

UNH Unpaid Internship Stipend Guide 2015

The Career Development Center and the Division of Student Affairs are pleased to announce that stipends will be awarded on a competitive basis to students completing **unpaid** internships in summer 2015.

It is critical that interested students *carefully* read the following requirements and application procedures. Due to the large volume of applicants and highly competitive nature of these awards, students who fail to address all required components of the application will NOT be considered. Students are encouraged to take advantage of Career Development resources available to help them identify internships and prepare stipend applications. **DEADLINE: FRIDAY, APRIL 3, 2015**

The Bergami Family Summer Internship Program

8 individual stipends of \$3,750 available

The Bergami Family Summer Internship Program provides funding to offset the cost of living and expenses for an unpaid summer internship in any field. Students with financial need are encouraged to apply for these funds.

The awards are made possible by Sam & Lois Bergami and the UNH Division of Student Affairs.

Eligibility

The award is open to UNH First Year, Second Year, and Juniors. Applicants must have completed a minimum of 24 credit hours at the University of New Haven to apply.

Applicant Criteria

- Students are encouraged to have secured the unpaid internship by the application deadline, but it is not a requirement for application. Recipients of funding **MUST** confirm their internship by May 13 or before receiving funding.
- Stipends may be awarded for either credit or non-credit internships.
- Internships must be during the summer; be at least 8 weeks long at a minimum of 20 hours per week.
- Internships are to be conducted with non-profit organizations or for-profit businesses. Independent study projects are not accepted.
- Stipends will not be awarded to students completing research positions with faculty on UNH's campus.
- Internships that offer small stipends to cover expenses such as commuting are still considered unpaid. If receiving an hourly wage the internship is considered **paid**, and students should **not** apply for a stipend.
- Stipends will **not** be awarded to students seeking support for tuition or fee-based language study, writing institute, summer festival, or volunteer abroad programs. Fee-based internship programs will be considered.
- Students must have completed a minimum of 24 credit hours at UNH and be in good academic and university standing.
- Previous recipients of the program stipend are **ineligible** to apply.

Application Procedure

Applicants must complete both the application form **and** submit the materials below to the Career Development Center, 103 Bartels Student Activity Center (BSAC) by **FRIDAY, APRIL 3, 2015**.

To be considered for a stipend, all students must submit a complete application, including:

- Application Form
- Personal Statement: Responses to Questions (see below)
- Written statement on summer budget and financial need
- Job description for internship and employer contact information (if secured at time of application)
- One-page resume listing prior work and/or volunteer experience and relevant coursework

Personal Statement

Committee members will not read beyond the specified word limits.

Respond to each question in 250 or fewer words. Please include the question in your response.

1. Describe the organization you plan to intern with and the role that you expect to fill at your site. Why do you believe this internship site is a good place where to acquire this experience?
2. Explain what motivated you to apply to and what you hope to achieve by working with the organization; include specific skills you hope to gain.
3. Describe the previous experiences that have led you to pursue this opportunity. These could include coursework, community service, employment, or personal experience. How will this internship supplement your UNH education or align with your current education and career goals?

Statement of Summer Budget and Financial Need

This statement should specify your perceived expenses for the summer and the following school year. You should address how this funding will be helpful to completing this internship.

Your statement might include information such as:

- Expenses related to moving to new city for the summer; include housing, utilities, food, etc
- Daily transportation to and from your internship site
- Need for professional clothing
- Other considerations as to how you would benefit from this award

SAMPLE BUDGET STATEMENT

My estimated budget for the summer is approximately \$1,193.00. I have received a \$250 fellowship from my hometown Rotary Club and have about \$350 of my own money that I have saved from campus employment. I hope to use that money (\$600) towards my costs for the fall term and won't be able to use it towards this summer's expenses, since I am responsible for my book expenses and spending money for the academic year, money which I would normally earn over the summer. My education at UNH is made possible by a significant number of scholarships, totaling almost \$15,000 and a substantial number of loans. This stipend would not only help with summer expenses but will also alleviate my family and my own financial burden for the next academic year. I am certain that without these funds I will be unable to pursue this internship.

