

2017/2018 SERVE Internship Grant Application

Seattle Pacific University – Center for Career and Calling

Submit your **1) completed application form, 2) résumé and 3) unofficial transcript** to the Center for Career and Calling on the second floor of the SUB by the deadlines listed below. Applicants will be notified within approximately 10 days as to whether their proposal has been funded. If you have questions or need assistance, please contact CCC at 206-281-2485.

2017/2018 SERVE Internship Grant Application Deadlines:
Winter 2018 – 5pm Monday, Nov. 27th extended to Friday, Dec. 1
Spring 2018 – 5pm Monday, March 5th
Summer 2018 – 5pm Tuesday, May 29th

Name of Student: _____ SID: _____

e-mail: _____ Phone: _____

Major: _____ Expected Graduation Date: _____

Internship Details

Internship or Position Title: _____

Agency/Organization: _____

Organization's Website: _____

Street address: _____

City: _____ State: _____ Zip: _____

Name/Title of Supervisor: _____

Supervisor e-mail: _____ Supervisor Phone: _____

Start Date	End Date	Hours per Week	Total Weeks

I approve this internship, certify that it is unpaid, and that we are a non-profit 501(c)3 organization or government agency.

Supervisor signature: _____ Date: _____

Supervisor's signature must be on completed application. Faxed or emailed signatures will only be accepted on completed applications.

- This position has been offered to me*

 I have accepted this position contingent on funding

Student signature: _____ Date: _____

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Type all questions with your answers in a Word document, print and attach to the application form along with your résumé and unofficial transcript.

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?
4. What sort of training will the organization provide for you?
5. Have you met with your intern supervisor? Describe how you will receive feedback or evaluation from your supervisor during the internship period.
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?

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CRITERIA FOR EVALUATION OF PROPOSALS

To maximize your chances for funding, carefully review the following criteria on which proposals will be evaluated and prioritized:

1. Your proposed internship should be relevant to your educational goals or stated vocational interests. At least 80% of your time should be spent in quality activities designed to stimulate learning, and no more than 20% of your time should be spent performing clerical or other similar tasks. Carefully answer all questions on application form.
2. ***Your proposed internship must be off campus, cannot be student teaching, and cannot be a practicum for professional licensure.***
3. You should receive consistent feedback and guidance from your supervisor. Be sure to include how you will be evaluated or receive feedback from your supervisor, including how often and what type of feedback will be provided. This should be clarified with your supervisor in advance. The number of contact hours with a professional is an important factor when the selection committee is reviewing your application.
4. Evidence of your personal initiative and commitment to the internship is also important. You should describe the process you went through to obtain the position.
5. Employer/supervisor must read and sign the statement of support on the application form.
6. Applications must be typed on a computer (You can download the application materials from the Career for Career and Calling website).
7. A relative may not supervise the internship.
8. Applications for a second experience with the same agency or organization must show increased responsibility or significant difference in duties.

IMPORTANT NOTE:

- Grants are awarded to original proposals and cannot be transferred to an internship at a different site or for another position.
- Reflection papers are due at mid-term and finals. Assignments and due dates will be emailed to students receiving the grant.
- Student is responsible for any applicable federal income tax.

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Employer Information on Internships

ATTENTION STUDENT: PLEASE SHARE WITH YOUR EMPLOYER

The SERVE Internship Grant is allocated by Seattle Pacific University. Each student who is selected to participate in the program will receive a **\$1000 grant** that he/she will receive in two payments, at the beginning and end of the internship experience. (The student is responsible for any applicable Federal income tax.)

GUIDELINES FOR INTERNSHIP EXPERIENCES

1. Internships must be **relevant to the educational goals and/or vocational interests** of the student.
2. Student may not work for a relative.
3. In order to qualify for the grant, the internship must be **unpaid**.
4. Students must submit a **description of responsibilities** as a part of the application process. The committee evaluating the applications will put a great deal of weight on how the student describes the proposed internship. Any written information you can provide, such as a position description, will be helpful and will enhance the student's application.
5. On the student's application, **criteria for feedback and evaluation** of the student's performance at their internship must be clearly defined. This includes information about how often and who will provide feedback.
6. The employer or supervisor must sign the application in support of the proposed internship position.
7. Interns must work a minimum of 10 hours per week for a minimum of 10 weeks.
8. The program will not provide reimbursement for travel or mileage expenses incurred by the intern