

McGill Lawrence Internship Award 2010 Request for Proposals

McGill Lawrence Internship Award Description The McGill Lawrence Internship Award offers Reed students the opportunity to complement their academic studies with a summer internship in the public or non-profit sectors. This fund was originally made available by a donation to help cultivate an environment of understanding and respect for multi-cultural issues at Reed. The endowment for this grant has increased during the past years with generous college and Reed student body contributions. At least 50% of the funds awarded go to proposals that bring students in contact with ethnically and culturally diverse issues and populations. Award amounts for all 2010 recipients will be \$3750 for a minimum of 8 weeks of full time engagement.

Proposals will be judged by their relevance to your field of study or professional goals, quality of design, the ability of the sponsoring organization to support your learning, and letters of recommendation from faculty. Please follow the guidelines carefully. **For your reference, applications from previous years are available in at SEEDS in 28 West or Career Services in Greywood.** While photocopying or taking these applications out of the office is not permitted, you are welcome to view them in our office. All applicants are **strongly encouraged** to meet with Career Services or SEEDS staff while in the planning stages of your proposal.

Submission deadline: Monday, March 1, 2010

A complete submission packet includes:

- **A completed on-line application** submitted no later than 12 PM (noon) on Monday, March 1, 2010.
(On-line submission will open by Dec 1, 2009 at http://web.reed.edu/career/gain_experience/mcgill_lawrence.html)
- **One** hard copy of your application with a check sheet delivered to Greywood no later than 12 PM (noon) on Monday, March 1, 2010.

A complete application includes the following six components:

1. A **cover letter** that introduces your proposed internship (project) and the benefits that you, the community you are serving, and possibly Reed will experience as a result of your work.
2. A 1-3 page project description **with the first paragraph summarizing your project including your anticipated outcomes -- this paragraph will serve as the abstract for describing your project in project-related announcements.** Provide details about the internship experience you are planning including the following:
 - The desired educational outcomes of the experience and how it applies to your short or long-term career.
 - How you plan to structure your experience to maximize learning.
 - The extent to which your project contributes to the community you are serving.
 - Information about the nature of the organization or business for which you will be working. Elaborate on your responsibilities.
 - Name(s), telephone number(s), and e-mail addresses (if they have e-mail) of your contact(s).
 - How you have been preparing for your internship project.
 - The date by which you expect to have a firm commitment from your internship site to host you for the summer.

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3. A **resume** summarizing your work and volunteer experiences.
4. A **detailed budget** of your expenses. This should include direct costs for living: travel, lodging, food, etc. List other funding sources that you will be using, including any pay you may receive from your internship sponsor. (This will not affect the amount of your award) Please explain how you will cover any expenses that exceed the award amount.
5. **One confidential letter of support** from your faculty adviser, thesis adviser, or other faculty member who can speak to your qualifications. Encourage your advisor to upload the letter to the Moodle course. Your advisor may also give you the letter to deliver with your packet, or deliver it directly to career services via e-mail or in person. If it is provided to you in a sealed envelope, please do not open a sealed envelope. Please ask career services for a handout on requesting letters of recommendation if you would like additional support.
6. **Prior to receiving funding, a letter of acknowledgement by the organization agreeing to provide the proposed internship is required.**
7. **Important:** Recipients of the award will be asked to share their learning with the Reed community in the fall of 2010. This will include an oral presentation. Recipients will also be asked to participate in next year's applicant review process. If you do not plan to return to campus for fall of 2010, explain in your application how you will fulfill these obligations.

A review committee of students, staff, and faculty will evaluate the applications.
Applicants will be contacted regarding the funding decisions that were made of these awards by
Monday, March 29th, 2010.

Contact Career Services (x7550) or SEEDS (x7563) for more information.

**Check Sheet for McGill Lawrence Applications Submission
deadline: Monday, March 1, 2010 by noon.**

- A **cover letter** that introduces your proposed internship (project).
- A **1-3 page project description** that provides details about the internship experience you are planning.
- A **resume** summarizing your work and volunteer experiences.
- A **detailed budget** of your expenses.
- One confidential letter of support.**

Name: _____

Reed e-mail address: _____

Summer e-mail address (if different from Reed address): _____

Reed mailstop number: _____ Date: _____