Note: this statement needs to reflect *why* this funding is integral to completing your internship.

Interviews

Finalists will take part in an individual interview. In the interview, students should be prepared to explain in greater detail their responses and the relevance of the internship to their future academic/career plans. This is an important opportunity to demonstrate your ability to describe this internship in a persuasive and succinct manner.

Internship Requirements

If awarded a stipend, students will be required to:

1. Post a weekly blog/article on their experience
2. Participate in a panel presentation on their experience in the subsequent fall semester
3. Be available for a profile on their experience to be used in university materials and to attend university functions as representatives of the Bergami program
4. Write a thank you letter to the program sponsors

Timeline

To assist students in preparing application materials, the Career Development Center will be available during walk in hours (M-F, 2pm – 4pm). Students are strongly encouraged to take advantage of these opportunities as these awards are quite competitive. Students should have completed a rough draft of their application prior to walk-in.

Begin accepting applications
Monday March 2

15-minute drop-in application critique sessions @ Career Development Center
Entire month of March, M-F 2:00pm – 4:00pm

Applications due in the Career Development Center, 103 Bartels Student Activity Center
FRIDAY, APRIL 3 by 4:30pm

Interviews – ***Week of April 13***

Recipients Selected – ***Monday, April 27***

Final verification of unpaid internships – ***by May 13***

UNH Career Development Center
103 Bartels Student Activity Center
203.479.4858
careerdevelopmentcenter@newhaven.edu
www.newhaven.edu/summerinternprogram

The Bergami Family Summer Internship Program Application 2015

To complete the application please answer the following:

Name: _____ Student ID # _____

Campus Address: _____

Home Address: _____

Telephone Number: _____

Email Address: _____

Major: _____ Minor: _____

Academic Advisor: _____

Year: _____ # Credits Completed: _____

GPA: _____

U.S. Citizen: Yes No If 'No', country of citizenship: _____

Internship Site/Organization Name: _____

Organization Address: _____

On-site Supervisor: _____ Title: _____

Supervisor phone: _____ Email: _____

Expected hours per week: _____

Date Internship begins: _____ Ends: _____

Organization Type:	For profit	Non-Profit	Gov't/Public
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Have you been accepted for this internship?	Yes	No
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Have you previously held this same position?	Yes	No
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Is it a paid position?	Yes	No
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Are you receiving any benefits?	Yes	No
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(i.e. parking, travel allowance, parking subsidy, completion bonus)?

If yes, please explain: _____

Have you begun searching/applying for an internship?	Yes	No
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Is an internship required in your academic major?	Yes	No
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Will you be receiving course credit for this internship?	Yes	No
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Have you previously received credit for an internship?	Yes	No
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Policy Agreement:

If I am unable to complete my internship, I agree to refund the entire amount provided by the internship program. Should my internship be cancelled for reasons beyond my control, I agree to return remaining funds as agreed upon.

The information that I have submitted is true and correct. I understand that any misrepresentation of the information submitted will disqualify me from consideration. I understand that the information contained in this application is confidential and will only be shared with the members of the Samuel Bergami Summer Internship Program Selection Committee. I also understand that if I receive assistance, my name, photo and internship site may be made public. I may also be asked to participate in educational or promotional programs related to my internship experience.

Signature

Print Name:

Date

Waiver of confidentiality for student records:

I, _____ hereby release any academic and/or disciplinary records to be reviewed by the Internship Stipend committee.

Signature

Print Name:

Date:

Agreement to serve as a program ambassador during 2015-2016 academic year:

If selected to receive a program stipend, I, _____ agree to serve as a program ambassador during the 2015-2016 academic year. Services may include submitting to a marketing profile, attending special events, and giving presentations related to my experiences.

Signature

Print Name:

Date: