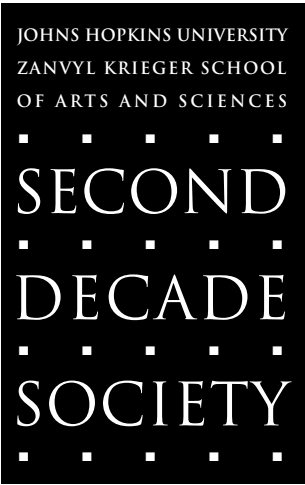


PROPOSAL DETAILS:

Your proposal should outline the following:

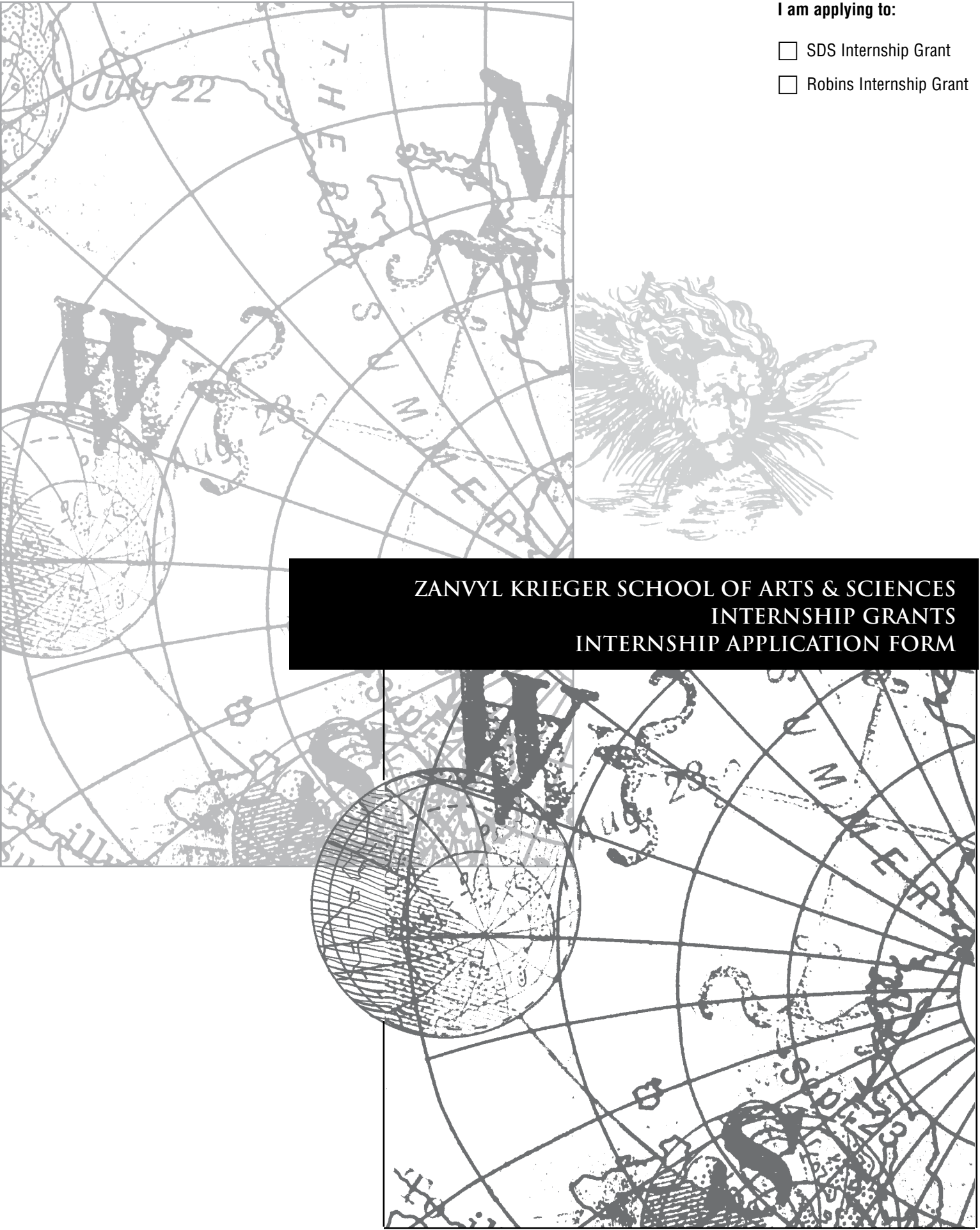
- The specific internship you will participate in including duties or projects assigned to you, skills you hope to learn and use, and how the information relates to your current or previous academic work
- How the internship would advance your academic and career objectives: include a brief description of your future career goals, and how your internship will assist you in attaining those goals. (i.e., The internship will continue to develop my research skills which I will use in my application to Ph.D. programs in Physics. With a Ph.D. in Physics, I plan to...)
- A proposed budget for how living and travel expenses will be spent. Include: housing expenses, travel (including public transportation), food expenses, medical expenses, insurance, summer spending, and other miscellaneous expenses you may incur

