Centre College Internship Funding Programs

Types of Funding

Centre Internship Plus (CIP)
Eligibility: The applicant must be currently enrolled at Centre College and must be a junior or senior at the time the internship is being completed (i.e., a student is not eligible for funding the summer after graduation). Students may apply for funding for summer or CentreTerm internships. For high-quality internships. **The James Graham Brown Foundation is enabling Centre College to increase the number of academic-credit internships during the summer months. Students who complete an academic-credit internship will be eligible to apply for this extra funding.**
Award: Up to $2000 (summer) or $750 (CentreTerm) minus taxes
Deadline: November 14 (CentreTerm); April 10 (summer)

Parents' Committee Internship Fund (PCIF)
Eligibility: The applicant must be currently enrolled at Centre College and must be a junior or senior at the time the internship is being completed (i.e., a student is not eligible for funding the summer after graduation). For the highest-quality internships that may also require a higher level of funding. **The James Graham Brown Foundation is enabling Centre College to increase the number of academic-credit internships during the summer months. Students who complete an academic-credit internship will be eligible to apply for this extra funding.**
Award: Up to $4000 (summer) minus taxes
Deadline: April 10

Centre Education Fellowship (CEF)
Eligibility: The applicant must be currently enrolled at Centre College at the time the internship is being completed (i.e., a student is not eligible for funding the summer after graduation). For summer, all first years, sophomores, and juniors planning to complete an education-related internship, project or research project are encouraged to apply. For CentreTerm, all juniors and seniors planning to complete an education-related for-credit internship are encouraged to apply. See the bottom of this webpage for complete details.
Award: Up to $5000 (summer) or $2000 (CentreTerm) minus taxes
Deadline: November 14 (CentreTerm); April 3 (summer)

How to Get Funding

1) Complete a non-credit internship contract (found at http://www.centre.edu/wp-content/uploads/2013/10/noncredit-contract.pdf) or an Academic-Credit Internship Contract (found at http://www.centre.edu/wp-content/uploads/2014/11/Academic-Credit-Internship-Contract.pdf) (depending on whether or not you wish to receive credit for your experience.) This should be submitted to the Center for Career & Professional Development along with the rest of the funding proposal.
2) Complete a funding proposal, which a committee will review on a competitive basis. Neatness will be considered, and funding is limited.

3) If the internship is to be for credit, locate a faculty mentor. Regardless of whether the internship is for credit or not, it must conform to Centre College internship policies.

**Internship Fees**

Centre College charges a reduced rate for tuition for academic-credit internships completed during the summer months. We offer a one-credit internship ($350 fee) or a three-credit internship ($375 fee). The fee must be paid before you are officially registered for the course. Those students applying for the additional James Graham Brown Foundation funds may include this fee in their budgets to be subsidized by their internship funding award. Please note that a student may apply no more than six (6) total internship credits toward their graduation requirements.

If the student does not wish to receive academic credit, there are no fees to be paid.

For a CentreTerm internship, the tuition is already included in the student’s tuition and fees.

**CIP/PCIF Funding Application Guidelines**

**Centre Internship Plus**

Eligibility: The applicant must be currently enrolled at Centre College and must be a junior or senior at the time the internship is being completed (i.e., a student is not eligible for funding the summer after graduation). Students may apply for funding for summer or CentreTerm internships. For high-quality internships. **The James Graham Brown Foundation is enabling Centre College to increase the number of academic-credit internships during the summer months. Students who complete an academic-credit internship will be eligible to apply for this extra funding.**

Award: Up to $2000 (summer) or $750 (CentreTerm) minus taxes

**Parents’ Committee Internship Fund**

Eligibility: The applicant must be currently enrolled at Centre College and must be a junior or senior at the time the internship is being completed (i.e., a student is not eligible for funding the summer after graduation). For the highest-quality internships that may also require a higher level of funding. **The James Graham Brown Foundation is enabling Centre College to increase the number of academic-credit internships during the summer months. Students who complete an academic-credit internship will be eligible to apply for this extra funding.**

Award: Up to $4000 (summer) minus taxes

The proposal should include:

• A resume. It is recommended that you have your resume critiqued in the Center for Career & Professional Development before submission. (Submitted in person or via email (mindy.wilson@centre.edu) to the Center for Career & Professional Development)

• An online application. (Completed online at https://centre.co1.qualtrics.com/jfe/form/SV_brV1Q1HmmXSGSIId.)

