

# Internship Funding Application 2024

Revised February 2024

Congratulations on securing an internship! Your application, including these responses, will help us to determine how to allocate funding to support students who take on unpaid or low-paying internships. Please note, most internship funds are managed by the Career Center, with the exception of the Social Justice Community Partners (managed by the Chaplain's office).

Applications will be reviewed and processed on a rolling basis during the academic year. You MUST have secured the internship before your funding application can be considered. If you do not know the details of your internship, please wait until you have more information and then complete the application.

*Financial need will be taken into consideration and applicants with demonstrated financial need will be prioritized. Applications from students without financial need will be held for review in the following application cycle.*

## Directions and Tips

- This application may take up to 90 minutes to complete.
- If you hit the "back" button on your browser, you will be redirected to the beginning of the form and you will have to re-enter your information.
- Please allow ample time to review and revise your answers for clarity and accuracy.
- Before you begin this online application, you should have your answers drafted in another document so that you may easily cut and paste your responses into this form.
- Have all your supplemental application materials saved as a .pdf in a convenient place and ready to upload.

## Supplemental Application Materials (upload all documents as a single PDF)

1. Internship Host Confirmation Form
2. Budget Form
3. Résumé
4. Essay Response (Maximum length: 750 words)

## Essay Prompts

- Please tell us about your internship organization and what you expect to be doing in your internship (including daily tasks and/or long-term projects).
- What motivated and/or inspired you to do this internship?
- What skills do you hope to learn?
- How does this internship relate to your academic pursuits, interests, and/or post-Carleton plans?

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\* Indicates required question

1. Email \*

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2. Please select the time frame of your internship. \*

Mark only one oval.

Summer

Academic year

## Student Intern Information

3. Student ID Number \*

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4. First Name \*

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5. Last Name \*

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6. Class Year \*

*Mark only one oval.*

2027

2026

2025

2024 (Academic Year & Social Justice Internships only)

7. Major (or undeclared) \*

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8. Minor (or leave blank)

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9. Are you presently studying at Carleton on an F-1 or J-1 visa? \*

*Mark only one oval.*

Yes

No

10. Will you be participating in an Off-Campus Study program before or after the experience \*

*Mark only one oval.*

Yes, before

Yes, after

Maybe

No

11. My internship is affiliated with the following program: \*

Mark only one oval.

- Center for Community and Civic Engagement (CCCE)
- Social Justice Internships (Chaplain's Office)
- Post Paris Program Internship (CGRS)
- Colorado College Activism Institute
- Funding First Internship Kickstarter
- Not affiliated with any of the programs listed

12. Have you previously received Carleton funding for an internship and/or externship? If so, please describe the program and \* funding received. (type "N/A," if none)

e.g. "Internship: 3500, Externship: 400"

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13. Have you applied or will you apply for any other sources of funding for this internship? If so, please describe and indicate \* the potential funding amount. (type "N/A," if none)

Maximum Length = 1,000 characters

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### **MCAN Fellows Program**

**Please complete this section if you qualify and wish to apply to the [MCAN Fellows Program](#).**

The Multicultural Alumni Network (MCAN) Fellow Program provides financial support for students of color undertaking internships, research experiences, or other field-based opportunities. By choosing to apply to the Fellows Program you could become part of the MCAN community, which provides opportunities to engage with the network of Carleton alumni of color. Some possible engagement opportunities may include:

- Building relationships with the MCAN Board members
- Socials with the MCAN Board when meeting on-campus (Spring and Fall)
- Sharing your experience as an intern or extern during MCAN events such as The Gathering, the MCAN reunion
- Networking with the other MCAN fellows across class years

If you are eligible and wish to apply, please answer the question below. If you are not eligible, you can move onto the next section.

14. Please share what involvement you've had within the multicultural community at Carleton and how you hope to bring back and share your learning experiences within the MCAN Community (students and alumni).

Maximum length = 1,000 characters

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#### Emergency Contact

If we need to contact someone quickly on your behalf during your internship, please provide emergency contact information.

15. Emergency Contact Full Name \*

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16. Relationship to you \*

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17. Emergency Contact Email Address \*

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18. Emergency Contact Phone Number \*

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19. Is there anything else we should know about your emergency contact?

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#### Organization Details

20. Organization/Employer Name \*

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21. Type of organization? Check all that apply. \*

*Check all that apply.*

- For-profit
- Non-profit
- Government (including local, state, federal, and international/multi-lateral)
- Start-up
- Unsure

22. Industry/category of your internship? Check all that apply. \*

*Check all that apply.*

- accounting
- animal care
- arts/entertainment
- consulting
- data science/technology
- education
- engineering/manufacturing
- entrepreneurship
- environmental sustainability
- faith-based
- finance/banking
- food systems/agriculture
- healthcare
- human resources
- humanities
- journalism/media/publishing
- law
- marketing/advertising/public relations
- museum/library
- natural science/hard science
- political science/government
- public service
- real estate
- recreation/fitness
- social science/helping

23. Organization Mailing Address (Street) \*

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24. Organization Mailing Address (City) \*

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25. Organization Mailing Address (State) \*

Provide the country name if outside of the U.S.

