Tufts Career Center Summer Internship Grants – Overview of Guidelines & Requirements

Please contact Donna Esposito Donna.Esposito@tufts.edu for additional questions.

Application, deadlines, additional submission details and FAQ’s: http://students.tufts.edu/career-center/find-internship/internship-funding

Internships need to be secured by the application deadline for U.S. based internship funding:

5PM - April 13, 2016: Grants are in the amount of $3500;

- Internships must be full-time, totaling 350 hours, and be completed by August 31st; Internships should not begin before early to mid-May;
- Internships must be *unpaid* (*Partial funding may be considered in cases where the internship organization is compensating student up to $1500--up to $1500 would be deducted from the $3500);
- Students must be in good standing with the University;
- Students must be full-time 1st years, Sophomores or Juniors at the time of application (graduating seniors are ineligible); Students must be either returning to campus in the fall full-time, or studying abroad full-time;
- Internships should not take place at Tufts University or with Tufts University faculty affiliated with any of the Tufts campuses and schools;
- Grants will not cover internships that students have done previously;
- Pay-to-participate internship programs will not be funded. Virtual, independent, and unsupervised internships will not be considered; must be interning for a host organization. Hours need to be completed on-site.

**COMPONENTS OF A COMPLETED APPLICATION: ITEMS 1-7**

Submit 4 Hard Copies of items 1-6 to the Career Center-Dowling Hall, Suite 740 by application deadline:

1. Student Application form
2. Typed answers to essay questions
3. Resume (Should have it critiqued before submitting!)
4. Unofficial Transcript
5. Signed Learning Contract (requires student AND site supervisor’s signatures)
6. Separate page in addition to Learning Contract outlining learning goals & strategies for accomplishing them;
7. Two recommendation letters ~ At least one letter should be from a Tufts faculty or staff member; (professional references only; no recommendations from fellow students or from the supervisor of the internship for which you are applying for grant funding; letters can be sent directly from reference writers to the Career Center by the application deadline);

** (Students studying abroad may email grant application to: internships@ase.tufts.edu by deadline)

**REQUIREMENTS OF GRANT RECIPIENTS:**

1. Students who receive a grant must complete the following requirements:
2. Two progress reports (1-2 pages each) at the beginning and middle of internship
3. Detailed Internship Evaluation Report addressing learning goals, etc.
4. Informational Interview report
5. Tufts Internship Profile to be included in the TIP Book
6. Final evaluation from Supervisor
7. Blog article with picture focusing on highlights of your summer internship
8. International students on F or J visas must apply for Curricular Practical Training (CPT) through the Tufts international Center; may be additional requirements;

**ALLOCATION OF FUNDING:**

- Selected students will receive the bulk of their grant payment ( $2500 ) in early June;
- Remaining $1000 will be paid upon completion of all requirements in early September;