Internship Funding Program Application Checklist

The Duke Career Center’s Internship Funding Program aims to reduce the financial challenges associated with participating in a wide range of 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.

Application Checklist

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

APPLICATION DEADLINE: March 2, 2017 at 11:59 p.m.
- No late submissions will be accepted. No exceptions will be made.
- Applications are held to the Duke University Standard.

1. **Students MUST attend either an in-person information session or the virtual information session (and submit online certification form).** See Career Center website for in-person info session dates and locations and link for virtual information session.

   _____ Mandatory in-person or virtual information session

2. **Submit the following documents via CareerConnections at careerconnections.duke.edu (Beginning the week of 1/30/17)**

   _____ Personal statement (3 pages or less):
   
   Guidelines:
   - Describe the organization(s) at which you have received offers for an internship(s) and the position(s) including role(s) and responsibilities.
   - Discuss how the opportunity(ies) would advance your personal, professional, and/or intellectual learning goals thus helping you to grow intellectually and enhance skills developed through a Duke education.

**MORE APPLICATION STEPS ON BACK OF PAGE**
• Demonstrate how the opportunity(ies) would enable you to develop knowledge and skills specific to a career or setting, explore career options to understand career pathways, and acquire professional skills (e.g., communication, coping with ambiguity, teamwork, time management, interpersonal skills, and goal setting).

• If applying for a service/health service internship, discuss your intention to contribute to a community service goal identified by the organization.

____ Resume

____ PDF of transcript: Request email copy from Registrar at: http://registrar.duke.edu/student-records-transcripts-verification

3. Submit the following documents online at address provided: (Beginning the week of 1/30/17)

____ Application form must be submitted online (basic personal information, internship information, and budget) found at this link: https://duke.qualtrics.com/SE/?SID=SV_7TChCs93nN2RWjv

____ Hiring manager/internship coordinator at organization must submit Employer Verification Form(s) found at this link: https://duke.qualtrics.com/SE/?SID=SV_ͺdœJšSlV͸lqͳ7
  • 1 form for each internship position included in your application, up to 3.
  • MUST be completed by organization’ hiring manager/internship coordinator.

Application:

• 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.

• Stop by the Career Center during drop-in advising hours for assistance with your application.

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.