It is recommended that you prepare your essay and budget before completing your online application.

The online application includes:

1) Basic information about you and your internship
2) An essay section that addresses the following: A statement explaining the relevance of the proposed internship to the career interest of the student and a description of the steps the student has taken to explore this career field as a potential future career (e.g., career research, shadowing, networking, summer jobs, relevant activities, etc.).
3) A proposed expense budget. The budget MUST include the following: accurate figures for food, housing, travel, etc. and income from other sources (salary, Bonner award, Shepherd Consortium, external scholarships, etc.). Meal expenses cannot exceed more than $50 per week. Mileage should be calculated at 45¢/mile. If including a stipend for yourself beyond your budgetary needs, it must not exceed $1500. You may include Centre’s tuition fee if you are participating in an summer academic-credit internship.

CEF Funding Application Guidelines

Any students of all majors and minors interested in getting involved in an internship, project or research related to the field of education (private or public; primary or secondary) and who has a minimum GPA of 2.8 is eligible to apply for the Centre Education Fellows program.

Experiences can extend beyond the classroom and may include summer and after-school program development, student enrichment programs, curriculum development, research proposals, education policy, and more.

Preference is given to students whose projects emphasize underserved populations, such as inner cities or Appalachia; Title I/at-risk schools; cities/counties surrounding Centre College; Kentucky; or international collaboration that has the ability to influence and inform local/U.S. education. Preference is also given to students who have researched a community need and are proposing a project to fill that need.

If accepted, Centre College will grant up to $2,000 toward a CentreTerm internship/project/research and up to $5,000 toward a summer internship/project/research minus taxes. (Students may not receive more than $5000 combined—internship salary plus CIP/PCIF award—for their summer experiences.)

Summer Internships/Projects/Research
Students can apply for up to $5000 per summer per student. (Group proposals will be accepted.) All rising sophomores, juniors and seniors planning to complete an education-related internship, project or research project are encouraged to apply. Awards are intended to help offset costs you will accrue, but you may be able to budget up to $1500 for a stipend beyond travel, cost of living and supplies. (The stipend and any budget items not prepaid by the student or Internship Coordinator are subject to federal and state taxes.) (Students may not receive more than $5000 combined—internship salary plus Centre award—for their summer experiences.)

CentreTerm Internships/Projects/Research

Students can apply for up to $2000 per CentreTerm per student. All juniors and seniors planning to complete an education-related internship are encouraged to apply. Students MUST receive academic credit for their internship experience during this term. Awards are intended to help offset costs you will accrue, but you may be able to budget a small amount for a stipend beyond travel, cost of living, and supplies. (The stipend and any budget items not prepaid by the student or Internship Coordinator are subject to federal and state taxes.)

How to Apply:

To apply, students must submit one copy of the following documents to the Center for Career & Professional Development by November 14 (CentreTerm) or April 3 (summer).

1) If you are participating in an internship, your proposal should include:

• A completed contract. (Academic-Credit Internship Contract: http://www.centre.edu/wp-content/uploads/2014/11/Academic-Credit-Internship-Contract.pdf or Non-credit contract: http://www.centre.edu/wp-content/uploads/2013/10/noncredit-contract.pdf) Please be sure to include at least one objective that is related to education. (Submitted in person or via email (mindy.wilson@centre.edu) to the Center for Career & Professional Development)

• A resume. It is recommended that you have your resume critiqued in the Center for Career & Professional Development before submission. (Submitted in person or via email (mindy.wilson@centre.edu) to the Center for Career & Professional Development)

• An online application. (Completed online at https://centre.co1.qualtrics.com/jfe/form/SV_brV1Q1HmmXSGSID.)

It is recommended that you prepare your essay and budget before completing your online application.

