

RISD Career Center

Undergraduate Internship Discovery Grant

Summer 2024

APPLICATION DEADLINE

Application Deadline: Tuesday, April 2, 2024, 12:00 PM NOON ET

Application opens: By end of January

Awards are announced: Mid-April

Internship to take place: Between June and August 2024

Please make careful note of the deadline date, time, and time zone. In order to be fair to all RISD applicants who submitted on time, we do not accept incomplete or late applications. It is important to not submit applications at the last minute. If you submit early and reach out to us because you have a technical issue, uploaded the wrong document, realized you made a mistake, or get stuck in any way, we can likely help you. We want you to successfully submit! It is good practice to submit 2-3 days before an application deadline. Be sure to not only start the application before the deadline but complete it. If you do not hit the submit button before the deadline time, your application will not go through and will not be accepted.

DESCRIPTION

What do you want to discover? RISD provides \$3,000 grants to undergraduate students who have secured unique summer internships that allow them to explore a specific topic or area of interest. This may be an opportunity to dive deeper into your current studies or have an experience that takes you out of your comfort zone as you expand your skills and knowledge. Your internship may expose you to innovative art and design practices beyond your studio work or lead to future impacts within your discipline. Experiences that move beyond standard internship offerings and demonstrate research and self-initiation are encouraged.

The Undergraduate Internship Discovery Grant supports students in internships that are unpaid, low-paid, or present financial challenges. Experiences may be with companies, organizations, artist studios, and galleries among others. Internships in which students actively seek and develop the experience based on their skills and interests, rather than a "standard" internship that already exists in the organization's structure are preferred. Financial need is a factor in the selection process.

Of note:

- **ARTWORKS REGISTRATION:** Internships may be taken for credit but Sophomores and Juniors must receive department approval. All recipients – First Year, Sophomores, and Juniors – must register their internship in Artworks by June and submit a final evaluation in Artworks by August.
- **HEALTH INSURANCE:** U.S. citizens and international students traveling outside of the U.S. will have health insurance coverage provided by RISD unless the experience is in their home country.
- **TAX IMPLICATIONS:** For tax purposes, this award is considered a fellowship, and is considered taxable income by the IRS.
 - *ALL Students: RISD adheres to the U.S. government tax law for all grants and fellowships offered by RISD.
 - *International Students: Please note that a portion for your award may be withheld and your award amount may be decreased based on IRS requirements.
 - This link provides details from RISD: https://cdn.risd.systems/webhook-uploads/1646941471182_FINAL-Tax-guidance-for-fellowships_220308sbcv4.0---Letterhead.pdf
 - This link provides details from the IRS: <https://www.irs.gov/taxtopics/tc421>

ELIGIBILITY

Applicants:

- Applicants must be currently enrolled First Year, Sophomore, or Junior status students. Brown/RISD Dual Degree and Architecture students in years 1-4 are eligible.

- Applicants must be an enrolled RISD student the semester before the summer of the internship and returning to RISD the fall after the internship. Students graduating June 2024 are not eligible. Students graduating December 2024 or after are eligible.
- Applicants must be in good academic and community standing. This will be confirmed with the Registrar's Office before applications are reviewed.
- Applicants can be of any major and work in any medium.
- Applicants of any citizenship are eligible. For non-U.S. Citizens, if the internship is in the United States and you are returning for Fall 2024, you must have Employment Authorization in the form of Curricular Practical Training (CPT) before beginning work as an intern and you must take the internship for credit.
- Students may only receive one of Undergraduate Internship Discovery Grant during their RISD career.

Internships:

- The internship must be unpaid, low-paid, or present financial challenges. The pay rate should be confirmed in the internship offer letter.
- Internships can be local, in the U.S., overseas, or in your home country. If your internship is outside your home country, it will be important to demonstrate a strong support system.
- Internships may be on-site, off-site, remote, or hybrid.
- The internship can be taken for credit or non-credit. Unless you are a non-U.S. Citizens and the internship is in the United States; then it must be for credit.
- The internship must be at least 100 hours.
- The internship must be at least 6 weeks, ideally 8 weeks. If you are an Architecture student, you are highly encouraged to work a total of 280 hours if possible to meet your department's requirements; typically this is 35-40 hours per week for 7-8 weeks.
- Internships that are arranged for by an internship placement service or through a third-party organization are not eligible. This includes any organization that requires fee-for-service, fee-for-materials, or mandatory donations to the organization.
- The internship should provide the student with an experience they might not be able to explore without financial support (which will be verified by RISD Financial Student Services).

