

Gateway Career Center

2023 Summer Funding Stipend Program

Application Packet

Deadline: Monday, March 20th at 12:00 NOON

Summer Funding/Stipend Eligibility Requirements

- You must be enrolled as a Lafayette student in FALL 2023.
- Special consideration will be given to applicants with secured internships, unpaid internships, and under paid internships.
- The internship may not be part of an academic program.
- 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- or internship-specific 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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***Stipends between \$1,000 and \$3,000 are made possible
thanks to the generosity of Alumni and Parents!***

Summer Funding/Stipend Policies

- **DEADLINE TO APPLY: MONDAY, MARCH 20th at 12:00 p.m. Noon (EST).** Applications must include all items to be considered complete and moved forward for review by the Committee. Late or incomplete applications will not be considered.
- Carefully follow all instructions and contact the office well in advance if you require assistance.
- **Application does not equal guarantee of award. This is a competitive process.**

Application Review

The Summer Funding Selection Committee is comprised of staff, faculty, and alumni. Each application will be blind-reviewed by at least three separate readers; scores will be aggregated and candidates ranked accordingly. Funding will be disbursed to highest-ranked, eligible candidates.

The Committee will evaluate applications on the following criteria:

- **Intentionality:** Demonstration that applicant's internship search is focused on and articulated clearly around current/future career goals.
- **Clarity of learning objectives:** Clear definition of anticipated takeaways from the summer experience.
- **Relevance of experience:** For experiences which are exploratory in nature, demonstration that proposed opportunities will provide experience in potential areas of interest. For experiences that are directly in line with career goals, experience(s) demonstrate clear relevance to future goals.
- **Compelling articulation of why:** Clear demonstration via Personal Statement and thorough budget that experience(s) and financial support will be critical to career development.
- **Search preparedness:** Applicant has utilized both Career Center resources and their alumni and personal networks to conduct a search for a summer experience in line with above criteria.
- **Budgetary understanding:** Demonstration of research into and understanding of costs, articulated by estimates/costs based on industry, organizational, geographic, and current prices.
- **Overall strength of application:** All materials are submitted properly according to guidelines, and each component is well-written, free of typos/careless errors, and representative of applicant.
- **Other factors:** Committee consideration may also include *Gateway* participation, academic experience, and social and academic standing.

Award Disbursement

- All offers are conditional upon securing a summer experience that accomplishes stated application goals.
- When internship is finalized, recipients must complete the following items by Friday, May 12th at Noon:
 - **Employer Offer Letter on Employer Letterhead:** PDF form can be emailed, but must include Employer signature.
 - **Stipend Award Agreement:** Distributed after mandatory Award Meeting on either May 3 & 4, 2023, and must be returned to Career Center within 2 business days of receipt.
 - **Award Disbursement:** All payments are processed for direct deposit within two weeks of submission. Direct Deposit information is available through the [Controller's Office](#).
 - **International Students:** Must receive OPT/CPT from Janine Block prior to receiving award.
 - **Taxes:** In compliance with IRS regulations, stipends are taxable income. Recipients are responsible for reporting awards on tax returns. Please consult with your tax professional.
- **Students should expect to hear funding determinations from Career Center via email by the end of April.** Selected recipients will be required to attend a mandatory Award Meeting May 3 or 4 to receive their award information and the steps required for all award recipients.

Application Instructions

Incomplete applications NOT accepted

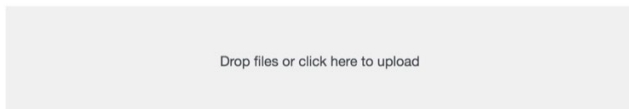
1. Access the survey you'll use to submit your application and materials here:
https://lafayettec.az1.qualtrics.com/jfe/form/SV_d1oe4Uh7rlr117o
2. Fill out the application in its entirety. Please note that incomplete applications will not be accepted.
3. You will be asked to upload documents several 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):

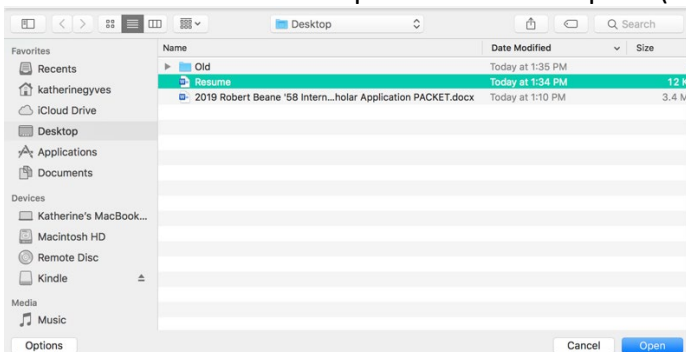
- **Personal Statement**
 - SmithJane_Personal Stmt_ 2023Stipend.pdf
- **Resume**
 - SmithJane_Resume_2023Stipend.pdf
- **Budget and Disciplinary Disclosure Form**
 - SmithJane_Budget_2023Stipend.pdf
- **Offer Letter (If internship is secured)**
 - SmithJane_Offer Letter_2023Stipend.pdf
- **Internship 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.

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 the need for financial support.

As you plan your personal statement, consider how your summer experience will help you to do 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.
- Specify 2-3 goals for this internship, and how you will know if you have achieved them.

You should not feel compelled to address these bullet points in order or verbatim; please use 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 both it and the stipend support 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.

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 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 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 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: