

2010 BPIP Internship Fund Application

Purpose:

Since the Spring 2004, the Bucknell Public Interest Program, through support from generous alumni, parents and friends of Bucknell University, has offered the BPIP Internship Fund to students who might not otherwise be able to participate in an unpaid internship opportunity to gain valuable experience in the non-profit/public interest sector. The Fund provides financial support for selected undergraduate students who have secured a full-time, summer internship position with a non-profit organization when no compensation is provided (unpaid).

Award:

Award amounts are set at \$2,500. Awards are considered taxable scholarships and must be declared by the recipients when filing their tax returns.

Eligibility:

Current first-year, sophomores and juniors, must be enrolled at Bucknell for Fall 2010.

Program Guidelines:

- All internships must be a minimum of 8 weeks of full-time (30-40 hrs/wk) work during the summer break. The ideal length is 10-12 weeks (full-time, 30-40 hrs/wk). Students who secure two part-time internships must work 15-20 hours per week at each location. This will allow students to gain the most experience from their summer opportunity.
- Organization must be a non-profit organization or non-partisan elected official's office (i.e., District attorney's office)
- BPIP Internship Fund selection committee will not consider internships with organizations that promote one particular religion or political affiliation.
- This application process requires that you secure a commitment from an organization willing to sponsor you as an intern **prior** to knowing whether or not you will be funded. Please speak with the appropriate person at the organization of interest and explain the Internship Fund program and timeline. Awards will be announced the week of April 26, 2010.
- **Fundraising** - The BPIP Internship Fund Selection Committee sees the benefit of supporting students who are interested in working with non-profit organizations in their fundraising efforts if the students' responsibilities would be educational and give students experience in grant writing. The committee DOES NOT support interns who will be conducting door-to-door solicitations.
- **Political Experience** - The BPIP Internship Fund Selection Committee will consider applications for internships that are strategic and educational. The committee will NOT support political fundraising or door-to-door campaigning.
- **Past Internship Fund recipients** may reapply, however it is important to note that the BPIP Internship Fund Selection Committee looks at the entire applicant pool and will not compare the applicant pool to past years. Each applicant will be on a level playing field and there are no guarantees for past recipients or students who secure internships at organizations where past internship fund recipients interned.

Selection Process:

A committee, which consists of faculty and alumni, will carefully review all completed applications and invite applicants to interview based on the criteria stated in this document and in the BPIP Internship Fund Information Session PowerPoint presentation. Awards will be made based on the applications and interviews that best meet the goals of the program. The quality of your application and your ability to fully explain your internship are very important. Please **PROOFREAD!**

Application Requirements:

The application consists of:

- Application (available in electronic format on the CDC's public space, BPIP Internship Fund file; or by e-mailing Marilyn Shull at mshull@bucknell.edu);
- Resume (it is suggested that you have your resume reviewed by the CDC before submitting your application);

- Personal statement (no more than one page; your name and the name of the organization must be listed at the top of this document) describing the organization, your internship responsibilities and how this internship fits in with your personal career goals;
- Organization Form Letter (and printed on the organization's letterhead) outlining your preliminary internship responsibilities, the learning opportunities available to you through the internship, the organization's assurance that you have secured the internship, and details pertaining to your start/end dates as well as the number of hours per week. This can be found at the end of the Application.

The application form, resume and personal statement must be submitted via the BRIDGE (<http://bucknell.erecruiting.com/er/security/login.jsp>) no later than **11:59 pm, Monday, March 22, 2010.**

The Organization Form Letter must be submitted to the Career Development Center no later than **Noon, Thursday, March 25, 2010.**

Mailing address:

BPIP Internship Fund Application,
 c/o Marilyn Shull
 Career Development Center
 Bucknell University
 Lewisburg, PA 17837
 FAX 570-577-3028
 Email: bpip@bucknell.edu (subject: BPIP Internship Fund Letter).

Applications will not be accepted after the March 22nd deadline. Students are encouraged to double check the BRIDGE (Application tab) to see that their application has been submitted correctly or contact Marilyn Shull directly.

Guidelines for students:

1. It is recommended that students meet with a Career Counselor at the Career Development Center (CDC) if they have questions about the internship search process. (Counselors are available by appointment or during Quick Questions, Monday-Friday, 1:30-3:30 pm.)
2. Students are encouraged to have their resume and personal statements reviewed prior to submitting them on the BRIDGE; they can do this by stopping by the CDC to meet with a CDC Peer Specialist (M-F, 10:00 am – 4:00 pm) or a Career Counselor (by appointment or during Quick Questions, M-F, 1:30-3:30 pm).
3. When you secure a phone/in-person interview with an organization, be sure to discuss the following:
 - a. BPIP Internship Fund guidelines, in particular the required number of hours and weeks
 - b. Specific substantive projects and responsibilities
 - c. Starting and ending date of internship
 - d. Name and contact information of your supervisor
4. Once you have secured your internship, ask the sponsoring organization to complete the Organization's Form Letter, indicating your preliminary internship responsibilities, the learning opportunities available to you through the internship, the organization's assurance that you have secured the internship, and details pertaining to your start/end dates as well as the number of hours per week.
5. This is a competitive selection process. It is in your best interest to apply to other internship opportunities and/or summer jobs in addition to the BPIP Internship Fund.
6. Students studying abroad during the Spring semester are still eligible to apply to the BPIP Internship Fund, and must submit their application and required documentation by the set deadlines. Abroad applicants will be contacted by Marilyn Shull shortly after the application deadline. In lieu of an on-campus interview, abroad applicants will receive interview questions via e-mail. Answers to the questions must be submitted back to Marilyn Shull (mshull@bucknell.edu) no later than **8:00 am (EST), Wednesday, April 7, 2010.**

