Career Services
Summer Funding/Stipend Program

~ Application Packet ~
Stipends between $1,000 and $3,000 are made possible in thanks to the generosity of these Alumni and Parents:

- **Carmelo “Tom” Villante ’49**: Awarded for internships in Sports Marketing/Marketing.
- **Robert E. Moss Class of 1957**: Awarded for internship in public or private sector.
- **The Class of 1958**: Awarded to students for summer internships.
- **Lawrence ’58 and Carol S. Murphy P’92**: Awarded to students for summer internships.
- **William A. Kirby ’59**: Preference for foreign affairs and/or Washington, D.C. internships.
- **Steven J. Hyman '62 & Miriam O. Hyman**: Awarded for social justice internships.
- **Franklin C. Phifer ’72**: Awarded for an internship in Washington, D.C.
- **The Class of 1974**: Awarded for an internship in the public or private sector.
- **Meg Golieb Axelrod ’74/Katzenberger Foundation**: Awarded for summer internships.
- **Leslie Ann Howard ’76**: Awarded to students for summer internships.
- **Neil D. Levin ’76**: Established in memory of Mr. Levin, who perished in the September 11, 2001 terrorist attack on the World Trade Center.
- **Barbara ’76 and Barry ’77 Bregman Family**: Awarded for an internship in New York City.
- **Linda Hanaway ’77**: Awarded for an internship in the environmental industry.
- **Barbara Rothkopf**: Honors Mrs. Rothkopf, wife of former Lafayette President Arthur Rothkopf ’55.
- **Marquis Parents Council**: Awarded to students for summer internships.
- **West Coast Advisory Council**: Awarded to students from the West Coast or interning on the West Coast.

Additionally, each year parents and alumni donate to the Stipend Fund through annual gifts. We are sincerely grateful for their generous support of this critical program.
Summer Funding/Stipend Policy

How to Apply
- Internships DO NOT need to be secured by the application deadline; however, applicants can submit supervisor confirmations if an offer has been accepted by the time of application.
- **DEADLINE TO APPLY: FRIDAY, APRIL 7th at Noon.** Applications must contain all items to be considered complete and moved forward for review by the Summer Funding Selection Committee. Late/incomplete applications will not be accepted.
- **Students should expect to hear funding determinations from Career Services via email by the end of April.** Selected recipients will be required to attend a mandatory Award Meeting on April 27th or 28th to receive their award information and the steps required for all award recipients.

Application Review
The Summer Funding Selection Committee is comprised of staff and alumni. Each application will be blind-reviewed by four separate readers; scores will be aggregated and candidates ranked accordingly. Funding will be disbursed to the highest ranked eligible candidates, and is not available for all applicants.

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 potential areas of interest? Alternatively, if the applicant is searching for an experience that is purposeful with regard to his/her career goals, to what extent do the proposed experiences demonstrate a clear relevance to the student's future goals?
4. **Compelling articulation of why:** The applicant provides compelling rationale as to why these types of experiences and financial support will be critical to his/her career development through the personal statement and application materials. This could also include your Gateway participation, Class Year status, and academic experience.
5. **Search preparedness:** We are committed to funding individuals in any stage of the internship search process who demonstrate an understanding of the search mechanics (or an eagerness to learn) and a commitment to successfully landing a summer experience. An applicant qualifies as “prepared” if (a) he/she has made progress in identifying and securing a summer experience and he/she has compiled application materials, has identified and regularly utilizes search resources, and has already submitted applications OR (b) he/she demonstrates a clear understanding of the internship search process and exhibits a diligent approach to searching for a position.
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.
Confirming Internship Details

All offers are conditional upon the student securing a summer experience that accomplishes the goals laid out in the student’s original application. Once an internship offer is finalized, funding recipients must complete the following items by the deadline: **Friday, May 26th at Noon.**

- **Supervisor Statement**: Can be emailed, but must include an employer signature. Please save as a PDF.
- **Stipend award agreement**: Will be distributed at mandatory Award Meeting on April 27th or 28th. Please return to Career Services within 2 business days of receipt.
- **Payroll paperwork**: All payments are processed for direct deposit. If you haven’t already completed Direct Deposit forms with the Controller’s Office, please inquire at Markle Hall’s 2nd Floor Cashier’s Window.

_Career Services will review your materials and send finalized offers within one week of submission._

For clarification, you may be asked to consult with Amy Blythe, Program Manager, prior to approval.

Awards and Payment

- Students who have been awarded funding are expected to notify Career Services immediately upon accepting an offer. International students must receive approval for OPT/CPT from the International Student Advisor before funds are dispersed.
- Award recipients must be in good academic and social standing, which is confirmed by the Dean’s Office.
- For all funding recipients, Career Services must receive confirmation of acceptance of the internship offer and all other required paperwork by the deadline of **May 26th at Noon** before any funding will be released.
- **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 employer location, daily tolls/commuting costs), and groceries. 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 when possible. Career Services recognizes this may not be possible for some and will adjust awards accordingly.
- The maximum award amount is $3,000 and the minimum award is $1,000. The total award is contingent upon the duration and compensation level of the internship, geographic location, Gateway participation, and a student’s ability to contribute to the experience.
- Payments will be made upfront as one sum once all required paperwork is completed. We reserve the right to request a refund from the student if the recipient doesn’t comply with all requirements and deadlines.
- In compliance with IRS regulations, the funding granted by Career Services in support of one’s internship is taxable income. Funding recipients are responsible for reporting awards on tax returns.
- 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 you submitting final paperwork.
- Applicants completing international internships must comply with the College’s travel warning policy.
- Award recipients must comply with all set deadlines and requirements and cannot be the recipient of any other compensation from the College or another source for this internship. **Should a recipient default on their stipend award contract, Career Services will revoke the funding award AND the recipient will become ineligible for future Career Services funding.** We reserve the right to inform a student’s internship provider of his/her non-compliance and violation of Summer Funding 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 750 to 1,000 words. To facilitate the blind-review process, please do NOT add your name to the pages of your document. Save as a pdf in the following format::

