



*JOHNS HOPKINS UNIVERSITY
ZANVYL KRIEGER SCHOOL
OF ARTS & SCIENCES
INTERNSHIP GRANTS*

Name: _____

I am applying for:

- *SDS Internship Grant*
- *Robins Internship Grant*

Internship Application Form

Instructions

This application form along with all of the following materials must be submitted to the Career Center, Garland Hall, 3rd Floor, by 12 Noon on **Thursday, February 25, 2009**:

- One proposal (1-2 pages See page 4 for proposal details)
- Proposed Budget (See page 4)
- Contact information of your potential sponsor or sponsors
(Name, organization, address, phone, fax, e-mail)
- Resume
- Two or more Professional Letters of Reference
(1 must be from a Hopkins faculty member/instructor)
- Transcript
- Students may apply for up to **three** internships
- SDS Internship Applicants on Hopkins Grant Aid Only:**
Copy of 2008-09 financial aid award letter.

**PAPER CLIP THE PROPOSAL AND APPLICATION WHEN TURNING IT IN
DO NOT STAPLE THE PROPOSAL OR PUT IN A REPORT BINDER**

Applicant Information

I am applying to: The Robins Internship Grant The Second Decade Society Internship Grant

My internship will last: 10 Weeks 11 Weeks 12 Weeks

Name: _____

Class Year: _____ Major(s): _____

Local Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____ Email: _____

Permanent Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____ Email: _____

Internship Information

If you are applying for more than one internship, please list your internships according to preference with 1 being your top choice, 2 your second and 3 your third.

Internship 1: Sponsoring Organization: _____

City, State, Country _____

Have you been accepted into this internship? Yes No

Internship 2: Sponsoring Organization: _____

City, State, Country _____

Have you been accepted into this internship? Yes No

Internship 3: Sponsoring Organization: _____

City, State, Country _____

Have you been accepted into this internship? Yes No

SDS Internship Applicants Only

The SDS Internship Grant is available for internships that are unpaid or sponsored by a non-profit organization.

Award recipients will be granted the following:

- Without grant aid: Up to \$3,000 (pro-rated at \$250 per week) toward summer living expenses.
- With grant aid: up to \$3,000 (pro-rated at \$250 per week) toward summer living expenses and \$2,000 applied toward “summer savings” in the financial aid package (Please Note: The student must also apply for grant aid for the following Academic Year in order to receive the “Summer Savings” award.)
- If you are receiving **Hopkins Grant Aid**, please enclose a copy of your financial aid award letter for the current academic year.
- Special preference will be given to those who have grant aid, although the amount of the aid will not be a factor.

Requirements

If selected for an Internship Grant, you will be required to submit the following:

1. An Internship release form (stating that you understand and agree to abide by all terms of the internship program.)
2. Summer contact information.
3. A letter or statement from your internship supervisor verifying that you are participating in an internship with that organization.

If selected as a **Robins Internship Grant** recipient, I understand that it is my responsibility to secure the internship that I have proposed, make appropriate travel and visa arrangements, and carry out the internship to the best of my ability. In addition, I agree to:

- a. Submit a personal report and supervisor evaluation of my internship experience to the Career Center for Mr. Robins’ information.
- b. Attend a reception/lunch honoring Mr. Robins during the following academic year.
- c. Assist in marketing the program to other Hopkins students.

If selected as an **SDS Internship Grant** recipient, I understand that it is my responsibility to secure the internship that I have proposed, make appropriate travel and visa arrangements, and carry out the internship to the best of my ability. In addition, I agree to:

- a. Submit a personal report and supervisor evaluation of my internship experience to the Career Center.
- b. Attend a reception to meet SDS members on one of the following weekends:
 1. Alumni Spring Meeting (usually falls on Homecoming/Reunion weekend)
 2. Alumni Leadership Weekend (Fall Meeting: usually held in mid-October)
- c. Assist in marketing the program to other Hopkins students.

Applicant Signature

Date

Proposal Details

Regardless of the number of internships for which you are applying, submit **one** all inclusive proposal outlining the following:

- The specific internship you will participate in including duties or projects assigned to you, skills you hope to learn and use, and how the information relates to your current or previous academic work.
- How the internship would advance your academic and career objectives: include a brief description of your future career goals, and how your internship will assist you in attaining those goals. (i.e.: The internship will continue to develop my research skills which I will use in my application to Ph.D. programs in Physics. With a Ph.D. in Physics, I plan to...)
- A proposed budget for how living and travel expenses will be spent. Include: housing expenses, travel (including public transportation), food expenses, medical expenses, insurance, summer spending, and other miscellaneous expenses you may incur.

Successful proposals have addressed the above areas creatively. They have also illustrated the student's ability to focus on areas of interest while showcasing knowledge of how the internship will continue to add to his/her overall academic and career success.

For more information and to view sample proposals, please visit the Career Center web site at: <http://www.jhu.edu/careers/students/internships/alumnigrants.html>

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Questions? Contact the Career Center 410-516-8056 or career@jhu.edu.