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Robert Beane ’58 Intern Scholar Application Process

How to Apply

Resumes must be certified in the spring semester by Career Services prior to the application deadline in order for your application to be considered. For the Beane Intern Scholar Program, internships must be secured and confirmed by the supervisor at the time of application.

The deadline to apply is Monday, March 28th at Noon. This includes ensuring that supervisor confirmation forms and two letters of recommendations are submitted by the deadline. We recommend that you provide your letter writers and future supervisor with an earlier deadline, if possible, so that you can work with them to ensure your application is complete by the deadline.

Application Review

Career Services will compile all paperwork and distribute to members of the selection committee. The Beane Selection Committee is comprised of staff and alumni; members will review applications against a rubric (see below). Every application will be reviewed by all members. Scores will be aggregated and candidates ranked accordingly to determine invitations to finalists for 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 that are active Gateway participants are encouraged to share their experiences through 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, and student status.

*Students should expect to hear determinations on funding from Career Services by mid-April.*
Unsuccessful Applicants

- Students who are not chosen as finalists or as award recipients will automatically have their applications moved into the general stipend pool.
- Please note this means you do 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

- For all funding recipients, Career Services must receive a completed Stipend Award agreement within 48 hours of being notified. Award recipients who have not been student employees of the College must complete tax documents with Human Resources. 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, family contributions, and/or other awards/grants, when possible.
- Payments will be made upfront in one lump sum, after all required paperwork is completed by the deadline. Career Services reserves the right to request payback 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 one’s 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.
- Award recipients must be in good academic and social standing.
- As a condition of receiving funding, short assignments are required while on site. Award recipients must comply with all set deadlines and requirements and cannot be the recipient of any College awards or scholarships. **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 and consult with the Study Abroad office for permission.
Personal Statement Guidelines for
Robert Beane ’58 Intern Scholar Application

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 no less than 750 words and no more than 1000 words. Save your personal statement file as document type “Writing Sample” in the following format:

- SmithJane_Writing Sample_BeaneScholar.pdf

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 statements should be brought to a WA for feedback, whereas resumes should be brought to Career Services for review before you submit your application. Here is the schedule for our Spring 2016 resume programs:

- **Tues., March 1st, 9am-4pm, Resume Riot:** bring your updated resume for review with a Gateway counselor. 201 Hogg Hall.
- **Every Mon., Feb. 29th thru April 25th, 12:15 to 1pm, Resume Writing 101:** learn to articulate your qualifications effectively and efficiently. 3rd Floor, Hogg Hall.
- **Wed., March 9th, 3:00pm-5:00pm, Gateway Ambassador Resume Critiques:** bring your resume for peer review. 201 Hogg Hall.
- **Wed., March 30th, 5:00pm-7:00pm, Gateway Ambassador Resume Critiques:** bring your resume for peer review. Farinon Atrium.
- **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://careerservices.lafayette.edu/students/access-career-resources/market-yourself/through-resumes-cover-letters/](http://careerservices.lafayette.edu/students/access-career-resources/market-yourself/through-resumes-cover-letters/)

Career Services offers individual appointments with Gateway counselors; please 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.
1) All applicants need to complete the budget form, including the certification and Disciplinary Disclosure statement on page three.

2) 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 student 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).

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

4) As a rough guide, in 2015, the average grant was $2300 for stipends and $4000 for Beane Intern Scholars. We expect to make similar awards this year, but please keep these averages in mind as you plan your internship.

5) 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, and/or clothing and materials for the internship, such as scrubs or steel toe boots.
   - DURABLE GOODS (for example, equipment like bicycles, cameras, tents, etc., which will remain in your possession after the grant) ARE NOT ELIGIBLE EXPENSES.
   - PERSONAL EXPENSES such as entertainment, loan repayment, insurance, credit card debt, and vacation travel ARE NOT ELIGIBLE EXPENSES. 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.
Tips for Requesting a Letter 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 scholarship 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.

1. Early, early, early. It takes time and care to write a good letter of recommendation and professionals are busy. Ask for the letter 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.

2. 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 some of this:
   - 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

3. 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, and should be sent to them via email with all of these details.

4. 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. Just be careful not to be a nag.

5. Thank them! Write a thank you note to your letter-writer (at the very least an email thank you).

6. Did you get it? Let your letter-writer know if you land the opportunity. They want to know, especially because they dedicated the time to help you earn this award.
Submitting Application Materials on CareerSpot

→ Locate the “job posting” on CareerSpot:
  o Click the Opportunities & Applications tab, choose CareerSpot Opportunities from the drop-down menu, and click Advanced Search to search by Employer “Lafayette College Career Services.” Then click the “Robert Beane ’58 Intern Scholar Program” link to access the application information.
  o Access the attachment titled “Robert Beane ’58 Intern Scholar Program Packet” and read it carefully and thoroughly to understand all facets of the program and application process.

