

RISD Internship Support Funds Summer 2024

APPLICATION DEADLINE

Application Deadline: Tuesday, May 7, 2024, 12:00 PM NOON ET

Application opens: Early April

Awards are announced: By the end of May

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

RISD provides 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.

Of note:

- **ARTWORKS REGISTRATION:** All recipients must register their internship in Artworks by the June internship deadline and submit a final evaluation in Artworks by August. Internships can be taken not for credit but must still be registered in Artworks. Those for credit must be registered in Artworks and receive departmental approval for the credit.
- **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 can be currently enrolled undergraduate or graduate students.
 - Undergraduates must be undergraduate Sophomore or Junior status students. Brown/RISD Dual Degree and Architecture students in years 2-4 are eligible.
 - Graduate students can be at any stage but cannot be graduating. See next bullet.
- 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.
- 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 who received this award in a previous year, may apply again.
- Students can receive this grant in addition to other RISD summer internship grants (Maharam, Turner, Discovery) if there is financial need.

Internships:

- The internship must be unpaid, low-paid, or present significant 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 and you are returning for Fall 2024; then it must be for credit.
- The internship must be at least 6 weeks, ideally 8 weeks.
- The internship must be at least 100 hours.
- Weeks/hours for Architecture students: 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 Student Financial 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 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

- Articulates a solid understanding of and interest in the proposed internship site.
- Demonstrates the ability to be successful and shows interest in being challenged in new ways.
- 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 & IMPACT

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

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 <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? (250 word max)
 - ESSAY 2) What will be your main activities and responsibilities? (250 word max)
 - ESSAY 3) What are 2-3 things you hope to accomplish through this experience? Describe the impact this internship will have on you - academically, artistically, professionally, and/or personally. (250 word max)
 - ESSAY 4) Considering that financial need is a critical selection factor, what are your financial barriers to realizing this internship? Describe whether the internship is unpaid, low-paid or paid. If there is a pay rate for the internship, that rate should be noted. (250 word max)
 - ESSAY 5) How are you prepared to work and live in the community where the internship is located? If you are proposing an internship outside of Rhode Island or your home state or country, describe your support system. (250 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. 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://forms.gle/DfCstutjFXoWVqqd6>

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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