RISD Internship Support Funds
Summer 2027

APPLICATION DEADLINE

Application Deadline: Early May/TBD, 2027, 12:00 PM NOON ET

Application opens: By mid-April
Awards are announced: By the end of May
Internship to take place: Between June and August 2027

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 the critical factors in the selection process and awarding of these grants.

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.
- FINANCIAL AID RECIPIENTS: Following U.S. government regulations, all institutional funding has to be considered in financial aid packages. If you are a recipient of financial aid, this award may impact your financial aid package for 2027-2028. It is important that you meet with RISD Student Financial Services (SFS) to discuss the impact BEFORE you apply. Make an appointment with SFS at https://sfs.risd.edu/contact.
- 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.

*RISD Tax Guidance for Fellowships:
--Click on the link https://sites.google.com/risd.edu/risd-procurement-services/accounts-payable/faq
--On the left side menu, scroll the bottom of Resources, review the document "Tax Guidance for Fellowships"
--This applies not only to Fellowships, but also Grants, Scholarships, and Awards.
*IRS Information: https://www.irs.gov/taxtopics/tc421

ELIGIBILITY

Applicants:

- Applicants do not need to be a financial aid recipient, however, financial need is a major factor in selection, and RISD Student Financial Services (SFS) will provide information to the Selection Committee.
- Applicants can be currently enrolled undergraduate or graduate students.
  - Undergraduates must be sophomore or junior status, Brown/RISD Dual Degree and Architecture students in years 2-4, or senior/5th year students who are not graduating June 2027.
  - 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 2027 are not eligible. Students graduating December 2027 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 international students, if the internship is in the United States and you are returning for Fall 2027, 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 another RISD summer internship grants (Maharam, Turner, Discovery) in the same year 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 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, hybrid, or remote.
- This award will be applied to one internship experience with one organization.
- The internship can be taken for credit or non-credit. Unless you are an international student and the internship is in the United States; then it must be for credit.
- The internship must take place during the Summer, June to August.
- The internship must be at least 6 weeks, ideally 8 weeks.
- The internship must be at least 100 hours. 20 hours or more per week is preferred.
- 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, SFS.

RISD Notice of Nondiscrimination: RISD does not discriminate against any employee, applicant for employment, student, or applicant for admission on the basis of actual, perceived, or association with people with protected characteristics. For more information regarding RISD's Nondiscrimination Policy, including RISD's full Notice of Nondiscrimination, visit: https://students.risd.edu/living-risd/equity-compliance/policies-procedures

SELECTION CRITERIA

Please keep in mind that this is a competitive grant and funding is limited. All components of the application are considered in selecting recipients, however, financial need and hardship are the critical factors in the selection process and awarding of these grants.

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.

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 must answer the questions asked and must be clear, concise, and comprehensive.

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.
- Internship is arranged so the intern can contribute in meaningful ways.

ACTIVITIES & FEASIBILITY
- Activities and responsibilities are clearly described.
- The goals articulated and achievable.
- Expenses are realistic. This should be addressed in your Application Response for Expenses.
- Applicant has appropriate support in place for the internship experience.

IMPACT
- 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.

HYBRID/REMOTE INTERNSHIP EXPERIENCES

- Hybrid and remote internship experiences should adhere to RISD's Guidelines for Remote Internships for an effective experience: 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) 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)

    - ESSAY 5) In addition to outlining your expenses as noted in the next bullet, what are your financial barriers to realizing this internship? Is there anything else you would like the Selection Committee to know? Also, if you have already received a RISD Maharam, Turner, or Discovery internship grant for summer 2026, tell us why you need an additional $1,000 to realize this summer internship. This could include further funding needed to cover travel, housing, food, and other related costs. (250 word max)

    - EXPENSES) Provide an overview of your expenses and anticipated costs which may include travel, housing, meals, materials, supplies, equipment, or other related expenses. Show your expenses in a table format with columns for "Item," "Description," and "Amount." AND, do the math – include totals. (1 page ONLY)
      * Include the pay rate (hourly, weekly, monthly rate, or stipend) if applicable.
      - This funding is to help you realize your proposed summer internship experience. Therefore, expenses listed should demonstrate the use of the $1,000 during the summer to fulfill the internship.
      - If your expenses are significantly over or under, please address in a short narrative below your Expenses table. Consider that this is a grant for $1,000 and feasibility is a factor in selection.

- If your experience is hybrid or remote, you may still include housing, meals, materials, supplies, and equipment.
- This 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. This funding is for you!

➢ INTERNSHIP OFFER LETTER. In order to understand commitment and feasibility, the RISD Selection Committee places value on details and structure provided by the organization in the offer letter. The offer letter, ideally on official organization/business letterhead and signed by the letter writer, should be a formal invitation from the internship supervisor and include:

- Contact information including the contact's title
- The pay rate should be included or, if unpaid, that should be noted
- The specific time period (weeks and hours)
- Indication there is a position and appropriate work for the student
- List of potential activities
- Description of potential outcomes
- Agreement to mentor/support the student and provide appropriate resources

For hybrid or remote internship experiences, the organization should review RISD's Guidelines for Remote Internships and include details for these guidelines in the offer letter on how they will support a hybrid or remote experience:
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. Save this PDF.
4) Review the transcript. Your submitted transcript should include the courses you are registered for in the Spring 2027 semester.
5) 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.
6) Upload this PDF into your application.

➢ International Student FINANCIAL AID. International students must additionally complete this form. Copy this link, open a new browser window, paste the link. Complete the form and submit. Then, in the online application, check the box to confirm it is complete.
https://docs.google.com/forms/d/e/1FAIpQLSfdoOSnj1Z4rtsWDovP4ZbfPhWge0z5WaXrRsjbG_HoVM1LJw/viewform

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 appropriately as file names are visible to reviewers.
- After you submit you will see a submission screen and receive an email confirming a successful submission.

RISD CONTACT

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