Pittsburgh Summer Internship Program
Application Instructions

Below you will find information about the application process for the Pittsburgh Summer Internship Program. 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 preference 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 8-10 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 Friday, February 12, 2021. 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 Consultants Joe Battelline (jbattell@andrew.cmu.edu) or 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 outcomes you want to achieve as a result of participating in this program?
  - **Letter of Recommendation** This form should be completed by someone who can speak to your quality of work, dependability and competence in an academic, professional or volunteer setting – DO NOT ask friends or family! They must submit the recommendation using our online form found here by February 12, 2021. Your application will not be complete without this recommendation.
What Happens Next?

- You will be notified of your eligibility to continue to the next stage of the application process on Friday, February 26.
- If accepted into the next stage of the process, you will be required to attend an information session hosted by the PSIP Committee on March 2 or 3, 2021. 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; interns and their supervisor will come to an agreement on the schedule.
- All internships must take place in Pittsburgh at the internship site; 20% of the internship can occur offsite/remote.
  - Note: We recognize that it is still too early to determine if in-person internships will be possible during summer 2021 due to COVID and are preparing to be flexible with remote work as needed. Participants should also be prepared to accommodate a remote work experience if necessary.
- Students interested in completing a summer course or additional internship while working must discuss this option with their supervisor during the interview process.
- 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).