

Undergraduate and Graduate Scholars: 2024 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.
- If you are an Undergraduate Scholar, you may receive the internship stipend a second time if the internship shows a progression in your career development since the previous internship. However, preference is given to Scholars who have not received the stipend in the past. Graduate Scholars can only receive the stipend once during their scholarship program.
- You are not eligible if: You will graduate prior to December 2024, you are receiving college credit for your internship, or if you will be deferred in the fall 2024 academic term.
- You must complete a full-time internship (a minimum of 35 hours/week for at least 8 weeks) at the internship site that was approved in your application.
- The 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.
- You must have a supervisor at the internship site. The 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 12, 2024**, 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 12, 2024** to verify that you have completed your full-time internship.
- Failure to submit on-time final reports will result in a hold on your scholarship payments.

Applying for a Summer Internship Stipend

Application Cycle:

- **April 15, 2024:** All applications are due by 5:00 p.m. ET. Late applications will not be accepted.
- **May 3 Notification:** All applicants will be notified by 5:00 p.m. ET

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 April 15, 2024 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 (electronically) 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.