The online application includes:

1) Basic information about you and your internship
2) An essay section that addresses the following: A statement explaining the relevance of the proposed internship to the career interest of the student and a description of the steps the student has taken to explore this career field as a potential future career (e.g., career research, shadowing, networking,
summer jobs, relevant activities, etc.). The connection to the education aspect of your project must be made explicitly in your essay.

3) A proposed expense budget. The budget MUST include the following: accurate figures for food, housing, travel, etc. and income from other sources (salary, Bonner award, Shepherd Consortium, external scholarships, etc.). Meal expenses cannot exceed more than $50 per week. Mileage should be calculated at 45¢/mile. If including a stipend for yourself beyond your budgetary needs, it must not exceed $1500. You may include Centre’s tuition fee if you are participating in an summer academic-credit internship.

2) If you are proposing an individual/group* project, your proposal should include:

- A resume. It is recommended that you have your resume critiqued in the Center for Career & Professional Development before submission. (Submitted in person or via email (mindy.wilson@centre.edu) to the Center for Career & Professional Development)

- Statement of Responsibility. (http://www.centre.edu/wp-content/uploads/2013/10/StatementofResponsibilityandAuthorizationRelease.pdf) (Submitted in person or via email (mindy.wilson@centre.edu) to the Center for Career & Professional Development)

- An online application. (Completed online at https://centre.co1.qualtrics.com/jfe/form/SV_brV1Q1HmmXSGSlD.)

It is recommended that you prepare your essay and budget before completing your online application. The online application includes:

1) Basic information about you and your internship

2) An essay section that addresses the following: A statement explaining the relevance of the proposed internship to the career interest of the student and a description of the steps the student has taken to explore this career field as a potential future career (e.g., career research, shadowing, networking, summer jobs, relevant activities, etc.). The connection to the education aspect of your project must be made explicitly in your essay.

3) A narrative with a detailed explanation of your proposed project/research and with which community organization(s) you are working. You should address: 1) How your proposed project/research will benefit the community in which you are working and how it can be sustained after you are finished with the project/research. Please also explain how you established the community’s need. 2) Is this a group project with other Centre students? If so, explain who is involved and which components of the project will be assigned to each group member.

4) A proposed expense budget. The budget MUST include the following: accurate figures for food, housing, travel, etc. and income from other sources (salary, Bonner award, Shepherd Consortium, external scholarships, etc.). Meal expenses cannot exceed more than $50 per week. Mileage should be calculated at 45¢/mile. If including a stipend for yourself beyond your budgetary needs, it must not exceed $1500. You may include Centre’s tuition fee if you are participating in an summer academic-credit internship.
(*) Group proposals will be accepted. Each student will need to complete a separate internship contract (if applicable), Statement of Responsibility, essay, resume and expense budge. The narrative and letter from the Lead Researcher (if applicable) can be shared. Please submit group projects as one proposal.

3) If you are participating in an individual/group research project, the proposal should include:

- A resume. It is recommended that you have your resume critiqued in the Center for Career & Professional Development before submission. (Submitted in person or via email (mindy.wilson@centre.edu) to the Center for Career & Professional Development)

- Statement of Responsibility. (http://www.centre.edu/wp-content/uploads/2013/10/StatementofResponsibilityandAuthorizationRelease.pdf) (Submitted in person or via email (mindy.wilson@centre.edu) to the Center for Career & Professional Development)

- Letter from Lead Researcher (if applicable) explaining your involvement in the project. (Submitted in person or via email (mindy.wilson@centre.edu) to the Center for Career & Professional Development)

- An online application. (Completed online at https://centre.co1.qualtrics.com/jfe/form/SV_brV1Q1HmmXSGS1D.)