**** The BPIP Internship Fund committee reserves the right to refuse any internship based on consensus of the committee****

Recipients of a 2010 BPIP Internship Fund must:

- Send a thank you letter to the donor(s) of the Internship Fund by May 1, 2010 (donor contact information will be provided)
- Attend the annual BPIP Internship Fund breakfast (held during 2010 Homecoming)
- Communicate regularly and in a timely manner with assigned BPIP alumni mentor (mentor contact information will be provided)
- Inform BPIP immediately of any changes with internship opportunity
- Complete BPIP Internship Fund surveys and evaluations, in a timely manner.
- Assist with getting the word out about the BPIP Internship Fund to the campus community during the 2010-2011 academic year

Optional task for recipients of a 2010 BPIP Internship Fund:

- With permission from your internship supervisor, take pictures of your summer internship experience (recommend you use a high resolution setting on your digital camera)
- Submit digital files to Marilyn Shull by Sept 1, along with quotes about your experience
- BPIP will make a poster highlighting your experience
- Recipient will receive a full size color copy of poster

TIMELINE

Monday, March 22, 2010, 11:59 pm

Applications are due via the BRIDGE

Thursday, March 25, 2010, Noon

Last date host organization forms will be accepted

Wednesday, March 31, 2010

Students studying abroad will be notified if moving on to next step in application process.

Friday, April 2, 2010

Students on-campus will be notified if moving on to next step in application process.

Wednesday, April 7, by 8:00 a.m.

Students studying abroad must submit answers to the interview questions to Marilyn Shull, mshull@bucknell.edu

Sunday, April 11 and Monday, April 12, 2010

On Campus Interviews with selection committee

Week of April 26, 2010

Announcements to all applicants.

Any questions, please contact:

Marilyn Shull

Assistant Director, Alumni Relations & Career Services

BPIP Program Director

Bucknell University, Career Development Center

112 Botany Building, Lewisburg, PA 17837

Phone: 570-577-1238 Fax: 570-577-3028

e-mail: mshull@bucknell.edu

2010 BPIP Internship Fund Application

Student Information

Last Name		First Name	
E-Mail Address			
Phone Number		Alternate Phone Number	
Campus Address			
Home Address			
Class Year		Major(s)	
Are you currently studying abroad (Spring 2010)?		Minor(s)	

Briefly describe your interest in the non-profits/public interest and how you will benefit from this summer internship. (limited to 200 words or less)

ORGANIZATION INFORMATION

Organization Name			
Supervisor		Supervisor's Title	
E-mail		Phone number	
Address			
Web site address			

INTERNSHIP INFORMATION

Position Title		Department	
Beginning Date		Ending	

		Date	
Hours Per Week		Est. Total Hours	
Number of Weeks	-----		
POSITION DESCRIPTION			
Describe the nature of your position including your role and responsibilities.			
EDUCATIONAL OBJECTIVES			
How will this internship enhance the skills you've developed through your Bucknell education, develop knowledge specific to a career or setting, provide an opportunity for career exploration, understanding career pathways, and acquiring work-place skills such as communication, coping with ambiguity, teamwork, time management, interpersonal skills, and goal settings?			
LEARNING ACTIVITIES			
What are some of your educational objectives and how will you accomplish these?			
SELF EVALUATION			
How will you evaluate the learning experience? What do you expect to get out of this opportunity? How will you know it was a successful experience?			
WORK SUPERVISOR EVALUATION			
How will you be evaluated by your supervisor? (Monthly, Biweekly, Other) By what method?			

**** If you secure 2, part-time internships, copy and paste the form above so you have space for the 2nd internship.****

***** Only save and upload the BPIP Internship Fund Application, not the first 3 pages of instructions*****

Organization Letter
(must be printed/copied on organization's letterhead)

Intern's Name:

Start Date:

End Date:

Number of Hours/Week:

Number of week:

Is this internship considered full-time?

Please briefly explain the intern's responsibilities:

What learning opportunities are available to this intern through this experience?

How and when will this intern be evaluated?

Organization's Contact

Name:

Phone number:

Mailing address:

E-mail:

Are you the organization's contact? ____ YES ____ NO

If not, please print your name.