

# Bergh Family Fellows Intern Scholar Program 2023 Application Packet

***Deadline: Monday, March 20<sup>th</sup> at 12:00 NOON***

## **Bergh Family Fellows Intern Scholar Eligibility Requirements**

- **Ideal applicants will be pursuing an unpaid internship opportunity.**
- Special consideration will be given to applicants with secured internships, unpaid internships, and students with medium-high demonstrated financial need.
- You must be enrolled as a Lafayette student in FALL 2023.
- The internship may not be part of an academic program abroad.
- Internships secured through a fee-based, internship placement service are not eligible.
- You must be interning for an employer other than Lafayette College.
- The internship must be **at least** 240 hours.
- You must be in good academic and social standing.
- You may be doing the internship for academic credit through a department or through INT 200. Please reference the Registrar's office and [website](#) for details.
- International students must contact Janine Block for information about academic credit & CPT authorization.
- Students awarded funding through any summer internship funding programs cannot be the recipient of any other compensation from the College or another source associated with the college for their internship. This enables us to support students receiving NO funding assistance for their internship. Examples of this include:
  - \* Posse Summer Stipend (NOT the Posse scholarship)
  - \* EXCEL Scholars Program
  - \* Rotary Club summer internship award
- Certain Lafayette end-of-academic-year awards can affect your candidacy ([List can be found here](#)). Students cannot "double dip" by receiving our funding in addition to funding from a College department or award, therefore:
  - \* You CAN still apply for a stipend. However, if an academic award comes with funding attached, the award amount will be taken into consideration when determining stipends.
  - \* You are NOT eligible for stipend if your award includes funds that are specified for internship or experiential opportunities.
- Students participating in an international internship outside of their country of citizenship are required to register their travel with [International and Off-Campus Education](#). Registration includes international health and emergency insurance through On Call at a per week charge.
  - \*Note: Placements in countries considered "high risk" by the College may require an additional petition process.
  - \* Expenditures for an International Placement should be included in the applicant's budget, such as immunizations, visa, travel to/from consulate to obtain a visa if required, and international insurance (Available through On Call – contact the [Office for International and Off-Campus Education](#) for current cost.)

***Application does not equal guarantee of award. This is a competitive process.***

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## Bergh Family Fellows Intern Scholar Funding Policies

- Strong preference will be given to applicants with an UNPAID internship, and to those students with medium-high demonstrated financial need.
- **DEADLINE TO APPLY: MONDAY, MARCH 20th at 12:00 p.m. Noon (EST).** Applications must include all the following to be considered complete and moved forward for review by the Committee: **resume, personal statement, budget request form, internship description, and TWO letters of recommendation.**
  - *Please provide your letter writers with sufficient notice to ensure your application is complete by the deadline.* If one or both letters are missing, the application is considered incomplete.
- Late or incomplete applications will not be considered.

### Application Review

The Bergh Family Fellows Selection Committee is comprised of staff, faculty, and alumni. Committee members will blind-review all applications based on criteria as disclosed below. Scores will be aggregated and candidates ranked accordingly to determine finalists.

- **Intentionality:** Demonstration that applicant's internship search is focused on and articulated clearly around current/future career goals.
- **Clarity of learning objectives:** Are you able to clearly define and articulate potential takeaways from your summer experience?
- **Relevance of experience:** If you are searching for an experience exploratory in nature, to what extent will your summer experience allow you to assess a potential area of interest? Alternatively, if your summer experience is purposeful with regard to your career goals, to what extent will your experience demonstrate a clear relevance to your future goals?
- **Compelling articulation of why:** In your Personal Statement, do you provide a compelling rationale as to why this summer experience will be critical to your career development or educational exploration?
- **Support from letter writer:** Demonstrates that you have chosen professionals to provide a solid and descriptive letter of support. Strong letters of recommendation clearly articulate their familiarity and knowledge of the applicant, and persuasive statement about how a scholarship and the experience being funded will positively impact them.
- **Overall strength of application:** Application is well-written, does not contain any typos or careless errors, and suggests that you devoted adequate time to submit a quality application. This includes a realistic budget, strong resume, and an overall high-quality application. Applicants who are active *Gateway* participants are encouraged to share relevant outcomes in the Personal Statement.
- **Other Factors:** Committee consideration may also include *Gateway* participation, related academic experience, and social and academic standing.

