

**VASSAR COLLEGE  
INTERNSHIP GRANT FUND (IGF)**

**PURPOSE:** A generous gift from an alumna has been given to assist Vassar students who demonstrate a need to finance career-related summer experiences.

**ELIGIBILITY:** Any current Vassar student who demonstrates need and submits their complete application by the deadline.

**PROCESS:** Applicants should present a specific proposal for their summer work experience and a budget detailing expenses to:

**INTERNSHIP GRANT FUND (IGF) Selection Committee  
c/o Career Development Office  
Box 7, Vassar College  
no later than Friday, March 28, 2008 at 3:00 pm.**

**\*NOTE\* If you are considering more than one internship, please submit documents for each possible opportunity.**

**CRITERIA FOR SELECTION:** The Internship Grant Fund (IGF) Selection Committee, which will include members from the Vassar faculty and administration and members of the Career Development Office, will evaluate student applications on the basis of:

- 1) Clarity and completeness of the application
- 2) Relevance of your proposed experience to your academic and career goals
- 3) Level of financial need

The selection process may also include a personal interview.

**Applications should always be typed and proofread carefully.**

**\*\*\*EMAIL [IGF@vassar.edu](mailto:IGF@vassar.edu) WITH ANY QUESTIONS/CONCERNS\*\*\***

**VASSAR COLLEGE**  
**INTERNSHIP GRANT FUND (IGF) APPLICATION**  
**For Summer Internships 2008**

Please complete this application form, including a statement of projected expenses/income/total requested funds, a resume, and any cover letter, essay, or supplemental materials you will use/have used to apply to the proposed opportunity (or opportunities).

Submit the original copy of your application and supplemental materials **and** four additional copies with Vassar ID number only to the Career Development Office no later than **March 28, 2008 at 3:00 pm**.

**\*NOTE\* *Email applications will only be accepted for JYA students! All others must deliver hard-copy application materials.***

NAME (place on original copy only) \_\_\_\_\_

CLASS YEAR \_\_\_\_\_

VASSAR ID # \_\_\_\_\_

MAJOR(S) \_\_\_\_\_

CORRELATE(S) \_\_\_\_\_

Are you a U.S. citizen? Yes / No Class \_\_\_\_\_ Box # \_\_\_\_\_

E-mail \_\_\_\_\_

Cell Phone \_\_\_\_\_

Home Address \_\_\_\_\_

Home Phone \_\_\_\_\_

Prospective Internship Information

Supervisor Name/Title \_\_\_\_\_

Title/Position \_\_\_\_\_

Organization Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_

Dates you will be interning \_\_\_\_\_

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**Supplemental Questions**

Please answer the following questions. Responses should be typed.

- 1) Briefly describe the organization for which you will (or hope to) intern.
  
  
  
  
  
  
  
  
  
  
- 2) Briefly describe the purpose of the project (e.g. description of job, internship).
  
  
  
  
  
  
  
  
  
  
- 3) Please explain why you are requesting this financial support.
  
  
  
  
  
  
  
  
  
  
- 4) Please describe your past experiences that demonstrate your interest in this career field.
  
  
  
  
  
  
  
  
  
  
- 5) Please list the names and contact information of at least two faculty/administrators who will serve as references (one of these must be academic) and in what capacity this person has come to know you.
  
  
  
  
  
  
  
  
  
  
- 6) Please describe the goals of your summer internship. How will this experience enhance your Vassar education? How does it fit into or broaden your career goals? (No more than one page.)

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**Statement of Living Expenses/Income/Funds Requested**

Student ID Number \_\_\_\_\_

Please provide the average estimated amount you will spend per month this coming summer for your living expenses in the categories listed below. Feel free to comment on the front or back of this sheet to explain any individual item.

<b>EXPENSES</b>	<b>AMOUNT PER MONTH</b>
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Housing	_____
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Utilities	_____
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Food	_____
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Automobile/Travel expenses	_____
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Household expenses	_____
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*Other (please specify)	_____
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<b>TOTAL EXPENSES</b>	_____
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**INCOME**

Internship Stipend (if any)	_____
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Other Means of Support	_____
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<b>TOTAL INCOME</b>	_____
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**FUNDS REQUESTED**

Total amount of assistance you are requesting	_____
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**\*NOTE\*** Please sign original copy only; write your Vassar ID number on duplicate materials.

Signature \_\_\_\_\_ Date \_\_\_\_\_

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**APPLICATION CHECKLIST**

- One** (1) original copy of the following documents:
  - Application
  - Answers to supplemental questions
  - Statement of living expenses/income/fund requests
  - Resume
  - Any cover letter, essay, or supplemental materials you will use/have used to apply to the proposed opportunity (or opportunities).
  - **Include your name/signature on these documents**
  
- Four** (4) additional copies of the following documents:
  - Application
  - Answers to supplemental questions
  - Statement of living expenses/income/fund requests
  - Resume
  - Any cover letter, essay, or supplemental materials you will use/have used to apply to the proposed opportunity (or opportunities).
  - **(Include only your Vassar ID number on these documents – no names or signatures!)**
  
- If you are applying to more than one internship, attach all appropriate materials for *each* internship
  
- Submit to the CDO by **Friday, March 28, 2008 by 3:00 pm**
  - **Note: If you are JYA, please email your materials to [cdo@vassar.edu](mailto:cdo@vassar.edu). All others, please submit hard-copy (paper) materials to the CDO, Box 7 (or drop off at Main South 170).**