

RISD INTERNSHIP SUPPORT FUNDS - SUMMER 2021

Supporting students with financial hardship in their internship experiences due to the impact of Covid-19

APPLICATION DEADLINE

Application Due: Wednesday, May 5, 2021, 12:00 PM NOON (EDT)

Application opens: Early April

Awards are announced: By Mid May

DESCRIPTION

For selected applicants, RISD will provide grants of \$1,000 to undergraduate and graduate students who have secured a summer internship. These grants support students in internships that are unpaid, low-paid, or present significant financial challenges, especially due to the impact of Covid-19. Financial need and hardship are critical factors in the selection process and awarding of these grants. Please note that this funding is limited.

All recipients must register their internship in ArtWorks by the May 19 deadline and submit a final internship evaluation in ArtWorks by August 16.

ELIGIBILITY

- Undergraduate and graduate students returning to RISD in the Fall of 2021 – current sophomore, junior, and senior (if returning for fifth year) undergraduates and 1st and 2nd year (if returning in Fall 2021) graduate students.
- Students must be currently enrolled during the Spring semester of 2021.
- Non-U.S. Citizens are eligible. 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.
- The internship should provide the student with an experience they might not be able to explore without financial support. Student's financial status will be verified by RISD Financial Student Services. International students will need to complete an International Student Financial Aid Form that will be linked in the application.
- The internship must be unpaid, low-paid, or present significant financial challenges. If there is a pay rate, it should be confirmed in the internship offer letter.
- Students who pursue internships that are arranged for them by an internship placement service or through a third-party organization are not eligible to apply. This includes any organization that requires fee-for-service, fee-for-materials, or mandatory donations to the organization.
- Applicants must be in good academic and community standing.
- The internship must be at least 6 weeks, ideally 8 weeks, and for a minimum of 100 hours. * NOTE: Architecture students are highly encouraged to work a total of 280 hours if possible; typically this is 35-40 hours per week for 7-8 weeks.

SELECTION CRITERIA

APPLICATION MATERIALS

- Application materials must be complete by the due date.
- All requirements must be met and instructions followed.
- Pay attention to the quality and presentation of materials. Attachments must be formatted neatly and scanned documents must be legible.
- Materials answers the questions asked and responses are clear, concise, and comprehensive.
- Student articulates a solid understanding of and interest in the proposed internship experience.
- Student demonstrates initiative, creativity, and maturity in undertaking the internship experience.

FINANCIAL NEED

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

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 has a voice in their work and contributes meaningfully to tasks arranged by 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 complements their RISD coursework.
- Activities should be feasible in at least 6 weeks, ideally 8 weeks, and for a minimum of 100 hours. * NOTE: Architecture students are highly encouraged to work a total of 280 hours if possible; typically this is 35-40 hours per week for 7-8 weeks.

SUMMER 2021 INTERNSHIP TRAVEL RESTRICTIONS

- In light of continuing health risks related to the COVID-19 pandemic, including new COVID strains and the variable implementation of vaccination globally, as well as continued international travel restrictions, RISD is extending the suspension of RISD-sponsored international travel to include RISD internships and fellowships involving international travel for credit or with the support of RISD funding or grants. Students who are currently located in their home country (or returning to their home countries at the end of the academic year) are exempt from this policy, but must follow the COVID protocols of their country for the duration of the internship. You must adhere to this policy unless an exception is made to the policy. This policy would not impact those students who participate in international internships or fellowships remotely from their locations in the U.S. or home country. This also doesn't impact internships taking place in the U.S.

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

All items are submitted as PDF uploads to the online application.

- Students must fill out and submit the RISD Application online by the deadline. The link to the online application can be found at <https://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, mission, and services of the organization? And, why are you interested in an internship at this particular organization? (300 word max)
 - **ESSAY 2)** What is the start and ending dates of the internship and what will be your main activities and responsibilities during the experience? (300 word max)
 - **ESSAY 3)** What are your goals and what do you hope to gain from the experience? Describe the impact this internship will have on you - academically, artistically, professionally, and/or personally. (300 word max)
 - **ESSAY 4)** Considering that financial need is a critical selection factor, what are your financial barriers to realizing this internship? Why do you need the funding? Describe whether the internship is unpaid, low-paid or paid. If there is a pay rate for the internship, that rate should be noted. (300 word max)

- **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 the supervisor's title and contact information. Ideally, the letter should be on official organization/business letterhead and signed by the letter writer. Email communication in place of a formal letter will be accepted. 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.** Go to your RISD Student Planning account and download an "Unofficial" transcript. Your submitted transcript should include the courses you are currently registered for this Spring 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.

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.

RISD CONTACT

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