



# JOHNS HOPKINS UNIVERSITY ZANVYL KRIEGER SCHOOL OF ARTS AND SCIENCES INTERNSHIP GRANTS

## SDS Internship Application Form

### Instruction:

This application form along with all of the following materials must be submitted to the Career Center, Garland Hall, 3rd Floor, by 12 Noon on Wednesday, February 29, 2012:

- ☐ One proposal (1-2 pages See page 4 for proposal details)
- ☐ Proposed Budget (See page 4)
- ☐ Contact information of your potential sponsor or sponsors  
(Name, organization, address, phone, fax, e-mail)
- ☐ Resume
- ☐ Two or more Professional Letters of Reference  
(1 must be from a Hopkins faculty member/instructor)
- ☐ Transcript (Official or unofficial)
- ☐ Students may apply for up to three internships
- ☐ SDS Internship Applicants on Hopkins Grant Aid Only:  
Copy of 2011-12 financial aid award letter.

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

## Applicant Information:

My internship will last: ☐ 8 Weeks ☐ 9 Weeks ☐ 10 Weeks ☐ 11 Weeks ☐ 12 Weeks

Name: \_\_\_\_\_

Class Year: ☐ Freshman ☐ Sophomore ☐ Junior

Major(s): \_\_\_\_\_

Financial Aid: (If you answer yes to either question, you must include a copy of your 2010-11 financial aid award letter.)

Do you receive need-based aid from the university? ☐ Yes ☐ No

Do you receive Hopkins Grant Aid from the university? ☐ Yes ☐ No

Current Address: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

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

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

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

## Internship Information:

The SDS Internship Grant is available for internships that are unpaid or sponsored by a non-profit organization.

If you are applying for more than one internship, please list your internships according to preference with 1 being your top choice, 2 your second, and 3 your third.

**Internship 1:** Sponsoring Organization: \_\_\_\_\_

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

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

Site Sponsor/Contact's Name: \_\_\_\_\_

Site Sponsor/Contact's Email: \_\_\_\_\_

Site Sponsor/Contact's Phone #: \_\_\_\_\_

Have you been accepted into this internship? \_\_\_\_Yes \_\_\_\_No

**Internship 2:** Sponsoring Organization: \_\_\_\_\_

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

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

Site Sponsor/Contact's Name: \_\_\_\_\_

Site Sponsor/Contact's Email: \_\_\_\_\_

Site Sponsor/Contact's Phone #: \_\_\_\_\_

Have you been accepted into this internship? \_\_\_\_Yes \_\_\_\_No

**Internship 3: Sponsoring Organization:** \_\_\_\_\_

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

City, State, Country: \_\_\_\_\_

Site Sponsor/Contact's Name: \_\_\_\_\_

Site Sponsor/Contact's Email: \_\_\_\_\_

Site Sponsor/Contact's Phone #: \_\_\_\_\_

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

## **SDS Internship Applicants:**

### **Award recipients will be granted the following:**

Without grant aid: Up to \$3,000 (pro-rated at \$250 per week) toward summer living expenses.

With grant aid: up to \$3,000 (pro-rated at \$250 per week) toward summer living expenses and \$2,000 applied toward "summer savings" in the financial aid package (Please Note: The student must also apply for grant aid for the following Academic Year in order to receive the "Summer Savings" award.) 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 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 personal report and supervisor evaluation of my internship experience to the Career Center.
- b. Assist the Career Center in marketing the program to other Hopkins students.
- c. Attend a reception to meet SDS members on one of the following weekends:
  1. Alumni Spring Meeting (usually falls on Homecoming/Reunion weekend)
  2. Alumni Leadership Weekend (Fall Meeting: usually held in mid-October)

---

Applicant Signature

Date

## Proposal Details:

Regardless of the number of internships for which you are applying, submit one all inclusive proposal outlining 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 to view sample proposals, please visit the Career Center web site at: <http://www.jhu.edu/careers/students/ApplyforOpportunities/alumnisponsored.html>

## JOHNS HOPKINS UNIVERSITY ZANVYL KRIEGER SCHOOL OF ARTS AND SCIENCES



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