- SmithJane_Personal Stmt_2017Stipend.pdf

Then upload to 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

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 segment 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**

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.
Your Budget and Disciplinary Disclosure Form

All applicants must complete the Budget and Disciplinary Disclosure Form and submit it as part of their application materials on CareerSpot. Complete the form as an Excel document; it will calculate the amounts for you. The form can be found in CareerSpot’s Career Exploration Resources tab in The Marquis’ Favorites [search by keyword budget to locate the form.] Fill out this spreadsheet, save as a pdf of THREE PAGES only in the following format:

- Smith, Jane_Budget and Disclosure_2017Stipend.pdf

Then upload to Document Type “Other Documents.” We will redact your signatures.

- 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, or is far too low to support your plan, 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 regularly, 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.

- As a rough guide, in 2016, the average stipend award was $2,100. We expect to make similar awards this year, but please keep this average in mind as you plan your internship.

- The following are some specific guidelines that might 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:** As a student, we expect you to live in student housing or to share apartments with others when feasible.
  - **Other:** You should also include basic expenses such as food, utilities, required clothing and materials for the internship, such as scrubs or steel toe boots.
  - **Durable Goods:** ARE NOT ELIGIBLE EXPENSES. For example, equipment like bicycles, cameras, tents, etc., which will remain in your possession after the award process.
  - **Personal Expenses:** ARE NOT ELIGIBLE EXPENSES. For example, entertainment, loan repayment, insurance, credit card debt, and vacation travel. Inclusion of these expenses on a budget may lead to adverse effect on your application. If you have questions about personal expenses, please contact Career Services at 610-330-5115.
Submitting Your Application

→ **Access and download the following two documents** from CareerSpot’s Career Exploration Resources tab in The Marquis’ Favorites:
  - Budget and Disciplinary Disclosure Form (upon completion, save as a THREE PAGE pdf, and upload to My Documents as *document type* Other Documents...see formatting instructions on page 4 & below)
  - Supervisor Statement Form (upon completion, save as a pdf, and upload to My Documents as *document type* Other Documents...see formatting instructions below.) **If you’re still searching for an internship,** access & complete this form at a later date; when your internship is confirmed submit this signed form via email to careers@lafayette.edu.

→ **Click the My Documents tab, then Publish My Resume to select the Add New documents button. All required documents, as detailed below, must be added to your My Documents section in CareerSpot before you will see the Apply button within the 2017 Summer Funding/Stipend Program.**

→ **Locate the “job posting” on CareerSpot:**
  - Click the Opportunities & Applications tab, choose CareerSpot Opportunities from the drop-down menu, type “stipend” in search field, then click on link for 2017 Summer Funding/Stipend Program.

→ **Carefully read ALL the information and click the APPLY button** to submit your previously uploaded documents, as detailed below.

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

→ **Resume:** Be sure your name, address, email is removed or redacted and is saved as a pdf in the following format before submitting:
  - Smith, Jane_Resume_2017Stipend.pdf

→ **Writing Sample:** This is your Personal Statement (see guidelines on page 3). Be sure your name is not on the pages and is saved in the following format before submitting:
  - Smith, Jane_PersonalStmt_2017Stipend.pdf

→ **Cover Letter:** This is your internship description(s); copy/pasted from CareerSpot or company/academic websites and saved as ONE pdf in the following format before submitting:
  - Smith, Jane_Descriptions_2017Stipend.pdf

→ **Other Documents:**
  This is where you submit your Budget and Disciplinary Disclosure Form (see guidelines on page 4). Be sure the document is a pdf that’s THREE PAGES ONLY and saved in the following format before submitting:
  - Smith, Jane_Budget and Disclosure_2017Stipend.pdf
  
  If Applicable, this is also where you submit your completed Supervisor Statement Form (see guidelines above) saved as a pdf in the following format before submitting (if submitting at a later date, email to careers@lafayette.edu):
  - Smith, Jane_Supervisor Form_2017Stipend.pdf

→ **Once ALL required documents are selected for your application, be sure to click the Submit button.**

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.
Application Checklist

*Incomplete applications will not be considered; internships do NOT need to be secured in order to apply*

☐ 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** (THREE PAGES ONLY)
  o **Supervisor Statement Form** if applicable

☐ **Locate the posting in CareerSpot:**
  o Click on the Opportunities & Applications tab.
  o Click Career Spot Opportunities, search for the 2017 Summer Funding/Stipend Program, click the link, and carefully read the information.

☐ **Required documents (upload to My Documents first, then submit after clicking the Apply button):**
  o **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_2017Stipend.pdf
  o **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 Stmt_2017Stipend.pdf
  o **Cover Letter**: this is your internship description(s); copy/pasted from CareerSpot or company/academic websites and saved as ONE pdf in the following format:
    Smith, Jane_Descriptions_2017Stipend.pdf
  o **Other Documents**: 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_2017Stipend.pdf
  
  If applicable, 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**

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