→ Download the following two documents from CareerSpot’s Career Exploration Resources tab in The Marquis’ Favorites:
  o “Robert Beane ’58 Intern Scholar Budget Proposal and Disciplinary Disclosure”
  o “2016 Supervisor Statement Form”

→ Upload all required documents, as detailed below, to your My Documents tab in CareerSpot.

→ Return to the “job posting” on CareerSpot and click the APPLY button to attach your previously uploaded documents to the “posting.”

→ 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.)

The SIX documents you need to upload to your My Documents tab in your CareerSpot account:

1. **Resume:** Should be reviewed and approved this semester by Career Services. Be sure to save the file as 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 save the file as a pdf in the following format:
   ▪ Smith, Jane Personal Statement Beane Scholar.pdf

3. **Cover Letter:** This will be both your internship description; copy/paste from CareerSpot or company/academic websites to save as a pdf in the following format:
   ▪ Smith, Jane Internship Position Beane Scholar.pdf

4. **Transcript:** Access your unofficial transcript via your Banner Self-Service account and copy/paste into a Word document, and convert to a pdf in the following format:
   ▪ Smith, Jane Transcript_Beane Scholar.pdf

5. **Other Documents:** This is where you upload your Budget. Complete the form as an Excel document; it will calculate amounts for you. The form is found in CareerSpot’s Career Exploration Resources tab in The Marquis’ Favorites [search by keyword budget to locate the Robert Beane ’58 Intern Scholar Budget Proposal and Disciplinary Disclosure.] Fill out the spreadsheet, save as a pdf, and upload in the following format:
   ▪ Smith, Jane Budget and Disclosure Beane Scholar.pdf

6. **Other:** This is where you will upload the completed Supervisor Statement Form. Find the form in CareerSpot’s Career Exploration Resources tab in The Marquis’ Favorites [search by keyword supervisor to locate the 2016 Supervisor Statement Form.] Save this as a pdf in the following format:
   ▪ Smith, Jane Supervisor Form Beane Scholar.pdf

The final step, as shown above, is to return to the “job posting” and click Apply to upload your documents.

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

☐ Update your CareerSpot profile, both Personal & Academic.

☐ Locate the posting in CareerSpot:
  o Click on the Opportunities & Applications tab.
  o Click Career Spot Opportunities and do an Employer search for “Lafayette College Career Services”.
  o Click the “Robert Beane ’58 Intern Scholar Program” link to read the information and access the attachment entitled Robert Beane ’58 Intern Scholar Program Packet. Carefully read this entire packet to understand all facets of the program and the application process.

☐ Two Letters of Recommendation should be submitted per the writer’s preferences before the Monday, March 28th at noon deadline; recommenders may submit letters by mail (USPost or campus mail), via email to Amy Blythe at blythea@lafayette.edu, or hand delivered to Hogg Hall.

☐ Organize your SIX documents:
  ☐ Resume: Should be reviewed and approved this semester by Career Services. Remove your name, address, and email from your final resume, but be sure to save the file as 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, but be sure to save the file as a pdf in the following format:
  Smith, Jane_Personal Statement_Beane Scholar.pdf
  
  ☐ Cover Letter: This will be both your internship description; copy/paste from CareerSpot or company/academic websites to save as a pdf in the following format:
  Smith, Jane_Internship Position_Beane Scholar.pdf
  
  ☐ Transcript: Access your unofficial transcript via your Banner Self-Service account and copy/paste into a Word document, remove your name and address, and convert to a pdf in the following format:
  Smith, Jane_Transcript_Beane Scholar.pdf
  
  ☐ Other Documents: This is where you upload your Budget. Complete the form as an Excel document; it will calculate amounts for you. The form is found in CareerSpot’s Career Exploration Resources tab in The Marquis’ Favorites [search by keyword budget to locate the Robert Beane ’58 Intern Scholar Budget Proposal and Disciplinary Disclosure.] Fill out the spreadsheet, save as a pdf, and upload in the following format:
  Smith, Jane_Budget and Disclosure_Beane Scholar.pdf
  
  ☐ Other: This is where you will upload the completed Supervisor Statement Form. Find the form in CareerSpot’s Career Exploration Resources tab in The Marquis’ Favorites [search by keyword supervisor to locate the 2016 Supervisor Statement Form.] Save this as a pdf in the following format:
  Smith, Jane_Supervisor Form_Beane Scholar.pdf

☐ Return to the “Robert Beane ’58 Intern Scholar Program” posting on CareerSpot and click the Apply button to upload your documents and formally apply to the program. You must complete this step to finalize your application.