Internship Funding Program

Application checklist

The Duke Career Center’s Internship Funding Program aims to reduce the financial challenges associated with participating in low-paying or unpaid internships, thereby, achieving the following objectives:

• Facilitating student participation in experiential career exploration
• Expanding the diversity of internship opportunities in which Duke students participate

Through the generosity of corporate, individual and class donors, we are able to offer competitive grants ranging from $600 to $3,000 for students who accept unpaid or low-paying internships.

Student applications must be submitted in their entirety in order to be considered for funding. Please use this checklist to ensure all materials have been submitted by the application deadline.

APPLICATION DEADLINE: March 1, 2018 at 11:59 p.m.
• No late submissions will be accepted. No exceptions will be made
• Applications are held to the Duke University Standard

How do I apply?

1. Students MUST attend either an in-person or virtual information session
See Career Center website for in-person info session dates, details and link for virtual information session

   ___ Attend an in-person or virtual information session
   ___ Submit online certification form
      (Students who do not complete this step will not be considered for funding)

2. Submit the following documents via CareerConnections (beginning January 29)

   ___ Personal statement (3 pages or less)
      • Describe the organization(s) at which you have received offers/or are pursuing an internship(s), including, roles and responsibilities
      • Discuss how the opportunity(ies) would advance your personal, professional, and/or learning goals and skills developed through a Duke education
      • Demonstrate how the opportunity(ies) would enable you to develop knowledge and skills specific to a career path, or explore career options and acquire professional skills (e.g. communication, coping with ambiguity, teamwork, time management, interpersonal skills, and goal setting)
      • If applying for a health/service internship, discuss your intention to contribute to the mission identified by the organization

   ___ Resume
   ___ PDF of transcript: Request email copy from Registrar at:
      http://registrar.duke.edu/student-records/transcripts-verifications
3. Submit the following documents online (beginning January 29)

______ Applicant must submit online application form (basic personal, internship, and budget information)
https://duke.qualtrics.com/jfe/form/SV_bydzxyo2Knwc6pL

______ Submit Employer Verification Forms completed by hiring manager or internship coordinator at organization
https://duke.qualtrics.com/jfe/form/SV_e4LyJY6ME8WONYV
- 1 form for each internship position included in your application, up to 3
- Form must be completed by organization hiring manager or internship coordinator

Additional information

Compile all budget information before opening the online form.

You will need cost estimates and explanations for the following:
- Housing
- Food
- Transportation
- Utilities
- Other (one budget for each internship included in your application).

Your budget should reflect a realistically conservative assessment of the financial needs associated with this experience.

Costs not covered:
- Meals at restaurants (unless access to market and/or cooking facilities is very limited)
- Entertainment, electronic equipment (unless related to ADA accommodations)
- Other items deemed by the Career Center as outside of the scope of the program

NOTE: Awards through the Career Center Internship Funding Program are taxable income and are subject to all state and federal taxes at the time of distribution. This means that the actual amount you receive may be less than your awarded amount, depending upon the information you disclose on your federal tax forms. There is no exception to this as it is federal law. Please plan your summer expenses carefully.

Stop by the Career Center during Drop-in Advising for assistance with your application