



Amica Center for Career Education
Summer 2020 Internship Fellowship Program

Overview

Amica Center for Career Education is offering financial assistance to Bryant students pursuing unpaid or low-paying summer internship experiences during the Summer 2020 semester.

Internships that address specific learning goals related to Bryant and offer one or more of the following will be considered:

- Exploring a career option
- Developing knowledge specific to a particular career or work setting
- Expanding skills necessary for success in the work environment
- Applying knowledge learned in the classroom to a work setting
- Understanding cross cultural, social awareness and ability to work in a diverse environment
- Expanding skills such as teamwork, time management, interpersonal, goal setting, communication
- One Fellowship will be awarded specifically for an Arts and or Cultural oriented internship, funded by an Alumna.

Eligibility

- Current freshmen, sophomores, juniors or those graduating in December 2020
- Open to undergraduate students only
- Minimum overall GPA: 2.5
- Good community standing

Requirements

- Internship must be a minimum of 8 weeks with minimum of 240 hours worked
- Must have an internship offer at the time of application
- Internship must occur during the Summer 2020 semester
- Internship must be unpaid or low-paying to be considered
- Must be supervised by employer - **Internships done remotely may require additional safeguards to ensure a strong learning experience.**
- Applications and all materials must be COMPLETED IN BANNER by **Thursday, April 30, 2020, 11:59pm** deadline

Restrictions

- Internships cannot be at Bryant University
- Internships secured through a fee-based internship placement service are not eligible
- Recipients may not receive other outside funding larger than \$1000 stipend including travel or housing for the internship experience

Application Submission Timeline

- Applications will be made available on Banner "Summer Internship Program Application" on **February 1, 2020**
- Submit online application and other materials requested no later than **Thursday, April 30 at 11:59pm**
- Award committee will review **all completed applications on a rolling basis and until funds are exhausted.**
- Candidates will be notified by **May 8, 2020**

Application Process – Step by step

1. Find a low or non-paying internship via the BCC, LinkedIn, through networking, or on your own.
2. Complete the online application found on Banner “Summer Internship Program Application”. You will be asked to provide:
 - a. Résumé.
 - b. Unofficial transcript (download from Banner and upload as a Word document or PDF).
 - c. Essay stating value of internship, what you hope to gain from the experience and how does it apply to your career path (maximum 750 words).
 - d. Statement of need, how money will be used and amount requested (not to exceed \$2000) by using and uploading the Estimated Budget Form.
 - e. One letter of reference (could be a faculty member, previous employer, Bryant administrator, coach, or advisor) supporting your request. Download Reference Form and give to your reference to complete and submit as instructed on the form. Letters of Reference are due by the **April 30, 2020 11:59pm** deadline.
 - f. The completed Employer Data Sheet which should be filled out and completed by the person coordinating the internship at the job site then uploaded by student by the **April 30, 2020 11:59pm** deadline.
 - g. Consent, permitting the Amica Center to assess your financial need as determined by Bryant’s Office of Financial Aid.
3. Submit all parts and complete your application.

Selection Criteria

- The Program Award committee will review all completed applications and consider:
 - Quality of essay expressing your interest in the internship and how it meets the criteria of this award
 - Letter of Recommendation
 - Unofficial Transcript (demonstrating academic standing)
 - Résumé (stating academics, activities and previous work experience)
 - Statement of need on the Estimated Budget Form
 - Quality of job description and training
 - Consent for review of financial need

Expectations

- All recipients must attend a pre-internship reception to be scheduled **(TBD)**
- Submit a 2-3 page reflection paper after the internship is completed, no later than September 15, 2020
- Complete a survey after your internship experience
- During the 2020-21 academic year, fellowship recipients will share experience with Bryant Community as determined by the Amica Career Center.
- Fellowship recipients will receive a stipend, which is taxable and is the responsibility of the recipient



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