

ALUMNI-SPONSORED INTERNSHIPS HANDBOOK

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I. APPLICATION PROCESS

A. Introduction of Programs

Johns Hopkins Alumni and the Career Center are pleased to offer these internship award programs to students in the Krieger School of Arts and Sciences.

The Robins Internship Program

Through the generosity of alumnus Charles Robins, Johns Hopkins University offers funding for selected students to gain business experience through summer internships in East, Southeast, or South Asia.

Each award recipient will be granted up to \$5,000 (prorated by week) with which to pay airfare and living expenses during the internship. Award recipients have the option of earning three credits for completion of the appropriate academic work related to the internship with the approval of a faculty sponsor. Internships must be a minimum of 10 weeks.

Eligibility: Must be a full-time Hopkins undergraduate with at least two years of college-level schooling or the equivalent in a foreign language appropriate to the internship.

The Second Decade Society* Internship Program

Thanks to the efforts of the Second Decade Society *, several grants of up to \$5,000 each are available to students for summer internships. Internships must be unpaid or sponsored by a non-profit organization. Internships must be a minimum of 10 weeks.

Eligibility: Full-time freshmen, sophomores, and juniors enrolled in the Krieger School of Arts & Sciences. Priority will be given to exceptional candidates currently receiving need-based grant aid from Student Financial Services.

The award recipients will be granted the following:

With grant aid - \$2,000 applied toward "summer savings" in the financial aid package for unpaid internships and up to \$3,000 (pro-rated at \$250 per week) toward summer living expenses.

Without grant aid - Up to \$3,000 (pro-rated at \$250 per week) toward summer living expenses.

**The Second Decade Society (SDS) is the alumni leadership development program for the Krieger School of Arts & Sciences. These alumni are proven leaders in their careers, and are committed to helping Hopkins students succeed in their career aspirations.*

B. Important Dates & Contacts

February 21, 2008 by Noon

Week of March 31, 2008

By April 4, 2008

September 12, 2008

Deadline for Application

Selected applicants are interviewed at the Career Center

Grant recipients are notified of their status

Final reports are to be submitted

Helpful Contacts

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C. Alumni Internship Program FAQs

Does an internship come with the funding or do I have to find my own?

Internships are **NOT** provided for the Robins or SDS programs. You are responsible for finding your own internships.

Can I apply for these internship grants if I have a paid internship?

Yes (with explanation). SDS internships must be unpaid or for a non-profit organization. Please understand that if you are going to be participating in a paid internship that **WILL COVER** your expenses you will not be eligible for the grant. These grants were developed to assist students who would not be otherwise able to have this internship experience without financial support.

Does everyone get the full amount of funding regardless of budget?

Robins:

Regardless of budget, funding is prorated by week. If you are participating in a 12 wk internship you will get the full \$5000, if you have an 11 wk internship you will get approximately \$4584, and for a 10 wk internship you will get approximately \$4168. This funding must cover all summer expenses including travel.

SDS:

Regardless of budget, funding is prorated by week. If you have a 12 week internship, your funding is \$3000, 11 weeks is \$2750, and 10 weeks is \$2500. If you are eligible, you will also receive \$2000 credited towards “summer savings” in your financial aid package. To be eligible for that credit, you must receive need-based grant aid (Hopkins grant).

How long do the internships have to be?

For Robins and SDS all internships must be a minimum of 10 weeks

Can I apply for more than one grant?

Yes, you can apply for more than one grant. No additional proposal is needed. You should indicate on your application for which grants you wish to be considered. ***** You can not receive more than one grant. If you are selected for more than one, you will have to choose which grant to accept. *****

Can I apply for more than one internship for the same grant?

You can apply for up to 3 internships. You should describe the internships separately and include them in the same proposal. **NOTE:** *Successful internship proposals were focused so you may not want to appear unfocused by including several different internships all covering different fields.*

What is needed for the Letters of Reference? Can I have more than 2?

- For the letters of reference, all you need is a letter from a person who can speak to your interest in your project, your academic/non-academic preparation for the internship, and how you will benefit from your participation. The letter should indicate how you are associated with the letter writer.
- You can have more than 2 references if you would like.

