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The ClarkCONNECT Summer Internship Award

About the award

The ClarkCONNECT Summer Internship Award offers financial assistance, up to \$5,000, to students pursuing unpaid or low-paying summer internships. This award allows students to explore career options and engage in experiential learning activities outside of the classroom.

This funding opportunity is open to Clark undergraduate First Years, Sophomores, and Juniors who can meet these two criteria.

1. The opportunity is from a **Clark connection**:

a. A **Clark connected opportunity** is an internship or research opportunity supported by way of a member of the Clark community such as faculty, alumni and staff. For example:

- Opportunities posted on ClarkCONNECT by alumni and parents;
- Opportunities shared by faculty and staff networks, and
- Opportunities marketed through on campus career fairs and career-related programs.

b And/or an **alumni mentor** is helping you leading up to and for the duration of the internship. This is an alumna/us whom you asked for guidance in preparation for the opportunity and with whom you will check-in during the length of the opportunity for advice on how to best navigate and maximize your experiential opportunity.

- Mentors can be found using the ClarkCONNECT platform. Over 1,800 alumni have already signed up and are eager to assist Clark students.
- Note your mentor does not need to be affiliated with your funded internship or research opportunity.
- You need to provide the name, class year, title, organization and contact information for your mentor.

2. Students must apply for or secure an internship that is unpaid or that pays \$1,000 or less before applying for funds.

The ClarkCONNECT Summer Internship Award is funded by the generosity of Clark alumni, family and friends and is administered by the LEEP Center.

Eligibility

Students awarded ClarkCONNECT funding will be required to participate in an internship student panel or poster presentation during the next academic year and be available to



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participate and promote ClarkCONNECT events and activities. More information about all of these will come at the end of the summer.

Internships must be secured before the deadline. Applications for internships that are pending will not be accepted.

International students are eligible to apply, but may be subjected to tax withdrawals if their nation of citizenship does not have treaty benefits with the US—please see the Clark payroll office with questions about this.

Students are not eligible to receive more than one ClarkCONNECT Summer Internship Award during their time at Clark.

You can apply if you meet ALL of the following criteria:

- You are an active Clark undergraduate rising sophomore, junior, or senior (preference given to rising juniors).
- Students are expected to be in good academic and social standing with the University. If your status is otherwise, please contact the ClarkCONNECT office.
- You have secured an unpaid summer internship or one that pays \$1,000 or less.
- You are on registered on the ClarkCONNECT platform (clarkconnect.clarku.edu) with a completed profile.
- You have secured an alumni mentor to offer advice and guidance in preparation for your internship and during to help maximize your experience. The mentor may not be a current student at Clark University.
- You are not currently on leave from Clark, and have an active, registered status.
- You are returning to study at Clark in the fall term following the proposed internships (Students studying abroad Fall 2019 are eligible to apply, but must maintain an active, registered status at Clark).
- You have not already received a ClarkCONNECT Summer Internship Award.
- You have not received other funding for the proposed internship (except payment of \$1000 or less). You may not receive more than one source of funding from a Clark University department or entity for the proposed internship or for more than one full-time endeavor for the summer.

Eligible Internships

- Unpaid or low-paying internship (\$1,000 or less including award and/or housing, transportation, etc).
- Research opportunities at another university with a non-Clark professor.



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- Minimum of 180 hours of supervised work within a 12-week period.
- Offered during the summer and completed by September 6th, 2019.
- Supervised by a professional in the organization who agrees to guidelines.

Ineligible Internships

- Internship at a Clark University department or office, or where a Clark faculty or staff member is the supervisor.
- A Clark University sponsored, funded, or affiliated research opportunity or internship, or an opportunity in a program that is supported by Clark University.
- Programs with fees to participate (funding cannot cover fees to study abroad or domestically, to participate in volunteer/service oriented projects, or for cultural exchange or other similar programs).
- Tuition-based summer programs including those with an internship component.
- Internships provided to students through placement organizations.
- Organizations and programs with funding expectations for their interns and employees.
- Non-credit course or training program that does not contain any professional, experiential learning component; this includes programs where the main components include observing, shadowing, and attending lectures.

Criteria for Selection

The selection criteria includes, but is not limited to:

- the quality of the written proposal
- the quality and length of the internship commitment (internships are expected to be a minimum of 180 hours)
- the value of the experience to future career goals

Further Information

Students interested in applying for a ClarkCONNECT Summer Internship Award should feel free to contact Robin Huntley, Assistant Director for Undergraduate Research and Projects, via email to rhuntley@clarku.edu.

Application Information

The deadline for applications is April 12, 2019 at 5 pm EST. There will be an opportunity for an early decision March 1 deadline for those whose internships have already been solidified. Applicants should submit a copy of their transcript (an unofficial academic grade report will





suffice) and a 2-3 page statement (saved as a pdf document) describing your internship. The statement should include a proposed budget (e.g. travel, housing, etc.). You will also need to submit:

- resume
- unofficial transcript
- Name and email address of Alumni mentor
- Copy of the job description – saved as a pdf from the company website, or an email from the company with appropriate contact information
- Copy of the internship offer – saved as a pdf from the email, or scanned in from a paper copy

To obtain your transcript, log into the ClarkYOU portal, then click Main Menu, Registrar's Office, Student Account and Financial Aid, Student Records, Unofficial Academic Transcript, and submit. You can save the page as a PDF, or take a screen shot.

Applications will only be collected through the application portal on the Clark University website: <https://www.clarku.edu/offices/leep-center/resources/on-campus-funding/> beginning on Monday, December 3, 2018.

Additional directions for this application, and other funding possibilities, will also be listed on the website above in the upcoming weeks.

Award disbursement

It can take several weeks to process the paperwork. It is possible that you may not receive the award until June, in which case you should plan accordingly.

Award checks will be sent to your campus mailbox unless you have a refund address set up. You may elect to receive your award via direct deposit.

You can set up or change a refund address (including direct deposit) through CU Web: under Personal Information, click Update Addresses, then Refund Address. If you currently have a refund address on file, the check will be sent there. If you do not set up a refund address, the check will go to your campus mailbox. Please note that **you will not be able to pick up your check in person**, so please take this into account when deciding how and/or to which address to which you would like your check sent.

If you have accepted another source of funding, you must notify leepcenter@clarku.edu immediately since this will affect the amount of funding you are eligible to receive.

Selection Process



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Review committees - comprised of a wide array of Clark staff and faculty members - convene as a group in mid-March and late April to finalize selections.

All awards are made based on the extent to which the experience is likely to integrate professional and academic development, the likelihood that the experience will promote achievement of the student's ultimate career goals, and associated cost burdens, i.e., travel, food and housing.