It is recommended that you prepare your essay and budget before completing your online application. The online application includes:

1) Basic information about you and your internship
2) An essay section that addresses the following: A statement explaining the relevance of the proposed internship to the career interest of the student and a description of the steps the student has taken to explore this career field as a potential future career (e.g., career research, shadowing, networking, summer jobs, relevant activities, etc.). The connection to the education aspect of your project must be made explicitly in your essay.
3) A narrative with a detailed explanation of your proposed project/research and with which community organization(s) you are working. You should address: 1) How your proposed project/research will benefit the community in which you are working and how it can be sustained after you are finished with the project/research. Please also explain how you established the community’s need. 2) Is this a group project with other Centre students? If so, explain who is involved and which components of the project will be assigned to each group member.
4) A proposed expense budget. The budget MUST include the following: accurate figures for food, housing, travel, etc. and income from other sources (salary, Bonner award, Shepherd Consortium, external scholarships, etc.). Meal expenses cannot exceed more than $50 per week. Mileage should be calculated at 45¢/mile. If including a stipend for yourself beyond your budgetary needs, it must not exceed $1500. You may include Centre’s tuition fee if you are participating in an summer academic-credit internship.
(* Group proposals will be accepted. Each student will need to complete a separate internship contract (if applicable), Statement of Responsibility, essay, resume and expense budge. The narrative and letter from the Lead Researcher (if applicable) can be shared. Please submit group projects as one proposal.)

If you have questions about stipends or the stipend application process, please contact your career counselor.

**Proposal Evaluation**

All proposals will be evaluated on:

1) Quality of the materials submitted, including neatness

2) Level of connection of the internship to the career exploration the student has completed

3) Expected quality of the experience. The committee will consider such things as the uniqueness of the experience, expected responsibilities, sense of adventure, costs associated with relocation/experience, and geographic location.

4) The quality of the academic component and/or required readings

**General Internship Funding Rules**

Students whose projects will be funded from another grant source (such as the National Endowment for the Humanities or the National Science Foundation) are not normally eligible for funding from Centre Internship Plus.

Students may not receive more than $5000 combined—internship salary plus CIP/PCIF/CEF award—for their summer experiences.

Internships in the immediate geographic area are not usually considered to be in need of financial support.

The applicant must be currently enrolled at Centre College at the time the internship is being completed (i.e., a student is not eligible for funding the summer after graduation).

In order to be eligible for CIP or PCIF funding, the student must have obtained junior status at the time the internship is to occur.

Incomplete proposals will be accepted only in circumstances approved by the Center for Career & Professional Development. Final awards will be contingent upon the completion and approval of the final proposal.

Late proposals will be considered only after on-time proposals are reviewed (and only with the approval of the Center for Career & Professional Development).

Proposals turned in after the Centre Internship Plus committee meets will not normally be considered.
**Deadlines**

Centre Internship Plus and Parents Committee Internship Fund:

CentreTerm Internship — November 14, 2014  
Summer Internship: — April 10, 2015

Centre Education Fellowship:

CentreTerm Internship — November 14, 2014  
Summer Internship: — April 3, 2015

**Post-Internship Requirements**

1) All interns will attend and present at a reverse internship fair and to which the campus community and on-site supervisors will be invited. The Center for Career & Professional Development will schedule the event early in the term following the completion of the internship (spring term for CentreTerm internships, fall term for summer internships).

2) A two-page reflection paper that discusses your project, what you learned, and what you contributed to the organization you worked with. If possible, this paper should include at least one digital photograph representing your time on the project.

3) The student intern will complete a written evaluation of the internship sponsor.

4) The on-site supervisor will complete a written evaluation of the student intern.

During CentreTerm, CIP and CEF recipients who have completed all requirements will receive their checks at the final presentation. During the summer, PCIF and CEF recipients will receive 80% of their award by June 1 and the remaining 20% after completing all requirements at the end of the summer. Summer CIP recipients who have completed all requirements will receive the entirety of their award at the final presentation.

**External Funding Sources**

- Shepherd Consortium Internship Program (http://www.centre.edu/after-centre/career-planning/shepherd-internships/)
  
Description: An eight-week internship with an agency working in a disadvantaged community. Each student works with Internship Director and Consortium Director to determine an internship that fits his or her intellectual interests and/or a potential area of professional interest. The agencies represent many fields of interest, including education, healthcare, legal services, housing, social and economic needs, and community-building efforts.

