

2015/2016 SERVE Internship Grant Application

Seattle Pacific University – Center for Career and Calling

Submit the following to the Center for Career and Calling by the appropriate deadline listed to the right:

1. completed and signed application form (2 sides)
2. essay questions
3. résumé
4. unofficial transcript

Indicate the quarter you are applying for:

- ☐ Winter 2016 – deadline is 5pm Mon, Nov. 30th
- ☐ Spring 2016 – deadline is 5pm Mon, March 7th
- ☐ Summer 2016 – deadline is 5pm Tues, May 31st

Contact Pat Parsons at 206-281-2489 with questions.

Name of Student: _____ SID: _____

e-mail: _____ Phone: _____

Major: _____ Expected Graduation Date: _____

Internship or Position Title: _____

Agency/Organization: _____

Organization's Website: _____

Street address: _____

City: _____ State: _____ Zip: _____

Name/Title of Supervisor: _____

Supervisor e-mail: _____ Supervisor Phone: _____

Respond to the following in a separate document:

1. Describe the primary mission or purpose of the organization.
2. Describe the internship, including your primary responsibilities.
3. How did you obtain this internship? Describe the steps you took and your commitment to this process.
4. What sort of training will the organization provide for you?
5. What kind of feedback or evaluation will you receive from your supervisor? (The number of contact hours with a professional is an important factor when the selection committee is reviewing applications.)
6. What do you hope to learn from the internship experience? How does this relate to your sense of what God might be calling you to do?
7. What skills will you gain from the internship?
8. How will the internship impact your educational and post-graduation goals?
9. What questions do you bring to this internship about our responsibility as Christians to respond to human needs, environmental or global concerns?
10. How will this scholarship impact your ability to do this internship? Is this internship contingent on funding?

SERVE Internship Grant Criteria

- Internship is with a non-profit, 4013(C) organization or government agency and is **unpaid**.
- Student will **not** be supervised by a relative.
- Internship is off campus and **not** student teaching.
- Internship is relevant to the student's educational goals or stated vocational interests.
- Internship will be primarily devoted to quality activities designed to stimulate learning towards educational goals and vocational interests. Clerical/menial tasks will not exceed 20% of time spent.
- Internship site supervisor will provide consistent feedback and guidance. The frequency and methods of this feedback will be clarified in advance.
- Grants are awarded to original proposals and cannot be transferred to an internship at a different site or for another position.
- Applications for a second experience with the same agency or organization must show increased responsibility or significant difference in duties.
- Reflection papers are due at week five and ten. Assignments and due dates will be emailed to students receiving the grant.
- Interns must work a minimum of 10 hours per week for a minimum of 10 weeks.

Start Date	End Date	Hours per Week	Total Weeks

- The SERVE program will not reimburse for travel or mileage expenses incurred by the intern.
- Student is responsible for any applicable federal income tax.

I have read and am in compliance with the SERVE Internship Criteria as stated above.

Supervisor signature: _____ Date: _____

Student signature: _____ Date: _____