

VASSAR COLLEGE
INTERNSHIP GRANT FUND (IGF) APPLICATION
For Summer Internships 2009

About the Internship Grant Fund (IGF)

What is the IGF?

The Internship Grant Fund (IGF) was established with a generous gift from an alumna, and its purpose is to assist Vassar students who demonstrate a need to finance career-related summer experiences.

Who is eligible to apply?

Any current Vassar underclassman (classes of 2010, 2011, 2012) who demonstrates need and submits their complete application by the deadline. Seniors are ineligible.

How competitive is the IGF?

Last year, we received applications from 101 students; 17 students were awarded grants ranging from \$460.00 to \$2500.00.

How do I apply? When is the deadline?

Applicants should complete and deliver hard-copy application and supplemental materials to:

INTERNSHIP GRANT FUND (IGF) Selection Committee
c/o Career Development Office
Box 7, Vassar College
no later than **Friday, March 27, 2009 at 12:00 noon.**

Specific instructions for submitting applications can be found on page 2:
Application Instructions/Checklist

Can I email my application and supplemental materials?

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

How are applicants awarded?

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.

When will I find out if I have been selected to receive an award?

Applicants will be notified of their award status during the third week of April.

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Application Instructions/Checklist

Please read these instructions carefully and provide all of the requested materials. Note that your application and all supplemental application materials should be typed. Follow the suggested word count for answers to the supplemental questions.

1. Prepare 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. If you are applying to multiple prospective opportunities, please provide one (1) sample.
 - **Include your name/signature on these documents ONLY**

2. Prepare six (6) 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. If you are applying to multiple prospective opportunities, please provide one (1) sample. Please remember to remove or “white-out” identifying information on these copies.
 - **Include only your Vassar ID number on these documents – no names or signatures!**

3. Submit these seven (7) paper copies of your application package to the CDO **by Friday, March 27, 2008 at 12:00 noon (Mail to Box 7 or drop off at South Main 170).**

NOTE: We will accept email materials from JYA students only. Please email two (2) sets of documents – one set which includes your name (and typed signature), and one set which includes your Vassar ID number only.

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APPLICATION

NAME (place on original copy only) _____

CLASS YEAR _____

VASSAR ID # _____

MAJOR(S) _____

CORRELATE(S) _____

Are you a U.S. citizen? Yes / No

E-mail _____ Cell Phone _____

Box # _____

Home Address _____

Home Phone _____

Prospective Internship Information

Note: If you have applied to multiple internships, please copy and paste this section to include this information for each prospective opportunity.

Supervisor Name/Title _____

Title/Position _____

Organization Name _____

Address _____

Phone _____

Dates you will be interning _____

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Supplemental Questions

Please type your answers to the following questions. Responses should adhere to the suggested length.

1) Briefly describe the organization for which you will (or hope to) intern. (No more than 100 words)

2) Briefly describe the purpose of the project (e.g. description of job, internship). (No more than 100 words)

3) Please explain why you are requesting this financial support. (No more than 200 words)

4) Please describe your past experiences that demonstrate your interest in this career field. (No more than 250 words)

5) 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 500 words.)

6) 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 state in what capacity this person has come to know you.

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Statement of Living Expenses/Income/Funds Requested

Student ID Number _____

Please complete the following budget statement; feel free to comment on the front or back of this sheet to explain any individual item. Note that the CDO has compiled summer housing resources for NYC, DC, Boston and LA (including cost-of-living estimates); you can find these handouts at <http://careers.vassar.edu/downloadable-handouts/>

EXPENSES

AMOUNT PER WEEK

Please provide the average estimated amount you will spend per week this coming summer for your living expenses in the categories listed below.

Housing	_____
Utilities	_____
Food	_____
Automobile/Travel expenses	_____
Household expenses	_____
*Other (please specify)	_____
TOTAL WEEKLY EXPENSES	_____

Now, multiple your weekly expenses by the duration of your summer experience:

TOTAL WEEKLY EXPENSES _____ X _____ **WEEKS** =

TOTAL EXPENSES FOR SUMMER _____

INCOME

Please document any income you may receive from other sources, such as an internship stipend, part-time job, or personal savings.

Internship Stipend (if any)	_____
Other Means of Support (describe)	_____

TOTAL INCOME _____

FUNDS REQUESTED

Now, consider your expenses and income to determine the total amount of assistance you are requesting.

Total amount of assistance you are requesting _____

NOTE Please sign original copy only; write your Vassar ID number on duplicate materials.

Signature (on original)/Vassar ID (on copies) _____

Date _____