Eligibility: Students with a minimum of 2.5 GPA. Sophomores and juniors (rising juniors and seniors). Students must have taken or intend to take a course related to poverty studies at Centre College. (Contact Dr. Rick Axtell for a list of available courses.)
Award: $816 food and commuter stipend; housing during internship; opening and closing conference travel, attendance and housing.
Deadline: January 25, 2013

- Benjamin A. Gilman International Scholarship Program (http://www.iie.org/programs/gilman-scholarship-program)
Description: The Gilman Scholarship Program offers awards for undergraduate study abroad and was established by the International Academic Opportunity Act of 2000. This scholarship provides awards for U.S. undergraduate students who are receiving Federal Pell Grant funding at a two-year or four-year college or university to participate in study and intern abroad programs worldwide.
Eligibility: The Benjamin A. Gilman International Scholarship Program is sponsored by the U.S. Department of State’s Bureau of Educational and Cultural Affairs and is open to all U.S. citizen undergraduates, in good academic standing, who meet the following criteria: 1) The applicant must be receiving a Federal Pell Grant or provide proof that he/she will be receiving a Pell Grant at the time of application or during the term of his/her study abroad program or internship. 2) The applicant is applying to or has been accepted into a study abroad program or internship eligible for credit by the student’s accredited institution of higher education in the U.S. 3) The applicant is studying or interning abroad for at least four weeks in one country. Programs going to more than one country are eligible if the student will be in one country for at least four consecutive weeks. 4) The applicant is studying or interning abroad in any country except Cuba or a country on the U.S. Department of State’s current Travel Warning list.
Award: Up to $5000
Deadline: March 2015 (for summer)

Description: The internships provide an outstanding opportunity for promising students from Kentucky colleges and universities to be placed in an office of a member of the Kentucky congressional delegation or an office of the executive branch for a six to eight week summer internship.
Eligibility: The program is open to students at Kentucky colleges or universities who will be rising juniors or seniors at the time of the internship. They must have a serious interest in pursuing a career in public service for the Commonwealth of Kentucky.
Award: $4000
Deadline: January 31, 2013

- SPIN Database
Description: Centre College subscribes to the SPIN database, a database for external grants. Some grants may be available for internships and other independent projects.
On-Campus Access (https://spin.infoedglobal.com/Home/Authorize)
• J.W. Saxe Memorial Fund (http://jwsaxefund.org/)
Description: The J.W. Saxe Memorial Fund is awarded annually to one or more college or university students in the United States involved in public service. The award enables students to gain practical experience in public service by taking a no-pay or low-pay job or internship during a summer or other term. Preference will be given applicants who have already found such a position, but who require additional funds.
Eligibility: Only those applicants satisfying the following criteria will be considered: undergraduate or graduate student in an accredited US college or university; seeking support for an internship in public service, not general support; demonstrated public service activity — past, present and/or future; financial need will be taken into consideration.
Award: $2000
Deadline: March 15, 2013

• Google Policy Fellowship (http://www.google.com/policyfellowship/)
Description: The Google Policy Fellowship program offers undergraduate, graduate, and law students interested in Internet and technology policy the opportunity to spend the summer contributing to the public dialogue on these issues, and exploring future academic and professional interests.
Eligibility: Students from all majors and degree programs who possess the following qualities are encouraged to apply: demonstrated or stated commitment to Internet and technology policy; excellent academic record, professional/extracurricular/volunteer activities, subject matter expertise; first-rate analytical, communications, research, and writing skills; ability to manage multiple projects simultaneously and efficiently, and to work smartly and resourcefully in a fast-paced environment.
Award: $7500
Deadline: February 3, 2013

• The Association for Women in Sports Media Scholarship (http://awsmonline.org/internship-scholarship/)
Description: Since 1990, AWSM has placed more than 100 female college students interested in sports media careers in paid internships with employers such as Sports Illustrated, ESPN and some of the country’s most respected daily newspapers.
Eligibility: Applicants must be full-time female students seeking an undergraduate or graduate degree during the current academic year. Previous winners are not eligible. Membership in AWSM is not required. However, applicants can join AWSM for just $15 in addition to their $20 application fee.
Award: Up to $1000 plus a paid internship
Deadline: Applications open on September 1, 2014 for summer 2015 experiences

