**Dietrich College Summer Internship Opportunity Grants**

Dietrich College encourages students to pursue interesting internship and professionally relevant opportunities for summer employment. Often the very positions that provide students with first-rate, challenging work experiences are unpaid or provide minimal pay. To help compensate students for taking on work experiences that will be invaluable in helping them define and move toward their career goals, the Dietrich College Summer Internship Opportunity Grants Program seeks to make it more possible for students to take advantage of unpaid but worthwhile internship opportunities, with grants of up to $2,000.

**Who is eligible?**

To qualify for a Dietrich College Summer Internship Grant, students must be registered as a primary major in one of the Dietrich College academic departments or be enrolled in either the BHA or SHS program at the time of application. Current sophomores and juniors will receive preference. NOTE: Graduating seniors are not eligible to compete.

**How to locate internship opportunities?**

Students are expected to find their own internships. There are many resources available to help in finding internships, including the university's Career and Professional Development Center's TartanTrak database. Preference for grants is given to students who find positions in government or non-profit agencies.

**How to apply?**

Students should fill out an application form (below); submit a one- to two-page explanation of the internship and its importance to them; include a resume; offer a statement of financial considerations, including anticipated expenses and the financial implications of their taking an internship.

Although students may not have received final notification about the internship(s) for which they have applied, they are strongly encouraged to submit a grant application. If students are applying for more than one internship position, they are asked to submit separate applications for each with an indication of which internship they are likely to accept if offered. Each application should clearly indicate whether the internship is proposed or final.

**Deadline**

Applications are due **Monday, March 19, 2012**, in the Dietrich College Dean's Office, Baker Hall 154.

**The Review Process**

A review board, composed of the Dean of Dietrich College, a Career Services representative, and other administrative and faculty members evaluates the applications and recommends which students should receive a summer Internship Opportunity Grant.

Students will be notified in early April via email.

Please note that this grant is subject to federal, state and local taxes.

**Credit or Noncredit?**

Internships can be taken voluntarily for Carnegie Mellon credit as a fall semester course, but it is NOT required that students enroll for credit.
If you want or need to receive credit for this internship, you will need to meet with the appropriate internship advisor listed below to talk about the specific course requirements before the start of the internship, since each department carries a different internship course number and set of requirements. You will also need to reach agreement on the number of units of credit that you will receive for the internship, and whether the credit will involve any summer tuition charges.

Credits taken wholly during the summer session require that you register for a summer course, and will involve tuition charges at the summer tuition rate.

BHA – Stephanie Murray (msmurray@andrew.cmu.edu)
Economics - Carol Goldburg (cg28@andrew.cmu.edu)
English – Jane Bernstein (krs@cmu.edu)
Ethics, History & Public Policy – Jay Aronson (anorman@andrew.cmu.edu)
Global Studies – Emily Half ehalf@andrew.cmu.edu
History - Naum Kats (kats@andrew.cmu.edu)
HSP - Tim Haggerty (th1h@andrew.cmu.edu)
Information Systems - Steve Pajewski (sp4g@andrew.cmu.edu)
International Relations and Politics – Emily Half ehalf@andrew.cmu.edu
Modern Languages – Chris Hallstein (kdworkin@andrew.cmu.edu)
Philosophy - Mara Harrell (mharrell@cmu.edu)
Psychology (Clinical) - Beth Christiano Zimick (bethc@andrew.cmu.edu)
Psychology (Developmental) - Sharon Carver (sc0e@andrew.cmu.edu)
SHS - William Alba (alba@cmu.edu)
Student-defined majors - Jay Devine (jd0x@andrew.cmu.edu)
Social & Decision Sciences - Connie Angermeier (cla2@andrew.cmu.edu)
Statistics - Oded Meyer (omeyer@andrew.cmu.edu)
Common Application for
CARNEGIE MELLON SUMMER 2012 INTERNSHIP GRANTS

MILTON AND CYNTHIA FRIEDMAN INTERNSHIPS IN WASHINGTON, D.C.
Summer in D.C. - Due: Friday, February 12, 2012

DIETRICH COLLEGE SUMMER OPPORTUNITY GRANTS
Due: Monday, March 19, 2012

FRIEDMAN: Please submit your application to Victoria Poprocky, Friedman Internship Coordinator, Office of Government Relations, Warner Hall 424

Dietrich College: Please submit your application to John Lehoczky, Dean, Dietrich College, Baker Hall 154

Please check all of the grants you are eligible to compete for; you will be considered for all grants where you meet the eligibility requirements:

_____ Friedman   _____ Dietrich College

STUDENT INFORMATION

Name______________________________________Email address______________________

Major: Primary________________________________________________________________

Secondary___________________________________________________________________

Minor_____________________________________CurrentClass________________________

Cell Phone#__________________________

Are you planning to register in the fall to receive CMU credit for your summer internship?

   Yes_______  No ________

Please note: If you are applying for multiple internships, include the descriptive information outlined below for each one.

INTERNSHIP INFORMATION

_____ Proposed   _____ Finalized

Agency/CompanyName___________________________________________________________

Name of Supervisor__________________________Email______________________________

Address_______________________________________________________________________

____________________________________________________________________________

Phone Number________________________FAX Number______________________________
Please attach the following to this application:

- A resume

- A one- to two-page explanation of the internship and its importance to you. Please include the following information:
  1. What is the nature of the organization where you expect to intern? Is it a nonprofit or for-profit? What is its overall mission?
  2. What is the nature of the work that you expect to do at the internship?
  3. How does the internship fit in with your educational program at Carnegie Mellon and how will it help you meet your career goals?

- A statement of financial considerations – anticipated expenses and the financial implications of the internship on your overall support for the upcoming academic year. Please include the following information:
  1. What, if any, funding is provided by the organization? How much? Is housing provided? Can you reside at home?
  2. What other financial resources can you draw upon?
  3. Have you received any internship grant support before from the university?
  4. What is the level of your financial need? Have you worked during past summers? Do you work during the school year? Do you have other siblings in college?