Successful proposals have addressed the above areas creatively. They have also illustrated the student’s ability to focus on areas of interest while showcasing knowledge of how the internship will continue to add to his/her overall academic and career success. For more information and sample proposals, please visit the Career Center web site at [www.jhu.edu/~career/internships/alumni.html](http://www.jhu.edu/~career/internships/alumni.html)



**Do NOT STAPLE THE PROPOSAL OR PUT IN A REPORT BINDER!**  
**PAPER CLIP THE PROPOSAL AND APPLICATION WHEN TURNING IT IN!**

QUESTIONS? CONTACT THE CAREER CENTER 410-516-8056 OR [CAREER@JHU.EDU](mailto:career@jhu.edu).



**I am applying to:**

☐ SDS Internship Grant

☐ Robins Internship Grant

**ZANVYL KRIEGER SCHOOL OF ARTS & SCIENCES**  
**INTERNSHIP GRANTS**  
**INTERNSHIP APPLICATION FORM**



JOHNS HOPKINS UNIVERSITY  
■ ZANVYL KRIEGER SCHOOL OF ARTS & SCIENCES ■  
INTERNSHIP GRANTS

INTERNSHIP APPLICATION FORM

INSTRUCTIONS

This application form along with all of the following materials must be submitted to the Career Center, Garland Hall, 3rd Floor, by 3:00 p.m. on Thursday, **February 15, 2007**:

- Resume
- Letters of Reference (at least two; academic or work)
- Transcript
- *Applicants for the SDS Internship Grant who receive Hopkins grant aid should include a copy of their financial aid award letter for the current academic year*
- One to two page proposal (see back for proposal details)
- Contact information of your potential sponsor (name, organization, address, phone, fax, e-mail)
- Students can only apply for up to **three** internships

APPLICANT INFORMATION

I am applying to:

- ☐ The Robins Internship Grant
- ☐ The Second Decade Society Internship Grant

My internship will last:

- ☐ 10 Weeks
- ☐ 11 Weeks
- ☐ 12 Weeks

Name: \_\_\_\_\_ Class Year: \_\_\_\_\_ Major(s): \_\_\_\_\_

Date Of Birth: \_\_\_\_\_

Local Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

Permanent Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Country: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

Sponsoring Organization: \_\_\_\_\_

City, Country \_\_\_\_\_

Have you been accepted into this internship? \_\_\_\_ Yes \_\_\_\_ No

SDS INTERNSHIP APPLICANTS ONLY

The SDS Internship Grant is available for internships that are unpaid or sponsored by a non-profit organization. Award recipients will be granted the following:

- With grant aid: \$2,000 applied toward “summer savings” in the financial aid package and up to \$3,000 (pro-rated at \$250 per week) toward summer living expenses
- Without grant aid: Up to \$3,000 (pro-rated at \$250 per week) toward summer living expenses
- If you are receiving Hopkins grant aid, please enclose a copy of your financial aid award letter for the current academic year
- Special preference will be given to those who have grant aid, although the amount of the aid will not be a factor

REQUIREMENTS

If selected for an Internship Grant, you will be required to submit the following:

1. An Internship release form (stating that you understand and agree to abide by all terms of the internship program)
  2. Summer contact information
  3. A letter or statement from your internship supervisor verifying that you are participating in an internship with that organization
- If selected as a **Robins Internship Grant** recipient, I understand that it is my responsibility to secure the internship that I have proposed, make appropriate travel and visa arrangements, and carry out the internship to the best of my ability. In addition, I agree to:
    - a. Submit a cover letter and report on my internship experience to the Career Center for Mr. Robins’ information
    - b. Attend a reception/lunch honoring Mr. Robins during the following academic year
      1. Alumni Spring Meeting (usually corresponds with Homecoming/Reunion weekend)
      2. Alumni Leadership Weekend (Fall Meeting — usually held in mid-October)
    - c. Assist in marketing the program to other Hopkins students
  - If selected as an **SDS Internship Grant** recipient, I understand that it is my responsibility to secure the internship that I have proposed, make appropriate travel and visa arrangements, and carry out the internship to the best of my ability. In addition, I agree to:
    - a. Submit a cover letter and report on my internship experience to the Career Center
    - b. Attend a reception to meet SDS members on one of the following weekends:
      1. Alumni Spring Meeting (usually corresponds with Homecoming/Reunion weekend)
      2. Alumni Leadership Weekend (Fall Meeting — usually held in mid-October)
    - c. Assist in marketing the program to other Hopkins students

\_\_\_\_\_  
*Applicant Signature*

\_\_\_\_\_  
*Date*