### Unsuccessful Applicants

- Students who are not chosen as a Bergh Family Fellows Intern Scholar award recipient will automatically have their applications moved into the Summer Stipend applicant pool. You will not need to submit a separate stipend application. Students may expect to receive notice of this decision by the end of April.
- **This is a competitive process. Application does not equal guarantee of award.** Your original application materials will be evaluated by the Stipend Funding Committee along with all other applicants.

## Awards and Payment

- Bergh Family Fellows Scholars cannot accept other awards for this summer internship from a Lafayette office or program.
- Bergh Family Fellows Scholars are required to submit a thank you letter to the Bergh Family.
- All offers are conditional upon securing a summer experience that is relevant
- When internship is finalized, recipients must submit confirmation by Friday, May 12<sup>th</sup> at Noon:
  - **Employer Offer Letter on Employer Letterhead:** PDF form can be emailed, but must include Employer signature.
- Award recipients must be in good academic and social standing.
- International students must receive OPT/CPT approval from the International Student Advisor before funds are dispersed.
- **Funding is not intended to replace wages for one's experience.** Awards are meant to help cover supplemental costs associated with pursuing unpaid, underpaid, or high cost internships, e.g., housing, utilities, travel to city of employer, commuting costs, and food. Funding toward other expenditures will be considered on individual basis, e.g., workplace attire, dry cleaning, international immunizations etc.
- Stipend Award Agreement is distributed after a mandatory Award Meeting on either May 3 or 4, 2023, and must be returned signed to the Career Center within 2 business days of receipt.
- Payment will be made in one lump sum, after all required paperwork is completed and by deadline.
- Awards are dispersed via direct deposit. Recipients who have not previously been paid through the College via direct deposit must contact the [Controller's Office](#) to complete required forms.
- Regarding payments, there is a minimum two-week expected turnaround from date of submission to the Controller, but no more than four weeks' time for processing.
- **Career Services reserves the right to request a refund from the student if recipient does not comply with all agreed upon requirements and deadlines.**
- In compliance with IRS regulations, the funding granted by Career Services in support of an internship is considered taxable income. Funding recipients are responsible for reporting this award on their tax returns. Please consult your tax advisor for additional information.
- **Should a recipient default on their contract, Career Services may revoke the funding award, and the student will become ineligible for future Career Services funding opportunities.**
- Career Services reserves the right to inform a student's internship provider of student's non-compliance and violation of Summer Funding policy.

## Your Personal Statement

Statements should be 750 to 1000 words. This critical component of the internship stipend application is your opportunity to thoughtfully express your goals, expected outcomes, and your need for financial support.

As you plan your personal statement, consider how your summer experience will help you with the following:

- Explore career options and understand possible career pathways.
- Develop knowledge specific to a career, work setting, and/or industry.
- Acquire work-specific skills such as communication, teamwork, project management, interpersonal skills, intercultural intelligence, and technology platforms.
- State 2-3 goals for this internship and how you will know if you have achieved them.
- Describe the impact and importance of this award in support of your internship.
- Address why you believe you should be chosen to be a Bergh Family Fellows Intern Scholar.

You should not feel compelled to address these bullet points in order or verbatim; please utilize these prompts to help you articulate how your summer experience will be significant to you. You should use your Personal Statement to provide the Committee members with a clear understanding of why you want to pursue this particular summer experience and how it and the award will contribute to your career goals.

## Preparing Your Budget Request Form

List as accurately as possible how much funding is needed to complete your internship. Applicants are expected to submit a reasonable budget for individual expenses based on the cost of living in the location of your internship. For example, travel may be done most economically by public transportation where available; food costs should be based on preparing your own meals the majority of the time, as opposed to dining out all the time (unless your living situation requires this, in which case an explanation should be provided on the form). Consider speaking with other students or alumni about the location's cost of living to assist you with researching budget numbers.

