Robert Beane ’58 Intern Scholar Eligibility Requirements

- Student MUST have an internship secured at the time of application.
- Student must be enrolled as a Lafayette student in fall 2018.
- Student may be doing the internship for departmental credit or INT 200. Contact the Registrar for information.
- The internship may not be part of an academic program either in the U.S. or abroad.
- Internships secured through a fee-based internship placement service are not eligible.
- Student’s employer cannot be Lafayette College.
- The internship must be at least 240 hours.
- Student must be in good academic and social standing.
- Students awarded funding through the Robert Beane ’58 Intern Scholar Program cannot be the recipient of any other compensation from the College or another source for their internship! For example:
  * Posse Summer Stipend (NOT the Posse scholarship)
  * Rotary Club summer internship award
  * Lafayette end-of-academic-year monetary awards:

Students receiving summer funds can’t “double dip” by receiving our funding, too. This enables us to support students receiving NO funding assistance for their internships.
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Robert Beane ‘58 Intern Scholar Funding Policies

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.

The deadline to apply is Monday, March 26th at Noon. This includes your two letters of recommendations, which must be 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

The Beane Selection Committee is comprised of staff, faculty, and alumni. Committee members will blind-review all 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.

- **Intentionality**: Evidence of thought around what you are searching for and how you’ve determined the criteria for your summer experience.
- **Clarity of learning objectives**: Are you able to clearly define and articulate potential takeaways from your summer experience?
- **Relevance of experience**: If you are searching for an experience exploratory in nature, to what extent will your summer experience allow you to assess a potential area of interest? Alternatively, if your summer experience is purposeful with regard to your career goals, to what extent will your experience demonstrate a clear relevance to your future goals?
- **Compelling articulation of why**: In your Personal Statement, do you provide a compelling rationale as to why this summer experience will be critical to your career development, and effectively communicate the value of being paired with an alumni/parent mentor.
- **Support from letter writers**: Demonstrates that you have chosen professionals to provide a solid and descriptive letter of support. Strong letters of recommendation clearly articulate their familiarity and knowledge of the applicant, and persuasive statement about how a scholarship and mentor will positively impact them.
- **Overall strength of application**: Application is well-written, does not contain any typos or careless errors, and suggests that you 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 outcomes in the Personal Statement.
- **Other Factors**: Committee consideration may also include Gateway participation, academic experience, and social and academic standing

*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

- Beane Scholars cannot accept other awards for this internship from Lafayette or an outside source.
- Award recipients must be in good academic and social standing.
- Recipients must submit their completed Stipend Award Agreement within 48 hours of being notified.
- Awards are dispersed via direct deposit. Recipients who have not previously been paid through the College via direct deposit must contact The Controller’s office to complete required forms.
- International students must receive OPT/CPT approval from the International Student Advisor before funds are dispersed.
- Funding is not intended to replace wages for one’s experience. Awards are meant to help cover supplemental costs associated with pursuing unpaid, underpaid, or high cost internships, e.g., housing, utilities, travel to city of employer, commuting costs, and food. Funding toward other expenditures will be considered on individual basis, e.g., workplace attire, dry cleaning, international immunizations 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 agreed upon 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 four week turnaround for funding to be released. All funding awards will be distributed within 30 days of submitting final paperwork.
- Beane Scholars will be asked to submit a thank you letter to Mr. Beane and to create a poster to be presented to students the following spring to help promote the program.
- 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.

Your Personal Statement

Statements should be 750 to 1000 words. This critical component of the internship stipend application is your opportunity to thoughtfully express your goals, expected outcomes, and your need for financial support.

As you plan your personal statement, consider how your summer experience 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 such as 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 to be a Robert Beane ‘58 Intern Scholar.
- The impact and importance of being matched with an alumni/parent mentor.

You should not feel compelled to address these bullet points in order or verbatim; please utilize these prompts to help you articulate how your summer experience will be personal to you. You should use your Personal Statement to provide the Committee members with a clear understanding of why you want to pursue this particular summer experience and how it, the award, and a mentor will contribute to your career goals.
Preparing Your Budget and Disciplinary Disclosure Form

Specify as accurately as possible how much funding is needed to complete your internship. Applicants are expected to submit a reasonable budget for 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 provided on the form). Consider speaking with a student or alumni about the location’s cost of living to assist you with researching budget numbers.

The following are some specific guidelines which may be helpful:

- **Transportation:** 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:** 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.

