RISD INTERNSHIP SUPPORT FUNDS - SUMMER

Supporting students with financial hardship in their internship experiences

APPLICATION DEADLINE

Application Deadline: Tuesday, May 9, 2023, 12:00 PM NOON ET
Application opens: Late March/Early April
Awards are announced: By the end of May

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

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. Financial need and hardship are critical factors in the selection process and awarding of these grants. Please note that this funding is limited.

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.

The internship may be taken for credit or not for credit, but must be registered in ArtWorks by the June 14 deadline regardless of whether they are taking the internship for credit or not. In addition, all recipients are required to submit a final internship evaluation must be submitted in ArtWorks by August 21.

ELIGIBILITY

- Students who received this award in a previous year, may apply again.
- Students receiving a RISD Maharam Fellowship or an Undergraduate Internship Grant in 2023 are not eligible for this funding.
- Undergraduate and graduate students returning to RISD in the Fall of 2023 – current sophomores, juniors, 4th year architecture undergraduates, 4th year BRDD undergraduates, and graduate students who are not in their final semester.
- Students must be currently enrolled during the Spring semester of 2023.
- 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 Student Financial 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.
- Applicants must be in good academic and community standing.
- The internship must be at least 100 hours.
- The internship must be at least 6 weeks, ideally 8 weeks. *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.

- 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.
- 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.
- For 2023, internships may be on-site, off-site, remote, or hybrid.

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 must be formatted neatly and scanned documents must be legible.
- Responses address the questions asked and are clear, concise, and comprehensive.

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.

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 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.

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
    – Non-U.S. Citizens must additionally complete a financial aid application. Review this form in advance, then complete it and confirm it was submitted in the online application. https://forms.gle/DfCstutjFXoWVqqd6

  ➢ 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 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. Go to your RISD Student Planning account, then Academics, then "Student Planning." 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
Lisa Cramer, lcramer@risd.edu, 401.454.6669
Grants & Residencies Manager, Fulbright Program Advisor