

Q1.

Thank you for your interest in the Pittsburgh Summer Internship Program (PSIP). Below you will find information about the program's process and timeline. Any questions can be directed to psip@cmu.edu.

Eligibility

- The program is open to any undergraduate student with a primary major in Dietrich College as well as BHA students.
- Students from any class level are eligible to apply, but priority is given to students who have not yet had a meaningful internship experience.
- Applicants must be able to commit to working 175-200 hours and spending 10-13 weeks in Pittsburgh during the summer.
- Past program participants are not eligible to apply. Past participants include those who completed an internship through the program or declined an internship offer. Students who were not accepted or were accepted but did not receive offers are still eligible to apply.

Application Guidelines

- To be considered, please submit the following application by **Monday, February 7, 2022**. Your application will include the following:
 - **Current Resume** For assistance in preparing your resume, visit the [CPDC website](#) or schedule a meeting with the Dietrich College Career Consultant Kristin Staunton (kstaunton@cmu.edu).
 - **Short Response Question** Please describe in a 500-word essay why you want to participate in the Pittsburgh Summer Internship Program. Please make sure your response addresses the following:
 - How will a summer internship with a startup, small business, or non-profit help you advance your academic, career and personal goals?
 - Why would you like to spend the summer working with an organization in Pittsburgh?
 - What are three specific goals you want to achieve as a result of participating in this program?
 - **Letter of Recommendation** This letter should be from a person that can speak to your work in an academic, professional or volunteer setting – DO NOT ask friends or family! The recommendation must be submitted using our [online form found here](#) by **Monday, February 7, 2022**. Your application will not be complete without this recommendation.
- You will be notified of your eligibility to continue to the next stage of the application process on Friday, February 18.
- If accepted into the next stage of the process, you will be required to attend an information session hosted by the PSIP Committee on February 22 or 23. Once you have attended this session and officially accepted your invitation to continue in the process, you will be permitted to start applying to the specific internships hosted through PSIP.
 - Note: Being accepted into the next stage of the process does not guarantee an interview or internship offer with participating organizations.

PSIP Internship Guidelines

- Complete 175-200 hours of work at the host site between May 16 and August 12; interns and their supervisor will come to an agreement on the actual work schedule.

- All internships must take place in Pittsburgh at the internship site.
- Students interested in completing a summer course, job or additional internship while participating must discuss this option with their supervisor during the interview process and must insure that the timing does not overlap with expected internship hours.
- Students are responsible for finding their own housing over the summer but will receive a \$3,000 stipend to help cover expenses (\$1,500 administered at the start of the internship and \$1,500 administered at the mid-point).
- Participants will be expected to complete the following additional requirements over the summer:
 - Program orientation workshop
 - Attendance at two or more PSIP professional development workshops
 - Submission of two reflective journal responses
 - Program closing workshop

Q2. If selected for a position through the program, you will be expected to abide by the following expectations:

- Complete 175-200 hours of work at the host site
 - Participate in the program's orientation and closing sessions
 - Attend at least two PSIP professional development sessions offered during the summer
 - Engage in ongoing critical reflection, including submission of two journal responses
 - Complete a self-evaluation prior to the start of the program, and upon completion
 - Adhere to all expectations, standards and criteria set by the organization
 - Work with your supervisor to establish goals that relate to your professional aspirations
 - Maintain open lines of communication with your supervisor and PSIP staff
 - Seek out and initiate opportunities to contribute to the success of the organization
 - Demonstrate an openness to critiques and a willingness to utilize constructive feedback
 - Positively represent Dietrich College and Carnegie Mellon University by maintaining high levels of professionalism
 - Share highlights from your internship experience at college events during the year
- I have reviewed the intern expectations above and confirm that I will make every effort to fulfill these expectations.

Q3. Student Information:

First Given Name:

Preferred First Name:

Last Family Name:

Pronouns:

Andrew ID:

CMU Email Address:

Current Class Year (ex. sophomore, junior, etc):

Expected Graduation Date
(month/year):

Cumulative QPA:

Current Primary Academic
Advisor:

Q14. Have you officially declared your major?

- Yes
- No

Q15. What is your primary major?

Q16. Please specify any additional majors:

Q17. What majors are you considering?

This question was not displayed to the respondent.

Q8. Are you an international student?

- Yes
- No

Q9.

Please Note: As an international student, you will be required to use CPT or OPT to participate in PSIP. Please contact [OIE](#) to explore if you are eligible for CPT/OPT and contact your advisor to see if CPT is an option in your academic department.

Q10. Have you previously applied for the Pittsburgh Summer Internship Program?

- Yes
- No

Q11. How did you hear about the Pittsburgh Summer Internship Program? (check all that apply)

Dietrich College Monday Mailer

Academic Advisor

Previous Participant

CPDC Career Consultant

PSIP Program Manager

Tartan Scholars Program

Email

Website

Social Media

Other (please specify)

Q12. Please upload a current copy of your resume:

For assistance in preparing your resume, visit the [CPDC website](#) or schedule a meeting with the Dietrich College Career Consultant Kristin Staunton (kstaunton@cmu.edu).

Q13. Short Response Question:

Please describe in a 500-word essay why you want to participate in the Pittsburgh Summer Internship Program. Please make sure your response addresses the following:

- How will a summer internship with a startup, small business, or non-profit help you advance your academic, career and personal goals?
- Why would you like to spend the summer working with an organization in Pittsburgh?
- What are three specific outcomes you want to achieve as a result of participating in this program?

Q14. Letter of Recommendation:

You must have someone submit a letter of recommendation on your behalf. This letter should be from a person that can speak to your work in an academic, professional or volunteer setting – DO NOT ask friends or family!

Please provide your recommender with the following

link: http://cmu.ca1.qualtrics.com/jfe/form/SV_ex36kHwOAP7mL3v

- I understand that I am responsible for sending the above link to my recommender and that they must submit the form no later than February 7, 2022 in order for my application to be considered.

Q15. Name of Recommender:

Q18. Demographic Information

The questions below are optional and will in no way impact your application status. We are collecting this information in order to better understand the various identities of students applying to the program. It is also helpful when applying for grants and other sources of funding in order to continue the program. All results will be reviewed in aggregate form and responses will not be tied to specific applicants, nor will any information shared be used in making decisions about acceptance.

Q17. Are you a financial aid recipient?

- Yes
- No
- Prefer not to answer

Q19. Are you a first generation college student? (First in your family to go to college or your parents received an Associate's Degree, attended a 4-year college/university, but did not graduate).

- Yes
- No
- Prefer not to answer

Q20. How do you define your racial identity?

Note: we realize that this list does not begin to represent the many ways people identify, so please feel free to write-in your identity in the space provided if you would like to specify.

- American Indian or Alaska Native
- Asian
- Black or African American
- Native Hawaiian or Other Pacific Islander

White

Another Race:

Prefer not to answer

Q21. Are you of Hispanic, Latino/Latinx or Spanish Origin?

Yes

No

Prefer not to answer

Q22. How would you describe your gender identity?

Q23. Are there any other identities you wish to share?

Q16. You have now completed all components of the Pittsburgh Summer Internship Program Student Application. To officially submit your materials for consideration, click on the red arrow below.