What makes a good proposal?

- Focus is key! Students who have thought out what they want to do clearly and concisely have had an advantage. Know where you intend to intern, what you will be doing, and what you intend to learn.
- Another aspect of a good proposal is knowing how your experience will relate to the rest of your career development, current academics and future goals. Those goals don't have to directly relate to your major, but they should demonstrate how it will help you academically (i.e., your internship may teach you analytical or critical thinking skills).
- Another characteristic of successful candidates is how well you have thought through the process and logistics: how are you going to get there, how will you handle transportation, how long will the internship last, will you need a work visa, updated immunizations, etc. This level of detail was present in successful proposals and budgets.

What makes a successful budget?

The best budgets were broken down by expense and showed the monthly rate and the total. For example, rent \$300 monthly x 3 months = \$900 total. It was easy to see that students had clearly thought out what their expenses would be and how they intended to utilize the funding.

Do I have to have the internship secured when I turn in my application on February 21, 2008?

- You do not have to have the internship secured when you turn in your application on February 21. Preference will be given to students who have already secured their internships.
- **If you do not have your internship secured**, including a statement in your proposal addressing your status in the internship application process will be beneficial.

D. Application Checklist for International Internship Programs

- ___ Prepare your resume. You will need one to find an internship. Make an appointment to have your resume reviewed or bring it to drop-in hours at the Career Center.
- ___ Determine your strengths (language, academic area, etc.).
- ___ Establish target countries and employers.
- ___ Decide the goal and objectives of your internship.
- ___ Use internship resources to help you identify internships:
 - <http://www.jhu.edu/careers/internships.html>
 - The Riley Guide: www.rileyguide.com
 - Individual employer webpages
 - The Internship Bible, 1999 Edition, Mark Oldman and Samer Hamdeh, Princeton Review Publishing, 1998
 - www.Studyabroad.com
 - World Chamber of Commerce: www.chamberofcommerce.com
 - Work Abroad: The Complete Guide to Finding a Job Overseas, 1999
 - Network with friends, family, and alums.

This is a partial list. Please make an appointment with a Career Counselor at the Career Center for additional assistance. You can also stop by during drop-in hours. For more information, check out the Career Center website, www.jhu.edu/~careers.

- ___ Research the organizations you are interested in and request any available materials
- ___ Apply to the organization/company where you want to do your internship.
- ___ Once the employer accepts your application, consult an Academic Advisor to determine if it is possible to receive academic credit for your internship. **(Optional)**
- ___ Complete Application and forms for the SDS or Robins Internship Programs. **Do not staple application or put it in a report cover. Use a paper clip to attach the pages. (Deadline: February 21, 2008 by Noon!)**

E. Sample Proposals

Sample Proposal #1

Developing a Health Policy Plan Ensuring All Children Access to Health Care

An alarming trend in the United States is the growing number of men, women, and children who lack health care coverage. Today, roughly 43.6 million Americans are uninsured. This estimate includes nine million children living without health insurance. According to the National Academy of Sciences, uninsured children are eight times less likely to receive a regular source of health care, four times more likely to delay treatment, and five times more likely to use the emergency room as a regular source of care. Even children insured under government programs are at risk due to poor quality of care. Despite such data, both federal and state governments are cutting health care coverage for 1.2 to 1.6 million people from the State Children's health Insurance program (SCHIP), Medicaid, and other state health care resources. Of the people expected to lose health care coverage, half are children. Most of the families that will be affected by these cuts live 100 to 200 percent below the poverty line.

From May through August 2004, I propose to work as a health policy fellow/intern on the RESULTS 2004 Health Care Campaign. The objective of this summer fellowship/internship is to ensure equal access to high quality health care for all Americans by assessing the effectiveness of current health policy legislation, and devising a strategic health policy plan to increase SCHIP eligibility and Medicaid services during the 2004 legislative session. I am requesting funding from the Second Decade Society Internship Award for this project.

