

Undergraduate Scholars: 2019 Summer Internship Stipend

APPLICATION GUIDELINES

Funding for Summer Internships

The Jack Kent Cooke Foundation is offering its College Scholars and Undergraduate Transfer Scholars the chance to apply for a stipend of \$5,000 to pursue an **unpaid** summer internship opportunity at a **non-profit organization**. Internships can provide valuable hands-on experience and contribute to intellectual and professional development. The following are among the many benefits of pursuing an internship during the summer:

- Fostering an explicit understanding of the relevance, applicability, and adaptability of your college education to the demands of the professional world;
- Deepening your academic skills through their application in the workplace;
- Exploring career options and clarifying your own career goals and interests;
- Augmenting academically acquired skills with profession-related skills;
- Providing an arena for self-reflection, enhancing your career- and self-confidence;
- Strengthening your job search and/or graduate/professional school qualifications.

Internship Requirements

- You must be in good academic standing at your college or university.
- You may receive the internship stipend more than once, but preference is given to scholars who have not received it in the past. If you have already graduated by summer 2019, you are not eligible. In addition, scholars receiving college credit for their internship are not eligible to receive a stipend.
- You must complete a **minimum of 320 hours** (8 weeks) at your internship site.
- Stipend awards are **\$5,000** and may only be used for an **unpaid internship at a non-profit or government organization**.
- You must present documentation that you have secured the internship at the time you apply for the stipend (see Application and Supervisor Confirmation Form).
- The internship must be supervised by someone at the internship site. The internship supervisor cannot be a family member.
- You will be required to submit an Internship Final Evaluation Report within two weeks of completing your internship, and no later than **September 13, 2019**, that briefly describes your accomplishments and the impact of the internship on your personal and professional development.

Applying for a Summer Internship Stipend

Applications are accepted on a rolling basis through the final deadline of May 17, 2019. There will be three cycles of notification and we will have a set number of stipends to give for each cycle. The three rolling deadlines and notification dates are 3/4 submit for 3/15 notification, 4/8 submit for 4/19 notification, and 5/17 submit for 5/24 notification. If you apply early within the application cycle, and your application is not selected in that cycle, it will roll over into the next.

Each year we receive an increased number of quality applications and the process is selective. To help you better prepare your application, please consider the following:

- **Relevance to Major/Career:** We are looking for well thought out applications with internships that align with academic and career goals.
- **Depth of Proposed Experience and Goal Setting:** Whether the internship is meant as a deeper pursuit of a previous similar internship or experience or as an exploratory experience to help you narrow down your interests and goals, you should provide a thoughtful reflection of why you chose that particular experience.
- **Evaluation and Evidence of Support:** We are looking for clear descriptions of probable tasks and projects you have identified with your supervisor. Please do your best to accurately reflect what you will be working on for the summer; we do recognize that actual projects are likely to change slightly as you begin the internship and we will not penalize you for those changes.
- **Scholar Standing:** You must be in good academic standing with the foundation. In addition, preference is given to those who have not received an internship stipend before.

To apply for a stipend for a summer internship opportunity, **you must use the online application**. All items must be submitted to the foundation by May 17, 2019 at the latest for consideration. The online application materials include:

- Application
- Resume Upload
- Stipend Agreement Form Upload (form available in application)

Once you complete the application, upload your resume and sign and upload the Stipend Agreement Form. Your internship supervisor will then receive the application for review and can add comments and complete the Internship Provider Confirmation Form. All items of the application packet must be complete, including the supervisor portion, before we will be able to evaluate and render a decision.

To begin the application, please visit <https://jkcfyscholars1.communityforce.com/> and follow the prompts to create an account. Once your account is created, you will be able to login and access the Internship Stipend Application from the list of applications.

For those interested in the National Council for Community and Education Partnerships Internship, note that the application process and timeline is different from the Summer Internship Stipend and further information can be found [here](#).

If you have any questions, please contact us at scholars@jkcf.org or 703-723-8000.