

RISD Career Center Undergraduate Internship Grants

Thanks to generous support from:

Robert Half International and Textron Charitable Trust

APPLICATION DEADLINE

Application Due: Thursday, March 24, 2022, 12:00pm NOON ET

Application opens: January

Awards are announced: Early April

DESCRIPTION

Thanks to the generosity of Robert Half International and Textron Charitable Trust, RISD will provide \$3,000 grants to undergraduate students who have secured unique summer internships. These grants support 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.

INTERNSHIP AREAS OF FOCUS FOR 2022

- **Robert Half International:** Internships in graphic design; digital, UX, web design; digital marketing; and advertising.
- **Textron Charitable Trust:** Internships that employ creative thinking to solve problems, drive economic development, or address social issues.

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 in June and submit a final evaluation in Artworks by August.

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.

This Fellowship is considered taxable by the IRS. All or part of this Fellowship may be considered taxable income by the IRS. This link provides details from the IRS: <https://www.irs.gov/taxtopics/tc421>

ELIGIBILITY

- Students may only receive one of these Undergraduate Internship Grants per year and they may not receive the same named grant twice.
- Currently enrolled students in First Year, Sophomore, or Junior standing 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.
- 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 (which will be verified by RISD Financial Student Services).
- The internship must be unpaid, low-paid, or present financial challenges. Ideally, the pay rate 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 2022, 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.
- Emphasis is on 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 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 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 compliments their RISD coursework.

FEASIBILITY

- Activities should be feasible in an 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.
- The budget should be thoughtful and 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

All items are submitted as PDF uploads to the online application EXCEPT the letter of recommendation. The letter of recommendation must be emailed to Lisa Cramer, lcramer@risd.edu, by the application deadline. Your recommender must email the letter directly to Lisa. It CANNOT be emailed from the student.

- 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:

- SUMMARY) A short description of the who, what, where, why, and so what. What is your learning objective? Consider answering: I propose to do X with X by doing X in order to X. (100 word max)
- 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? (200 word max)
- ESSAY 2) How did you find the internship? Describe how you made the connection and your communication. (200 word max)
- ESSAY 3) What will be your main activities and responsibilities? (200 word max)
- ESSAY 4) 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. (200 word max)
- ESSAY 5) Describe how your internship fits with one or more of the internship focus areas: (200 word max)
 - **Robert Half International:** Internships in graphic design; digital, UX, web design; digital marketing; and advertising.
 - **Textron Charitable Trust:** Internships that employ creative thinking to solve problems, drive economic development, or address social issues.
- ESSAY 6) How are you prepared to work and live in the community? Describe your support system. This is particularly important if you are proposing an internship outside of Rhode Island or your home state or country. (200 word max)
- ESSAY 7) Considering financial need is a selection factor, what are your financial barriers to realizing this internship? (200 word max)
- BUDGET) Provide a budget of anticipated costs to include travel, housing, meals, materials, supplies, equipment, or other related expenses. Include the pay rate (hourly, weekly, monthly rate, or stipend) if applicable. Create a clear budget in a table format with columns for "Item," "Description," and "Amount." AND, do the math – include totals. (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. Email communication in place of formal documentation is discouraged. 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.
- LETTER OF RECOMMENDATION. One – and only one - letter of recommendation from a faculty member or supervisor addressing your preparedness for the internship and feasibility of the project. This letter should not be from someone at the proposed internship site. The letter should be emailed to Lisa Cramer, lcramer@risd.edu, from the recommender by the application deadline. The letter should ideally be a PDF scan of the letter with a signature.
Note: This requirement is included not only as a factor, amongst many, to determine selection, but this is a significant part of academic and professional life in the U.S. and abroad. This is a learning and networking step. If this process makes you nervous or you don’t know who to ask or where to start, reach out to a RISD Career Center Advisor. We are happy to guide you through this process.

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

January

- 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.
- If you have any questions or concerns about securing a letter of recommendation, reach out to a RISD Career Advisor. See Note above under Letter of Recommendation.

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.
- Find a faculty member or former supervisor (not someone at the internship site) willing to write your letter of recommendation.

March

- Continue conversations with organizations to secure an offer letter. We recommend that you have a verbal offer from an internship site by **March 14**. 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 21**. This gives you time to fine-tune and upload to the application by the deadline.

- Finalize essays, budget, and all application materials.
- Confirm with your reference that their letter of recommendation will be emailed to Lisa Cramer at lcramer@risd.edu by **12:00pm NOON ET on March 24**.
- Complete the online application by **12:00pm NOON ET on Thursday, March 24, 2022**. Incomplete or late applications **WILL NOT** be accepted.
- Applicants will be notified of the RISD Selection Committee's decision **by early April**.

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 Office of International Student Services (OISS) and have their I-20 signed.
- 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 by mid-June whether they are applying for credit or not.
- Non-U.S. Citizens with an internship in the United States, must have Employment Authorization in the form of Curricular Practical Training (CPT) before beginning work as an intern.
- After you have registered your internship in Artworks and it has been approved, 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

Lisa Cramer, lcramer@risd.edu, 401.454.6669
Grants & Residencies Manager, Fulbright Program Advisor

Updated 1/2022