Letters of Recommendation

**HOW:** Ask your chosen letter writers in person (or over the phone if they live at a distance.) This allows the letter writer to hear firsthand the importance of this letter. If emailing, compose a formal, well-written email. If you are in doubt about the kind of recommendation the reference will write, ask 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.

**WHEN:** Early, early, early! It takes time and care to write a good letter of recommendation and professionals are busy. Ask well in advance of the due date. At least a month or several weeks is recommended.

**WHAT:** Give useful talking points. The more information you give, the better the letter! For example, 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 such as your experiences with the letter-writer (e.g., courses taken, work ethic, etc.), your resume, anything that makes you unique, awards that you have won and honor societies to which you belong, results at your internship, student organization, etc., and why the Beane Scholar award is important to you.

Additionally, provide as much information as you can about the Robert Beane ’58 Intern Scholar award. Give the letter-writer the deadline and clear options for submitting their letter:

- Via email to blythea@lafayette.edu
- Via campus mail to Amy Blythe, Career Services, 201 Hogg Hall
- Via USPost to Amy Blythe, Lafayette College, Career Services, 201 Hogg Hall, Easton, PA 18042

**Follow up:** Don’t be afraid to check in periodically to see if the letter has been sent, being careful not to be a nuisance. Send hand-written thank you notes to express gratitude for their time and support. Let your letter-writers know if you are selected to be a Beane Scholar. They will be pleased to know the time which they dedicated to support your application helped you earn this award.
Submitting Your Application

1. Update your CareerSpot profile, both Personal & Academic, if you haven’t already.

2. Upload your current resume as a pdf to CareerSpot in your My Documents section, labeled like this:

   - Smith, Jane_Resume_2018Beane.pdf

3. In CareerSpot’s Career Exploration Resources tab select Marquis’ Favorites to find via keyword search:
   - Budget and Disciplinary Disclosure Form
     - Open the form, complete it in full, and save on your computer as a pdf labeled like this:
       - Smith, Jane_Budget_2018Beane.pdf
   - Supervisor Statement Form
     - Please send to your employer and ask them to submit it according to the directions on the form.

4. Prepare your Other Required Documents:
   - Personal Statement save on your computer as a pdf, labeled like this:
     - Smith, Jane_Personal Stmt_2018Beane.pdf
   - Internship Description (preferably from the original posting you applied to): save on your computer as a pdf, labeled like this:
     - Smith, Jane_Description_2018Beane.pdf

5. Upload Documents to CareerSpot in your My Documents section (be sure to click SUBMIT each time):
   - Personal Statement upload as Document Type Writing Sample
   - Internship Description: upload as Document Type Other Documents
   - Budget and Disciplinary Disclosure Form: upload as Document Type Other Documents

6. Locate the posting in CareerSpot:
   - Click on the Opportunities & Applications tab.
   - Click Career Spot Opportunities, search for 2018 Beane Scholar Program, click the link, and carefully read the information to attach your documents which you already uploaded to your My Documents. If you don’t see the Apply button, you have not uploaded the required documents to apply.

7. Click Submit to complete your application for consideration
Resources to Assist You!


- **Resume**: reviews are available from Career Services:
  - **Wed., Jan. 31st, 9am-4pm, Resume Riot**: bring your resume for review with a Gateway counselor. 201 Hogg Hall.
  - **Wed., Feb. 14th, 9am-4pm, Resume Drop-Off**: drop off your resume for review and pick it up later that day or early the next. 201 Hogg Hall.
  - **Wed., Feb. 21st, 9am-4pm, Resume Riot**: bring your resume for review with a Gateway counselor. 201 Hogg Hall.
  - **Wed., March 21st, 9am-4pm, Resume Drop-Off**: Last drop-off before the application deadline!
  - 201 Hogg Hall.
  - **Wed. April 4th, 9a,-4pm, Resume Riot**: Last Riot before the application deadline. 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)

- **Personal Statement**: Career Services does NOT review personal statements for the stipend program. Reviews are available from the Writing Associates: [https://cwp.lafayette.edu/](https://cwp.lafayette.edu/)

- **Drop In Assistance**: Candy & Career Chats is each Monday from 3 to 4pm in Farinon Atrium. Drop in for some candy and a quick resume review.

- **Budget & Disciplinary Disclosure Questions**: Please contact Amy Blythe in Career Services at blythea@lafayette.edu or 610.330.4199.

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 provide assistance on preparing a successful application; call the office at 610.330.5115 for days and times.

You may also stop into Hogg Hall, 2nd floor, for help with submitting your application on CareerSpot. Office Hours: Monday – Friday, 8:45am – 5pm