• Conference on Asian Pacific American Leadership Scholarship Program (http://www.capal.org/programs/federal-internship-scholarship-program/)
Description: CAPAL will award 3 scholarships to outstanding APA college undergraduate and graduate students who will be serving in unpaid public service internships (non-profit or government) in the Washington DC area for the summer. The scholarships are intended to enable outstanding APA scholars with leadership potential to work full-time and learn about ways to influence public policy in their local communities. Recipients of the CAPAL scholarships are responsible for securing their own public service
Eligibility: Demonstrated commitment to public service, including service to the APA community; Demonstrated leadership and potential for continued growth in leadership skills; Washington, DC internship relevant and consistent with overall public sector goals; Academic achievement; and Financial need.
Award: $2000-4000
Deadline: Early Decision — February 1, 2013; Regular Decision —

• National Institute of Health Undergraduate Scholarship Program (https://www.training.nih.gov/programs/ugsp)
Description: The National Institutes of Health (NIH) Undergraduate Scholarship Program (UGSP) offers competitive scholarships to students from disadvantaged backgrounds who are committed to careers in biomedical, behavioral, and social science health-related research. The program offers scholarship support, paid research training at the NIH during the summer, and paid employment and training at the NIH after graduation.
Eligibility: U.S.A. citizen or U.S.A. permanent resident. Enrolled or accepted for enrollment as a full-time student at an accredited 4-year undergraduate institution located in the United States of America. Undergraduate University Grade Point Average of 3.3 or higher on a 4.0-point scale or within the top 5 percent of your class. Having ‘Exceptional Financial Need’ as certified by your undergraduate institution financial aid office.
Award: The NIH UGSP will pay up to $20,000 per academic year in tuition, educational expenses, and reasonable living expenses to scholarship recipients. Scholarships are awarded for 1 year, and can be renewed up to 4 years.
Deadline: March 1, 2013

• Upper Midwest Human Rights Fellowship Program (http://www1.umn.edu/humanrts/center/uppermidwest/index.html)
Description: The Human Rights Center encourages residents of the Upper Midwest—including students, teachers, lawyers, health professionals, community leaders and others—to undertake practical experiences/internships in human rights organizations. The Fellowship Program is designed to promote social justice by providing practical training in the varied aspects of human rights work worldwide. The fellowship placement should provide both training for the individual and assistance to the host organization.
Eligibility: The internship must relate to the purposes of the Human Rights Center, to the applicant’s experience and training, and to the applicant’s future goals. Applicants must have adequate proficiency in the relevant languages.
Award: $1000-$4500
Deadline: Closed to undergrads for summer 2013

• The Getty Foundation (http://www.getty.edu/foundation/funding/leaders/current/mui_students.html)
Description: The Getty Foundation supports more than 100 internship positions at organizations throughout Los Angeles County. Students apply directly to the participating organizations. A list of all
available positions will be posted on their website in late March 2013.
Eligibility: Students must: Be of African American, Asian, Latino/Hispanic, Native American, or Pacific Islander descent; Be currently enrolled undergraduates. Students must have completed at least one semester of college by June 2013. Students graduating in Spring 2013 are also eligible. (Students who are enrolled in a second BA or BS program are not eligible.); Reside or attend college in Los Angeles County; and Be a United States citizen or permanent resident.
Award: $3500
Deadline: Applications open March 2013

- Christianson Grant (https://www.interexchange.org/foundation/grant-funding/christianson-grant)
Description: The Christianson Grant is awarded to individuals who have arranged their own work abroad programs. Proposed programs must be at least six months in length and emphasize a work component. The grant program does not support independent research projects or academic study abroad programs.
Eligibility: U.S. citizens or legal permanent residents; between the ages of 18 and 28; participating in a work, internship or volunteer program abroad; committed to a program duration of at least 6 months; willing to submit a written report upon completion of the program.
Award: $2500-$10,000
Deadline: March 15, July 15 and October 15