

Carnegie Mellon University

DIETRICH COLLEGE SUMMER 2017 INTERNSHIP OPPORTUNITY GRANT APPLICATION

Deadline: April 7, 2017

Student Information

Name: _____ Andrew id: _____

Email address: _____

Local address: _____

Permanent address: _____

Phone number: _____

College: _____ Department: _____

Primary Major: _____

Additional major(s) (if applicable): _____

Minor(s) (if applicable): _____

Academic Advisor (name + email address): _____

CPDC consultant: _____

Current Class (circle your current class): Freshman Sophomore Junior Senior

Anticipated graduation date: _____

Internship Information**Internship title:** _____**Compensated?** ____ Compensated ____ Uncompensated

If compensated, please describe the compensation arrangements below (e.g., salary; stipend; reimbursements; housing allowance; etc.), how the compensation is calculated (e.g., hourly, weekly, submission of receipts, etc.), and the total amount of compensation. These details must be confirmed in your internship offer letter, or in supplementary documentation from the internship sponsor. You will also be required to incorporate this compensation (a.k.a. “revenue”) information into the “projected expense/revenue” reports that are a required part of this application.

Internship entity/organization name: _____**Internship entity/organization address:** _____**Internship entity/organization web site:** _____**Internship supervisor name & title:** _____
_____**Email address:** _____ **Phone:** _____**Start date of internship:** _____ **End date:** _____**Total hours (minimum of 180 hours):** _____**Deadline date for you to respond to the internship offer:** _____

Essay

(Attach as a separate document.)

- Describe the internship entity/organization, and the roles and responsibilities that you will have as an intern.
- Explain how the internship will help you develop knowledge and skills specific to your post-baccalaureate plans and broaden your understanding of the relevant industry or professional sector. Also include a description of how this experience will positively affect your time remaining at Carnegie Mellon.

Essay limit: 500 words

In the space below your essay, state three things that you want to get out of this internship (these can be bullet points).

Financial Need

If you receive financial aid to attend Carnegie Mellon, you must submit a copy of your financial aid award document from Carnegie Mellon as part of this application.

If you feel there are additional financial factors that the internship grant committee should take into account (e.g., recent family job loss, significant loss of family income, recent significant and unexpected expense, siblings in college, inability of family to provide assistance, etc.), please describe these in the space below:

Have you applied for, or are you receiving any other financial support from Carnegie Mellon for Summer2017? If so, list and describe these below.

Special points for consideration (optional)

Please describe below any additional relevant information about yourself, or personal hardships, that you feel that our committee should take into consideration. (Limit: 250 words)

Make sure that all of the documents listed below are submitted when applying on Handshake:

- A copy of your internship offer letter (with additional documentation for any needed information not included in the offer letter)
- Resume
- Essay
- Projected expense/revenue forms
- A copy of your most recent CMU financial aid award document (if you receive financial aid)
- Statement of special points for consideration (optional)
- This application