The following are some specific guidelines which may be helpful:

- **Transportation:** Take advantage of your student status when making travel arrangements. For international travel, be sure and check with a number of verified sources. With daily commuting, specify an estimate for travelling to and from your internship and your expected method of transport.
- **Rent:** Check for student housing rates or shared housing when feasible. AirBnB may be the most convenient or well-known, but often colleges and universities in metropolitan areas offer their dorms at discounted rates over the summer. Be sure to consider utilities along with base rent.
- **Other:** You may include clothing or materials specific to the internship, such as scrubs or steel-toed boots, certifications, or software packages. You may NOT include general equipment such as laptops, cameras, bicycles, e.g., which will remain in your possession after the internship.
- **Personal Expenses:** Gym memberships, general entertainment, loan repayment, credit card debt, vacation travel and health insurance (*with the exception of the required Lafayette International Travel Insurance*) are NOT eligible expenses. Inclusion of these expenses on a budget may reflect poorly on your application.

## Letters of Recommendation

**HOW:** Ask your TWO chosen letter writers in person (or over the phone if they live at a distance.) This allows the letter writer to hear firsthand the importance of this letter. If emailing, compose a formal, well-written email. If you are in doubt about the kind of recommendation the reference will write, ask if they are able to write a strong letter. If this person says no, that is a good indication that you should choose another member of your professional network or community.

**WHEN:** Early, early, early! It takes time and care to write a good letter of recommendation and professionals are busy. Ask well in advance of the due date. At least a month or several weeks is recommended.

**WHAT:** Give useful talking points. The more information you give, the better the letter! For example, if you inform your letter-writer that you won a college-wide academic award, then that information will likely end up in your letter. Consider providing details such as your experiences with the letter-writer (e.g., courses taken, work ethic, etc.), your resume, anything that makes you unique, awards that you have won and honor societies to which you belong, results at your internship, student organization, etc., and why the Bergh Family Fellows award is important to you

Additionally, provide as much information as you can about the Bergh Family Fellows Intern Scholar award. We recommend [sharing the website](#) with your letter-writer for an easy overview of the program.

Give the letter-writer the deadline and clear options for submitting their letter:

- \* Via email to [careers@lafayette.edu](mailto:careers@lafayette.edu) – Subject Line: Bergh Family Fellows Intern Scholar Award
- \* Via campus mail ATTN: Bergh Family Fellows Intern Scholar Award, Gateway Career Center, 201 Hogg Hall
- \* Via US Post ATTN: Bergh Family Fellows Intern Scholar Award, Lafayette College, Gateway Career Center, 201 Hogg Hall, Easton, PA 18042

**Follow up:** Don't be afraid to check in periodically to see if the letter has been sent, being careful not to be a nuisance. Send hand-written thank you notes to express gratitude for their time and support. Let your letter-writers know if you are selected to be a Bergh Family Fellows Scholar. They will be pleased to know the time which they dedicated to support your application helped you earn this award.

# Application Instructions

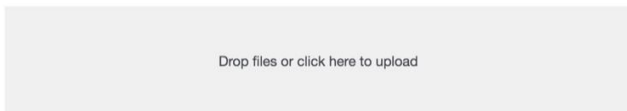
*Incomplete applications will NOT be accepted*

1. Access the survey you'll use to submit your application here:  
[https://lafayetec.az1.qualtrics.com/jfe/form/SV\\_d1oe4Uh7rlr117o](https://lafayetec.az1.qualtrics.com/jfe/form/SV_d1oe4Uh7rlr117o)
2. Fill out the application in its entirety. Please note that incomplete applications will not be accepted.
3. You will be asked to upload documents several times throughout the survey. You'll need to submit a Resume, Personal Statement, an Internship Description, a Budget Form, and an Offer Letter (ONLY if you've already secured an internship). NOTE: Your Offer Letter should include the wage rate at which you'll be working (if applicable), your expected start and end dates, and your employer's original signature.