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#### Internship Position

Note: Your internship must last at least six weeks in length and provide at least 240 hours of professional experience to qualify for internship funding.

26. Internship Modality \*

Mark only one oval.

- Fully Virtual/Remote
- In-Person/On-Site
- Hybrid/Both
- I do not have this information yet.

27. Internship Position Title \*

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28. Expected Start Date \*

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*Example: January 7, 2019*

29. Expected End Date \*

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*Example: January 7, 2019*

30. **Total number** of hours you anticipate spending at your internship. \*

Multiple the hours per week by the number of weeks. This value should be at least 240.

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31. What will be your duties/responsibilities for this internship? \*

You can copy and paste your job description here. Otherwise, share details about your daily tasks or activities while at the organization.

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Internship Supervisor

If you do not yet know the name of your direct supervisor, please use the name of your point of contact at the organization.

32. This contact will be my direct supervisor. \*

Mark only one oval.

- Yes
- No
- Unsure at this point in time

33. Supervisor Salutation \*

Mark only one oval.

- Dr.  
 Mrs.  
 Ms.  
 Mr.  
 Other

34. Supervisor First Name \*

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35. Supervisor Last Name \*

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36. Supervisor Title \*

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37. Supervisor Email Address \*

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38. Supervisor Phone Number \*

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39. Is your supervisor an alumnus or parent of a Carl? \*

Mark only one oval.

- Yes  
 No  
 Not Sure

#### Your Proposed Budget

Please refer to your budget worksheet to complete this information.

- [Budget Form](#)
- [Post Paris OCS Program Budget Form](#)

Carleton's Internship funding is designed to offset expenses associated with an internship experience. Please provide realistic estimates.

- **For summer internships, you can receive up to \$5,200.** If eligible, some students may apply for an additional savings goal of \$1,000.
- Generally, the award amount for virtual/remote internships is less than a hybrid or fully onsite internship.
- For academic year internships, the maximum funding amount is \$2,000, and no additional funding beyond expenses will be allowed.

40. Total Expenses: \*

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41. Total Income: \*

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42. Total Financial Need: \*

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43. Savings Goal \*

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44. Total Funding Request: \*

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45. Will you be living at home (with family or loved ones) during your internship? \*

*Mark only one oval.*

- Yes
- No
- Maybe

46. Please provide any additional information that would be helpful to know about your request. It is helpful for us to learn more about why you need this funding. \*

If your internship is remote, please be sure to explain the specific need for financial support for the expenses in your budget (i.e. why are you choosing your housing option, what are you expected to contribute if living with family, etc.). Maximum length = 1,000 characters

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Supplemental Materials Upload (PDF Only)

**Supplemental Application Materials (upload all documents as a single PDF)**

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Essay Prompts

- Please tell us about your internship organization and what you expect to be doing in your internship (including daily tasks and/or long-term projects).
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- What skills do you hope to learn?
- How does this internship relate to your academic pursuits, interests, and/or post-Carleton plans?

47. All of the required documentation MUST be uploaded as a single PDF with your LAST NAME First Name 2024 (e.g. KLEFSTAD Luke 2024) \*

Files submitted:

**Final Step**

48. **Authorizations \***

- I give the Career Center my consent to conduct a check of financial need with the Office of Student Financial Services to determine my level of need (and eligibility for certain types of funding).
- I give the Career Center my consent to conduct a reference/background check related to academics and conduct with the Carleton College Office of the Dean of Students. I understand that any derogatory information found will be used in the selection process, and could adversely affect my application.
- I give the Career Center my consent to share excerpts from the application and reflection documents with the selection committee, donor(s), Stewardship, Career Center staff, and Career Center publications.
- If selected for funding, I agree to participate in the following Career Center activities, including but not limited to: completing orientation activities, establishing a learning plan, contributing to a weekly reflection blog during the internship, feedback conversations with my supervisor, writing a reflection essay, and presenting a culminating poster or presentation to the campus community. NOTE: Students who do not fulfill their requirements will be charged up to \$500 in the subsequent term of enrollment.

*Mark only one oval.*

- I agree
- No, I do not agree.

49. Are you ready to submit your application for review? You will receive a copy in your email after you successfully submit your application. \*

Please note that if you select "No", you will be redirected to Section 1 of this application. If you are not ready to submit, you can always exit this form and come back to it at a later date.

If you are ready to submit your application please select "Yes". If your response to the question is not in the affirmative (Yes) by the deadline, your application will not be processed for review.

*Mark only one oval.*

- Yes
- No

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