As a public health major and community organizer with the Maryland Citizen's Health Initiative: Health Care For All (HCA), I became increasingly aware of the health inequities present in the State of Maryland and the nation. My interest in this area continued to grow with my work as a research assistant in the Women's and Children's Health Policy Center (WCHPC) at the Bloomberg School of Public Health. There I monitor Maternal and Child Health legislation as well as work with ongoing research assessing the implications that budget cuts have on federally and state funded programs. In addition to this policy research, I began my own study reviewing access to health care services within women's prison facilities. This research along with my work for WCHPC and HCA made me knowledgeable of the processes behind policy formation, legislative actions, and advocacy work. Additionally, through such experiences, I gained contacts with politicians, policymakers working on federal health care policy issues, and RESULTS' staff members. Impressed with RESULTS' mission and record as a policymaking institution, I immediately sought involvement with their organization, and soon after committed myself to working on the RESULTS 2004 Health Care Campaign project this summer.

My internship working on the health care campaign will entail preparing legislative overviews, monitoring new legislation, serving as the point person in the developments of a comprehensive campaign strategy, assisting in the creation of a legislative agenda, analyzing other similar health plans, building coalitions, lobbying elected officials, generating media coverage, assisting in the

planning and implementation of a grassroots summit, issuing report cards and grant writing. It is a rare opportunity, and a privilege that an intern is delegated such responsibilities.

RESULTS is a highly recognized think-tank, advocacy, and public policy implementer. RESULTS develops policy plans and projects both nationally and internationally dealing with poverty inequities, and has recently dedicated itself to children's health care issues. Working with RESULTS will provide me with the knowledge and skills I will need as a future public health and public policy practitioner specializing in Maternal and Child Health. In addition, having this experience with RESULTS will give me the opportunity to gain contacts in the federal public health/ public policy fields so that I can pursue my goal of creating public health policy legislation ensuring that all Americans have access to quality, equitable health care. My work on RESULTS Health Care Campaign this summer is invaluable to my future as a public health practitioner.

INTERNSHIP DUTIES

Phase I – Month I

The first part of this internship involves the creation of a compendium of all pertinent health care related legislation considered during the 107th Congress and health related legislation currently being considered by the 108th Congress. A comprehensive record of each legislator's position on the aforementioned legislation will be included. The overview and the compendium will provide the foundation for the development of the key issues that RESULTS' health care campaign will target. This work will be expanded on by the information garnered from conducting key-informant interviews and surveying regional public health practitioners in order to address specific policy concerns with the current legislation. From this I will be able to make recommendations for a legislative agenda and a legislative plan. In this part of the fellowship/internship, I will do the following:

- Create a gap analysis of the existing health care policies that have faced recent budget cuts and the policies proposed by both the 107th and 108th Congresses. With this information I will create a financial profile of the current health policies before and after budget cuts assessing for long-term impacts, as well as prepare a cost benefit analysis.
- Collaborate on strategic planning for both the legislative strategy and grassroots expansion of RESULTS in the U.S. This will be accomplished through participation in twice-weekly Domestic Team meetings to strategize on the health care campaign.
- Work with partner organizations to develop a legislative strategy for expanding health care coverage of low-income children. Although the specific legislative agenda has not been defined, this work will likely include expanding access to CHIP, restoring health care coverage to legal immigrant children and fighting proposals to "block grant" Medicaid to the states.
- Create and disseminate weekly email updates as well as work on the RESULTS newsletter. In addition, I will also assist in the planning and production of monthly National conference calls for RESULTS constituents. I will be responsible for coordinating workshops and plenaries related to health care policy for the RESULTS Educational Fund Conference and leading sessions on health policy at the conference.

- Devise the health policy section of a legislative background packet to be used by RESULTS constituents, and develop materials on health care policies for the website.

Phase II – Month II and III

The next phase of my internship involves acting as a media representative, advocate and lobbyist on behalf of RESULTS' health policy reform. Currently, Ms. Meredith Dodson and I are discussing the specific outreach components of the campaign. Once such components are better defined, I will participate in organizing and galvanizing wide scale support for RESULTS' health care plan. Such efforts will include:\

- Generate media coverage that is supportive of the policy agenda. This will include planning and organizing conference calls on health policy for editorial writers and other journalists. Writing background materials for media campaigns and contacting media outlets.
- Lobby with publicly elected officials. To date I am scheduled to meet with twenty-five House Representatives and eight Senators. I will also be requesting the support of two hundred congressional office staff for our policy of expanding children's health care coverage.
- Participate in grassroots support of the health care campaign. This includes constructing a focused and intensive campaign to accomplish specific short and long term goals, and may include assuming the responsibility of the Regional Coordinator in the RESULTS network of volunteers.
- Manage research projects that would contribute to the success of the health care policy campaign, which includes devising state-specific fact sheets on health care and compiling other relevant data for legislative purposes.
- Assess and develop long-term goals for the health policy campaign. It is essential that comprehensive strategic planning be implemented to ensure the longevity of the campaign's work over the next several years.

The efforts will help RESULTS and other social policy institutions to create a comprehensive health policy plan for 2004. This plan will ensure that more Americans receive access to health care. This fellowship/internship consists of working at the legislative and the grass roots level, developing a comprehensive, objective assessment of current health policy, and creating a multi-faceted health care campaign where emphasis is placed on building political support for universal health care coverage for all children, regardless of income or immigration status.

BUDGET

<u>Lodging:</u>	\$500x3= \$1500
For 3 months	
<u>Transportation:</u>	\$7x 2x5 x 12= \$840
Traveling to DC	
Roundtrip x 5 days x 12 weeks	
<u>Food:</u>	\$1260
\$15 a day x 3 months	

	\$3360

Sample Proposal #2

At the Premiere: An Introduction

The world of broadcast journalism is intense and competitive. For every nationally beloved figure like Diane Sawyer, hundreds more reporters struggle to get on the air at some local station. I believe that the difference between a floundering reporter and a successful one is their level of enthusiasm for the profession. Because I am so fiercely passionate about broadcasting, I am an ideal candidate for the Second Decade Society grant. As a senior in high school, I had the option to either attend a school with a broadcasting major or to develop my overall academic abilities at Johns Hopkins. I chose Hopkins and have never regretted it. However, to maintain an edge in the industry, I need to act independently by aggressively searching for internships that offer hands-on experience in a television station. The internship that I have secured at NYC-TV is the ideal stepping-stone to further my interest in reporting.

On Location: NYC-TV (Channel 74)

For years, New York City's cable station acted as little more than a platform for the mayor's press conferences and a mouthpiece for city council members. Called "Crosswalks," it had almost no relevance to the daily lives of New Yorkers. It sired out of a technologically primitive studio in City Hall, and had no programming or on-air schedule.

In summer of 2002, Seth Unger and Arick Wierson took over Channel 74 and renamed it NYC-TV. The catchier moniker was only the beginning of the changes Unger and Wierson would make. They found innovative uses for the few resources they had. New shows, like "City Drive Live" and "New York Noise," refreshed and modernized the station.

Now, NYC-TV employs a staff of about thirty-five young, creative professionals. Their enthusiasm and dedication allows the station to proceed on a shoestring budget. By using cutting edge digital equipment, the station saves time and money in the production process while still creating quality programming. The objective is to become the places New Yorkers turn to in order to find out what's going on in *their* city.

Behind the Scenes: What I'll be Doing, and How It Will Help Me

This internship at NYC-TV is the complete package for me: small, creative, and open to new ideas. Its small size means I'll be helping out in every area. I'll learn the station inside and out, from the conception of shows to post-production, in fields from news to entertainment to politics. Because it's a new station, they're still looking for creative content. There's a strong chance that I will be able to develop, host, and produce my own show. At the very least, I will participate in various stages of the television industry.

Currently in development is a program spotlighting local sports teams, as well as a series of concerts from New York City's "Live from Central Park." These shows, as well as the station itself, will be marketed and advertised to the greater New York City area. I will be able to increase my understanding of the marketing process as well as attract new viewers to NYC-TV.

This internship will prepare me for the advent of digital technology. While it's true that most broadcasters don't need to understand how to shoot, edit, and produce, such knowledge is undoubtedly an advantage. By spending a summer applying what I've learned at the Digital Media Center, I'll be able to expand my expertise with Mini DV and FinalCut Pro.

The environment at NYC-TV is one where a person like myself, uneducated about the inner workings of a television station, can receive more than just hands-on experience. During my visit, it seemed like the staff was supportive and encouraging. The creative and flexible atmosphere is a perfect fit for my level of enthusiasm. I know I'll be comfortable with my coworkers, and our rapport over the summer will lead to greater confidence in my abilities in the television industry.

Production Costs: Budget

Because living in New York City is so expensive, the Second Decade Society grant is essential to my internship. Without it, I am unable to afford any summer living expenses. I've tried to lower my costs as much as possible; for example, I'll be living in Brooklyn rather than Manhattan. The breakdown of costs is as follows:

Rent:	\$800/month	x 3 months =	\$2400
Transportation:	\$80/month (MetroCard)	x 3 months =	\$240
Food:	\$250/month	x 3 months =	\$750
Miscellaneous:	\$200/month	x 3 months =	\$600
	<i>(laundry, travel, entertainment)</i>		
Total Cost:			\$3990

Production Costs: Budget

My focus and dedication to broadcasting make me the ideal candidate for this grant. I already have the internship, the housing, and the raw skills. All that remains is my acceptance into the Second Decade Society Program. The experience I will get at NYC-TV will give me the competitive advantage necessary to the growth of any good reporter. Diane Sawyer once said, "Whatever you want in life, other people are going to want, to. Believe in yourself enough to accept that you have an equal right to it." I believe that I have the talent and the motivation to succeed in this field now, I ask you to give me the opportunity to take the first step.

F. List of Past Internship Sites

Robins:

American Embassy	Islamabad, Pakistan
American International Group;	Beijing, China
Beijing PKU Weiming Biotech Group	Beijing, China
Biocon India;	Bangalore, India
Chase Manhattan Bank (Mergers & Acquisitions)	Tokyo, Japan
ChinaEverBloom Investment Consulting;	Shenzhen, China
Deloitte & Touche (Deloitte Consulting)	Taiwan
Deryook International Law Firm	Seoul, South Korea
Ernst & Young	Malaysia
EverBloom Investment Consulting;	Shenzhen, China
The Fujian Forestry Import and Export Corporation	China
GenPharmiX International Limited	Hong Kong
Hong Ta Securities	Shanghai, China
IBM	Shanghai, China
Industrial and Commercial Bank of China	China
KG Investments	Hong Kong
Linux Technology	Taiwan
LSI	Beijing, China
Lucent	Shanghai, China
Merrill Lynch International (Securities)	Japan
Nortel Networks	Shanghai, China
Owens Corning	Japan
Raymond Company, J.K. Limited	Bombay, India
Spindex Technology House	Singapore
US Consulate General (Commercial Center)	Shanghai,
White Horse Advertising Media Co., Ltd.;	Guangzhou, China

SDS:

ABC	New York City
Baltimore Council on Foreign Affairs	Baltimore, MD
Baltimore Sun	Baltimore, MD
Bellevue Hospital Center	New York City
BOA Editions Limited	New York City
Brown University Sleep and Chronobiology Lab	Providence, RI
Catholic Relief Center	Cameroon
Center for American Indian Health	Baltimore, MD
Center for Poverty Solutions	Baltimore, MD
El Centro Bartolome de las Casas	Cuzco, Lima, Peru
Chapagaun Primary Health Care and Resource Center	Chapaguan, Nepal
Child Health and Disability Prevention Program	San Jose, CA
Connecticut State Police Eastern District Major Crime Squad	Norwich, CT
COPEME	Tarapoto, Peru
Cross Cultural Solutions	Solan, India