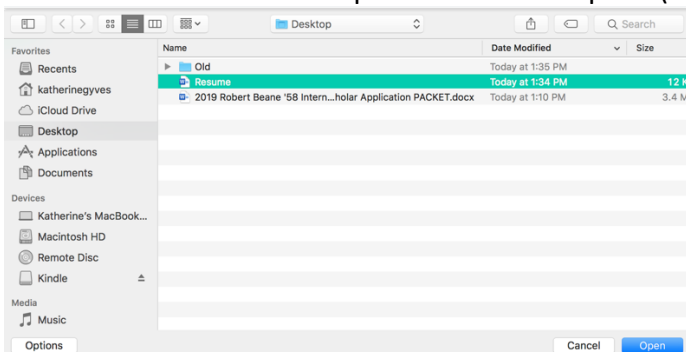
Please make sure that these documents are saved as Word or PDF and labeled as follows (using your own first and last name):

- **Personal Statement**
    - SmithJane\_Personal Stmt\_ 2023Stipend.pdf
  - **Resume**
    - SmithJane\_Resume\_2023Stipend.pdf
  - **Budget and Disciplinary Disclosure Form**
    - SmithJane\_Budget\_2023Stipend.pdf
  - **Offer Letter (If internship is secured)**
    - SmithJane\_Offer Letter\_2023Stipend.pdf
  - **Internship Description(s)**
    - SmithJane\_Descriptions\_2023Stipend.pdf
4. To upload documents on your application, follow the steps below.
    - a. First click on the grey box in the survey that says "Drop files or click here to upload"

Please upload your resume



- b. You will then be shown a list of documents you have on your desktop. Select the document you would like to upload and click "Open" (Mac) or double-click (PC)



- c. The document should then automatically upload to that question in your application. If you experience difficulties doing this, contact the Gateway Career Center.

## Resources to Assist You

- **Application Process:** [CLICK HERE](#) to utilize our online Webshop for a step-by-step tutorial
- **Support from Your Assigned Gateway Counselor:** You can set-up an appointment with your Gateway Counselor from your Handshake, or by calling 610-330-5115. If you'd like to email your resume to your Gateway Counselor for review, please be sure to allow three business days turnaround time for feedback.
- **Resume:** Reviews are available through Career Services. The services listed are AVAILABLE ONLINE for the Spring 2023 semester.
  - **Drop-In Assistance:** Have a quick question? Facing an unexpected or urgent deadline? Beginning **January 23rd**, log on for support from a Gateway Counselor. **Gateway & Go** will be available several days each week, as follows: **Tuesdays (11:30 a.m.- 1:30 p.m.) and Fridays (2:00 – 4:00 p.m.)**. Access the Zoom links from the Events area of your Handshake account.
  - **Resume Review Days:** Every semester Gateway sets aside days where you can email your resume to [careers@lafayette.edu](mailto:careers@lafayette.edu) and receive feedback within 24 hours! The spring 2023 dates that fall before application deadline are **January 26, February 27, and March 9**.
  - **Resume Webshops:** [CLICK HERE](#) to review our extensive list of tutorials on the Career Center website, available on demand to help you 24/7!

**Having trouble accessing your Handshake account? Contact the Career Center at 610-330-5115.**

- **Personal Statement:** Career Services does NOT review personal statements for the stipend program. Reviews are available from the [Writing Associates](#). Be sure to schedule an appointment through the [College Writing Program](#) website.
- **Budget Form Questions:** Please contact Gateway Career Center at [careers@lafayette.edu](mailto:careers@lafayette.edu) or 610.330.5115.
- **Information Session:** Two sessions (**February 7 and March 7**) will provide an overview of the application process and address common questions and misconceptions about the stipend programs. There will be an opportunity for live Q&A. Meeting links and details will be in the Gateway Spring 2023 Calendar once available. Be sure to check [the website](#) after the start of the Spring semester.

**You may contact our office for help with submitting your application.  
Office Hours: Monday – Friday, 8:45 a.m. – 5:00 p.m. EST**



## 2023 Internship Stipend Budget Request

The Committee will give priority to internships that are unpaid, underpaid, and/or located in high-cost areas, extend for more than 8 weeks, and/or for students with high financial need.

For applicants living at home, food should not be included in your budget unless you spend a large amount of time traveling and/or have a requirement to provide your own food at home. If so, please include estimated cost with an explanation for the Committee.

If you are applying for multiple internships, please submit a budget form for each. It is your responsibility to show you've researched costs associated with your location(s).

Complete only relevant items.

Expense Category	Weekly Cost	Total Cost: Weekly Cost X # of Weeks
Housing		
Transportation (To and From Location)		
Commuting (Bus/Taxi/Mileage)		
Food (max \$130 per week)		
Other Expenses (Itemize Below)		
Total Funds Requested		

Please Include all Relevant Details and Itemized Expenses: