdf
  ☐ Other Documents (2):
    ☐ This is your Budget and Disciplinary Disclosure Form (see guidelines on page 4); saved as a pdf in the following format (we will redact your signatures):
      Smith, Jane_Budget and Disclosure_Beane Scholar.pdf
    ☐ This is your completed Supervisor Statement Form (see guidelines on page 6); saved as a pdf in the following format (we will redact your name):
      Smith, Jane_Supervisor Form_Beane Scholar.pdf
  ☐ Click Submit to complete your application for consideration

☐ Two Letters of Recommendation: submitted to Career Services per the writer’s preference by the Monday, March 27th deadline; recommenders may submit letters by mail (USPost or campus mail), by email to Amy Blythe at blythea@lafayette.edu, or hand delivered to Hogg Hall.

Utilize our online webshop for a step-by-step tutorial:
https://media.lafayette.edu/media/2017+Funding+for+Summer+Experiences/1_aoftcjp