Dept. of State, Dept. of European Affairs	Bern; Switzerland
Fermi National Accelerator Laboratory	Batavia, IL
Full House Productions	Baltimore, MD
Harvard Medical School Osher Institute	Boston, MA
The Hill	Washington, DC
Hill & Knowlton	Washington, DC
Human Rights Watch	Washington, D.C.
Institute for Mental Health Initiatives	Washington, DC
International Centre for Diarrhoeal Disease Research	Dhaka, Bangladesh
International Rescue Committee	Baku, Azerbaijan
Jagori	New Delhi, India
Jewish Museum	Berlin, Germany
Johns Hopkins University	Baltimore, MD
Johns Hopkins Institute for Cell Engineering	Baltimore, MD
Johns Hopkins Bloomberg School of Public Health	Baltimore, MD
Lippincott Williams and Wilkins	London, England
Lone Wolf Tribe	New York, NY
MA Women's Caucus/Senator John Kerry	Boston, MA
Metropolitan Museum of Art	New York City
National Archives and Records Administration	Washington, DC
Navrongo Health Research Centre	Navrongo, Ghana
New Zealand Archaeological Association	New Zealand
Northside Medical Center	Youngstown, OH
NY City Dept of Health - Health Research Training Program	New York, NY
NYC-TV	New York, NY
Office of the Public Defender	Baltimore, MD
Permanent Mission of Pakistan to the United Nations	Geneva, Switzerland
Remember the Children	Noblesville, IN
RESULTS, Inc	Washington, DC
School of Russian and Asian Studies	St. Petersburg, Russia
Sheppard Pratt Health System	Baltimore, MD
Smithsonian Institute; Museum of American History	Washington, DC
SOS Racismo	Madrid, Spain
Spectrum Training Systems Inc.	Appleton, WI
Sponsors for Educational Opportunity	New York, NY
Tycko Zavareei LLP	Washington, DC
US Department of State	Senegal, West Africa
US Dept of State, Dept of European Affairs	Paris, France
Virginia Housing and the Environment Network	Arlington, VA
Westmoreland County Health Department	Jamaica
The White House Internship Program	Washington, D.C.

G. The Interview

Interviews will be held the week of March 31, 2008.

Interview Process

- Three teams of 2 SDS members will interview students in 20-minute interviews (*total number of interviews determined by number of applications received and selection committee recommendations*).
- Students will present their proposal for five minutes.
- 15 minutes of Q&A.
- Students will be evaluated on the following:
 - Clarity and strength of internship objective.
 - How well internship supports academic and career goals.
 - Documentation from prospective intern sponsors regarding job responsibilities.
 - Interview: presentation, communications skills, and professionalism.

For assistance in preparing for the interview, please make an appointment with a counselor in the Career Center or consider attending an interviewing workshop. Information about our programs is available at <http://www.jhu.edu/careers/calendar.html>

II. RECEIVING THE GRANT

A. Checklist

- ___ Arrange travel and visa (if needed). Useful resources:
Council Travel (JHU Bookstore – 410-516-0560)
Towson Travel (410-823-7770)

- ___ Sign the Next Steps and Expectations Agreement at the Career Center by **April 11, 2008**.
You will need to provide your social security number to the Career Center so that your check can be processed.

- ___ Make housing arrangements and research information on your host country.

- ___ Make arrangements for class registration (optional), housing, financial aid, etc. during your absence and for the semester after you return to the U.S.

- ___ Complete health insurance forms as needed

The Career Center will contact you by email when your check is available to be picked up at the Career Center. You will need to pick the check up in person and sign for its receipt.

B. Next Steps and Expectations Agreement for Robins and SDS Internship Recipients

Finalizing the Grant Process:

- ___ Sign a release form once your internship is finalized. Release forms are due back in the Career Center by **Friday, April 11, 2008.**
- ___ Sign and return the Expectations Agreement (on second page of this handout) by **Friday, April 11, 2008.**
- ___ Provide the Career Center with valid contact information for your summer residence to receive your internship funding.

General Next Steps:

- ___ Send a letter to your site sponsor with details about your arrival date, departure date, and confirming all arrangements and expectations.

*** If you have arranged your internship with a representative in the U.S. and you are going abroad, make direct contact with the individual who will be your site sponsor. (**Note: THIS IS IMPORTANT!** In the past, a student arrived in Asia to find out that his internship did not exist!).
- ___ Arrange for visas and other travel paperwork.
- ___ Arrange airfare.
- ___ Research local transportation in your target country.
- ___ Arrange for housing during your stay (for those going to New York City, NYU has summer housing information on their web site – apply early!).
- ___ Check into e-mail availability at your summer site.
- ___ Research information on cross-cultural issues and your target country. The Study Abroad office in Academic Advising is a good source of information, and the Career Center has good resource material in the career library.
- ___ Make arrangements for class registration (optional), JHU housing, financial aid, and other personal matters during your absence and for the semester after you return to the U.S. Make arrangements for someone to pick up and check your mail for JHU information while you are away.
- ___ Complete health insurance forms as needed. Arrange for a pre-trip health check-up and any required vaccinations.
- ___ Take the contact information for your travel agent in case you have last-minute changes or problems.

