

## **THE SIDNEY AND LAURA GILBERT INTERNSHIP AWARDS FUND**

*Apply to receive a monetary award to supplement your internship expenses.*

We are pleased to announce that, through the generosity of the Sidney and Laura Gilbert Internship Awards Fund, the Starr Career Development Center will be able to provide a financial assistance to selected students who have received and accepted internship offers. The Award will supplement some costs involved related to being able to engage in the internship. The Award will support students undertaking experiential learning through an internship relevant to the student's educational or career goals.

The monetary amount of the Award will be dependent upon each applicant's financial need/costs involved in participating in the internship. The Award will be processed upon completion of the internship during the specified time-frame and upon the student fulfilling all requirements outlined below.

### **QUALIFICATIONS**

- Secure an internship related to student's educational or career goals. Internship should provide supervision and training
- Internship should require an average of 10 or more hours per week for a total of 240 hours, and completed within 26 weeks or less; the same internship can be spread, at most, across two consecutive semesters and/or the summer
- Must be a student in good standing with Baruch College
- At least undergraduate matriculated Baruch sophomore standing
- Have completed at least one year at Baruch College as a full-time student (at least 4 classes/semester)

### **APPLICATION MATERIALS (PRE-INTERNSHIP)**

1. Application Form (see below)
2. Copy of most recent unofficial transcript
3. Internship offer letter, on company letter head, outlining internship start and end dates, rate of pay per hour, number of hours interning per week, internship title, department in which intern will be participating, and internship expectations. Letter must be signed by Human Resources and/or Internship Supervisor at internship site
4. Copy of Internship description
5. Résumé
6. Additional written documentation as highlighted below, under the "Written Statements" section

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### **ADDITIONAL REQUIREMENTS (POST-INTERNSHIP)**

1. One page document to Scholarship donor describing internship experience and showing appreciation for the financial support (due at end of each semester)
2. Internship Evaluation form to be completed by Internship Supervisor
3. Respond to annual survey
4. Updated contact information

### **APPLICATION PROCESS**

Complete and return ALL application materials to Jennifer Rodgers by email to **Jennifer.Rodgers@baruch.cuny.edu**, subject of the email should be: **GILBERT 2020/2021**.

**Application Deadline for a Fall 2020 Internship is Sunday, September 27, 2020, for a Spring 2021 Internship is Sunday, February 14, 2021, for a Summer 2021 Internship is Sunday, June 20, 2021**

Applications will be accepted on a rolling basis. Selected students are required to interview. Payments will be made at conclusion of the internship, upon receipt of post-internship documentation, and as soon as administratively possible.

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**APPLICATION FORM**

Date \_\_\_\_\_

Name \_\_\_\_\_

Credits completed \_\_\_\_\_ Major \_\_\_\_\_ GPA \_\_\_\_\_

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

Telephone \_\_\_\_\_ Email \_\_\_\_\_

**Internship Site Organization/Company**

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

Address \_\_\_\_\_

Supervisor's Name & Title \_\_\_\_\_

Email \_\_\_\_\_ Telephone \_\_\_\_\_

Intern Title \_\_\_\_\_ Rate of Pay/Stipend Amount \$ \_\_\_\_\_

What will student's (your) role be and what is the specified commitment of your hours  
(days/times/weeks/months) making the total at least 240 hours:

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Selected students will be interviewed on a rolling basis.

Only those being considered for an Award will be notified by email, informing the student of an interview appointment. Within 2 weeks of your interview, you will be notified by email of your Award grant or non-selection.

### **WRITTEN STATEMENTS**

Carefully and thoughtfully complete written statements for each of the following questions and attach them to your application.

- a. Tell us about yourself (family background, challenges overcome, interests, proudest achievement). 250-400 words
- b. How does this internship relate to your goals and/or academic studies? Have you taken any courses which have prepared you for this internship? In what ways will this internship be challenging for you? What majors and/or goals you are exploring? 100-200 words
- c. Describe the anticipated expenses **associated with this** internship (e.g., travel, clothing, food, rent, etc.). The expenses are not those that you encounter every day, they are those that will be incurred as a direct result of this internship experience. Please itemize and attach an approximate numeric financial value next to each item.
- d. Is there anything additional you want the interviewer to know about you?
- e. Attach a one page resume. Please include work, volunteer experiences and any scholarships or honors you may have been awarded.