

CMU Summer Internship Experience Fund

The Process in Five Steps

1. Secure an internship located in the U.S.
2. Meet with your career consultant and develop learning objectives
3. Submit your application, essays, expense form, internship description, and resume
4. Complete your internship
5. Submit your reflections and evaluations, and wrap up with your career consultant

Eligible Candidates and Internships

Which Students are Eligible?

- Current Carnegie Mellon students returning to campus for the Fall 2016 semester
- Students who have already received an offer for an unpaid or low paying internship in the U.S. for Summer 2016

What Internships are Eligible?

- Internship experience must be shown to support students' academic and career goals and development
- Takes place during the Summer 2016 session: May 16, 2016 - August 14, 2016
- Must be unpaid or low-paying
- Off-campus internships are acceptable. Some on-campus internships or research positions are eligible on a case to case basis. Please check with the CPDC.
- Must be a minimum of six weeks and at least 180 hours total
- Student must be supervised by a professional in the field throughout the entire internship

Student Responsibilities

If selected to be a recipient of this grant, you will be required to:

1. Meet with your CPDC career consultant to develop internship learning objectives and goals.
2. Have at least three formal meetings during the summer with your work supervisor (on boarding, mid-summer evaluation, final evaluation).
3. Complete a survey from the CPDC about your internship, this includes writing a brief summary of the benefits of the experience.
4. Schedule an appointment with your consultant at the beginning of the fall semester to discuss your experience and learn how to update your resume.

Where Can I Find an Internship?

Students are expected to find their own internships for this grant. The CPDC has many resources available to students on the website, at workshops and job fairs, and listed on TartanTrak. Use the links on the right-hand side of this page to find more resources to help you in your internship search.

We also encourage you to meet with your career consultant to assist you in this process. In addition, check with your academic advisor and network with family and friends to find opportunities.

[Internships for Freshmen and Sophomores \[Excel\]](#)

Internships that Students Secured in Summer 2015

[All Colleges - Grey box on right-hand side](#)

[Freshmen \[Excel\]](#)

[Sophomores \[Excel\]](#)

How to Apply

To apply for the Summer 2016 Internship Experience Grant, you **must** already have an internship offer for Summer 2016. All students must also make an appointment with their career consultant through TartanTrak to review the application process and confirm their eligibility prior to applying.

After meeting with your consultant, email the required documents listed below to career@andrew.cmu.edu:

- [Completed application \[Word\]](#)
- Resume
- Essay - Should be no more than two pages double-spaced, or 500 words (prompt below)
- [Anticipated Summer Expense Report \[Excel\]](#)
- Your offer letter
- Your supervisor's name and contact information

ESSAY PROMPT:

This essay should provide more information to the review committee about how your internship impacts and connects to your future plans

- Describe the organization, and the roles and responsibilities you will have as an intern
- Specifically explain your learning objectives for the summer, focusing on:
 - How the internship will help you develop knowledge and skills specific to your post graduate plans
 - How this experience will positively affect your experience at Carnegie Mellon
 - How this will broaden your understanding of that industry or role
- Provide details about your financial needs for this internship. Include the following information:

- What, if any, funding is provided by the organization? How much? Is housing provided, or will you stay at home?
- What is the level of your financial need?
- Have you applied for and/or received any other Carnegie Mellon internship grants for the summer of 2016?

Timeline

TBA

Frequently Asked Questions

When is the application due?

Applications are due on Friday, April 1, 2016 by 5 PM Eastern time.

What is the difference between an internship and a job?

An internship is any carefully monitored work or experience in which a student has intentional learning goals and reflects actively on what she or he is learning throughout the experience. Internships vary widely from organization to organization. Some common characteristics of an internship include:

- Is a time-limited experience that usually lasts about three months and occurs during the fall, spring or summer semesters
- Is generally a one-time experience
- Must be at least 180 hours
- May be paid or unpaid
- May be part of a learning plan that the intern and career consultant develop together
- Is different from a short-term job or volunteer work and has an intentional “learning agenda” in a structured work environment
- Includes learning objectives, observation, reflection, evaluation and assessment
- Has an existing employee working in the department/position to mentor and supervise the intern
- Promotes academic, career and/or personal development