C. Expectation Agreement

Expectations:

1. I will conduct myself as a professional and representative of Hopkins while participating in my summer internship.
2. I will email a paper as an attachment to the Career Center documenting my internship experience upon my return in September 2008.
3. I will submit a letter from my internship sponsor evaluating my internship experience upon my return in September 2008.
4. I will participate in one focus group (Fall 2008) to provide information to improve the internship process for the future.
5. I will assist with the advertising of the Alumni Internship Programs during 2008-2009.
6. **SDS Recipients:** I will attend an alumni reception for SDS members in the Fall of 2008.
7. **Robins Recipients:** I will communicate with Mr. Charles Robins throughout the summer to inform him of my progress in my internship: crobins6@ix.netcom.com
8. I will contact Career Center if I encounter any problems during my summer internship:

Dawna Milligan
Associate Director
Career Center
dmilligan@jhu.edu
410-516-8056

Arts & Sciences Summer Internship Program Expectations Agreement

I wish to participate in the Arts and Sciences Alumni Summer Internship Program. By signing this Expectations Agreement, I am stating that I have read the expectations and agree to abide by all statements therein.

Name: _____

Check Appropriate Program: SDS Robins

Signature: _____

Today's Date: _____

Summer Contact Information: _____

III. AFTER THE INTERNSHIP

A. Checklist for Follow-up

- ___ **Write Final Report, due Friday, September 12, 2008.**
- ___ Email final report to internship coordinator. The email address will be provided. Ideally, the document should be in Microsoft Word format and sent as an attachment.
- ___ **For Robins Grant recipient:** Attend a reception/lunch honoring Mr. Robins during the following academic year.
- ___ **For SDS Grant recipients:** Attend a reception to meet SDS members on one of the following weekends:
 - Alumni Spring Meeting (usually corresponds with Homecoming/Reunion weekend)
 - Alumni Leadership Weekend (Fall Meeting – usually held in mid-October)

B. Final Reports

Reports are due Friday, September 12, 2008

Reports should be a Microsoft Word document emailed as an attachment. You will be notified of the address at the beginning of September.

There's no set structure to follow or particular content requirements, so you're free to cover whatever makes sense for you. However, here are some ideas to make things easier:

Length:

3 - 5 pages would be ideal.

Content Ideas:

- You might recap in the 1st who you are (e.g., sophomore majoring in xx), what your interests are, what your internship was.
- What did you do this summer? Be specific. Talk about projects you worked on, give examples.
- What did you learn? How are you different in terms of content knowledge, aspirations, personally how did you grow from this experience? Have your goals changed or been solidified?
- Maybe your internship wasn't what you'd hoped it would be. What did you learn from that experience? How did you deal with it? What might you do differently next time for a better outcome?
- Share some personal reflections. Were there interesting things you experienced that had an impact on you? If you kept a journal, look through your notes for ideas. Are there things you'd do now, having had this experience, that you wouldn't have considered before? Did you gain any new insight into people, the world, our society, or other societies? Share stories to explain your conclusions.
- Did you encounter any unexpected problems that you had to deal with?
- How have you changed as a person?
- It would be appropriate to thank SDS for your experience.

Remember, these are all ideas to get you started, not mandatory. You can be quite personal if you want to in these reports, or totally factual. We won't be sharing them publicly without your permission.

In addition, don't forget to turn in the letter from your internship sponsor evaluating your internship. Please submit the letter to the Career Center by **September 12, 2008**. If you have an electronic version, you may email the letter as well.

If eligible for the \$2000 summer savings towards Financial Aid, to insure receipt we must have both your letter from your internship supervisor and your Report by the 12th of September.