RISD Nondiscrimination Statement: Rhode Island School of Design does not discriminate on the basis of race, color, religion, age, sex, sexual orientation, gender identity or expression, disability, national origin, veteran status, or any other characteristic protected by law in admission to, participation in, or administration of its educational programs and activities; in employment; or in its other programs and activities.

SELECTION CRITERIA

APPLICATION MATERIALS

- Application materials must be complete by the due date.
- All requirements must be met and instructions followed.
- Attention should be paid to the quality and presentation of materials. Attachments are formatted neatly and scanned documents are legible.
- Responses must answer the questions asked and must be clear, concise, and comprehensive.

FINANCIAL NEED

- Financial need is a factor in the selection process.
- Priority is given to internships that are unpaid, low-paid, or present financial challenges.

STUDENT READINESS

- Student articulates a solid understanding of and interest in the proposed internship site.
- Student demonstrates the ability to be successful and shows interest in being challenged in new ways.
- Student demonstrates initiative, creativity, and maturity.

STRENGTH AND FIT OF INTERNSHIP SITE

- Organization is prepared and qualified to create a learning environment and provide appropriate supervision.
- Organization acknowledges an understanding of the student's interests.
- Student contributes meaningfully to tasks arranged with the organization.

ACTIVITIES & GOALS

- Activities and responsibilities are clearly described.
- Goals are articulated and achievable.
- The opportunity will have an impact on the student and further their work.
- The internship provides a professional opportunity that compliments RISD coursework.

FEASIBILITY

- Activities and responsibilities are clearly described and feasible.
- Expenses are realistic.
- Applicant should have an appropriate support system in place for the internship experience.

REMOTE INTERNSHIP EXPERIENCES

- Remote internship experiences should adhere to RISD's Guidelines for Remote Internships: <https://careercenter.risd.edu/guidelines-remote-internships>

APPLICATION PROCESS & COMPONENTS

- Students must fill out and submit the RISD Application online by the deadline. The link to the online application can be found at <http://careercenter.risd.edu/risd-managed-grants> The application components are:
 - APPLICANT PERSONAL AND ACADEMIC INFORMATION
 - INTERNSHIP INFORMATION
 - RESPONSES to the following in 1 PDF. Please include the question text as headers before your responses, and use 1 inch margins, Times New Roman 12-point font, and single spaced rows:
 - ESSAY 1) What is the name, location, and services of the organization? How familiar are you with their mission? (200 word max)
 - ESSAY 2) How did you find the internship? Describe how you made the connection and your communication with the organization. (200 word max)
 - ESSAY 3) What will be your main activities and responsibilities? (200 word max)
 - ESSAY 4) What is it you want to discover from this experience? Describe if you're taking a deeper dive into your current studies or having an experience that takes you out of your comfort zone as you expand your skills and knowledge. Tell us if you will be exposed to innovative art and design practices beyond your studio work or how this experience may lead to future impacts within your discipline. Describe the impact this internship will have on you - academically, artistically, professionally, and/or personally. (300 word max)
 - ESSAY 5) How are you prepared to work and live in the community where the internship is located? What do you know about the communities the organization serves? Do you have plans to engage with them? If you are proposing an internship outside of Rhode Island or your home state or country, describe your support system. (200 word max)
 - ESSAY 6) Considering financial need is a selection factor, what are your financial barriers to realizing this internship? (200 word max)
 - EXPENSES) Provide an overview of expenses and anticipated costs which may include travel, housing, meals, materials, supplies, equipment, or other related expenses. Include the pay rate (hourly, weekly, monthly rate, or stipend) if applicable. Show your expenses in a table format with columns for "Item," "Description," and "Amount." AND, do the math – include totals. If your experience is remote, you may still include housing, meals, materials supplies, and equipment. (1 page max)
Note: Funding should NOT be applied to cover organization program participation fees or materials/equipment that benefit the day-to-day organization such as paper, printing, or items that will be staying with the organization.

