

Undergraduate and Graduate Scholars: 2023 Summer Internship Stipend

APPLICATION GUIDELINES

Funding for Summer Internships

The Jack Kent Cooke Foundation is offering Cooke College Scholars, Undergraduate Transfer Scholars, and Graduate Scholars the chance to apply for a stipend of \$6,000 to pursue an **unpaid** summer internship opportunity at a **U.S.-based non-profit with 501(c)3 status or a U.S. government organization**. Internships can provide valuable hands-on experience and contribute to your 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 2022, 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** at your internship site.
- Stipend award is **\$6,000 for an Undergraduate or Graduate Scholar** and may only be used for an **unpaid internship at a U.S.-based non-profit with 501(c)3 status or a U.S. government organization**.
- You must have secured the internship at the time you apply for the stipend. You will be asked to provide your supervisor's information in the application so that we may verify.
- 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 a Final Report within two weeks of completing your internship, and no later than **September 14, 2023**, that briefly describes your accomplishments and the impact of the internship on your personal and professional development.
- Your supervisor must complete the Supervisor Completion Form by **September 14, 2023** to verify that you have completed the agreed-upon number of hours included in your application.
- Failure to submit on-time final reports will result in a hold on your scholarship payments.

Applying for a Summer Internship Stipend

Scholars will have two opportunities to apply for the stipend:

- **March 22 First Deadline:** Submit for April 7 early notification
- **May 10 Final Deadline:** Submit for May 26 regular notification

Applying for the first deadline will allow you an opportunity to receive feedback, edit, and resubmit your application for consideration in the second round if not initially selected.

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 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 recognize that actual projects are likely to change slightly as you begin the internship, and you will not be penalized 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**. To be considered, all items must be submitted to the Foundation by May 10, 2023 at the latest. The online application materials include:

- Application
- Resume Upload
- Supervisor Confirmation (available in application)
- Internship Stipend Agreement (available in application)

Once you complete the application and upload your resume, you will be able to invite your supervisor to view and confirm your application. You will also be asked to sign the Internship Stipend Agreement at the end of the application. 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 <http://www.jkcf.org/InternshipStipend> 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.

If you have any questions, please contact us at scholars@jkcf.org.