- **INTERNSHIP OFFER LETTER.** The offer letter should be a formal invitation from the internship supervisor and include: the specific time period (weeks and hours), pay if applicable, indication there is a position and appropriate work for the student, a list of activities, and agreement to mentor/support the student and provide appropriate resources. Documentation must be official and include contact information and the contact's title. Ideally, the letter should be on official organization/business letterhead and signed by the letter writer. For remote experiences, the organization should review RISD's Guidelines for Remote Internships and include details for these guidelines in the offer letter:
<https://careercenter.risd.edu/guidelines-remote-internships>
- **RESUME.** Include most recent employment, community involvement, volunteer service, exhibitions, awards, achievements, and other accomplishments.
- **Unofficial TRANSCRIPT.** This can only be accessed on a computer; not through the mobile or iPad app. 1) Go to Workday, then Menu, then Academics. 2) Under Academic Records, select Generate Unofficial Transcript. 3) File outputs as a PDF. Your submitted transcript should include the courses you are registered for in the Spring 2024 semester. Check the size of this document. The transcript file you receive is often quite large. You will likely need to compress this file considering your application cannot exceed 25MB in uploads. Upload this PDF into your application. Make sure the PDF is legible.
- **Non-U.S. Citizen FINANCIAL AID.** Non-U.S. Citizens must additionally complete this form. Open the following link in a new browser window, complete the form and submit, then, in the online application, check the box to confirm it is complete. <https://tinyurl.com/dt7jkvrn>

TIPS FOR APPLICANTS:

- **Each attachment can be up to 3MB, however, please note that the TOTAL upload cannot be over 25MB.**
- **Avoid submitting at the last minute. Incomplete or late applications will not be accepted.**
- Review the guidelines and required materials carefully before you begin the application.
- Follow all directions carefully.
- Prepare your application in advance in a word document and check your spelling. **The application form will not save your answers once you leave the page.**
- Documents/Responses within a PDF should be in the same order as listed in the guidelines. Please include the question text as headers before your responses, and use 1 inch margins, Times New Roman 12-point font, and single spaced rows.
- Attachments should be named in the following way: FirstnameLastname.Documenttype. So Jane Smith would name her files JaneSmith.Reponse, JaneSmith.Transcript, etc.
- After you submit you will see a submission screen and receive an email confirming a successful submission.

TIMELINE

Late January / Early February

- Review the application guidelines and application form carefully.
- Review the potential internship site's website and materials carefully to understand their mission, services, and language in order to articulate why you are a good fit and why they might need you.
- Prepare either a project summary or an outline of your skills/interests showing the value of your work to submit to the internship site.
- Make an appointment with a RISD Career Advisor to talk about your project idea, essay responses, resume, and/or securing the offer letter.
- If you have questions about eligible expenses for your budget, reach out to a RISD Career Advisor. See contacts below.

February

- Contact internship sites to discuss opportunities for creating or modifying an internship within their structure.
- Draft responses to essay questions. Keep in mind the key factors in selection: readiness, strength and fit, activities, goals, feasibility.
- If writing is not your strong suite, we suggest you reach out to the RISD Center for Arts & Language.

March

- Continue conversations with organizations to secure an offer letter. We recommend that you have a verbal offer from an internship site by **March 22**. This gives you time to work with your supervisor(s) on the offer letter. We recommend that you have the letter in hand by **March 29**. This gives you time to fine-tune and upload to the application by the deadline.
- Finalize essays, budget, and all application materials.

Early April

- Complete the online application by **12:00pm NOON ET on Tuesday, April 2, 2024**. Incomplete or late applications **WILL NOT** be accepted.

Mid to Late April

- Applicants will be notified of the RISD Selection Committee's decision **mid-April**.
- All recipients must submit the grant agreement and acceptance materials **by the end of April** before grant payments are issued.
- International students should check in with RISD's International Student & Scholar Affairs (ISSA) Office and have their I-20 signed. If the internship is in the United States, you must have Employment Authorization in the form of Curricular Practical Training (CPT) before beginning work as an intern and you must take the internship for credit.
- If you are registering your internship for credit, be sure to get approval from your Department Head.

May

- All recipients must register their internship in Artworks regardless of whether they are taking the internship for credit or not. Keep in mind the upcoming June internship deadline.
- After you have registered your internship in Artworks and it has been approved, and you have submitted your grant agreement, RISD Careers will issue your grant payment. It is your responsibility to budget your grant funding as needed throughout the summer.

June-August

- Recipients engage in their internships.
- Recipients should take notes throughout their experience in order to complete a final evaluation.
- Recipients and supervisors submit final evaluations in Artworks by August.

RISD CONTACT

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