



PITZER INTERNSHIP FUND (PIF)

- INFORMATION SHEET -

OVERVIEW

The Pitzer Internship Fund (PIF) is the result of generous gifts from Pitzer Alumni, Parents, and Friends to provide funding for unpaid or low-paid **summer internships**. The goal of the Pitzer Internship Fund is to support student engagement in meaningful internship experiences that facilitate career exploration and the development of professional skills and networks.

PIF APPLICATION INSTRUCTIONS

The PIF program is very competitive and all applications will be assessed according to the **evaluation criteria** included below. Before students begin their PIF application, it is **HIGHLY** recommended they visit with a Career Services Counselor to discuss the program and ask any pertinent questions.

Students do not need to have a specific internship secured in order to apply for funding. If a student hasn't secured an internship by the application deadline, they must be doing the following:

- Actively pursuing an internship or going through an application and interview process
- Have a targeted internship in mind when preparing your application materials
- Designing an independent internship/research/project experience which you could describe in detail

Please complete the (3) items below before the PIF application deadline, **Tuesday, March 21, 2017 @ 11:59 p.m.** Also, due to the competitiveness of this program, late applications will not be considered for the full funding amount.

Pitzer Internship Fund (PIF) Application - (3) step process:

1. Fill out an online application at <https://parking.formstack.com/forms/pitzerinternshipfund2017>
2. Upload and submit a professional resume to ClaremontConnect powered by Handshake at <http://pitweb.pitzer.edu/career-services/>
3. Upload and submit a budget to ClaremontConnect powered by Handshake at <http://pitweb.pitzer.edu/career-services/>

PIF FUNDING GUIDELINES

- Funding will be given for **summer** domestic and international internships for up to **\$2,800**. For example an internship for 40 hours/week, 8 weeks or more would be eligible for up to \$2800. An internship for 20 hours/week, 8 weeks or more would be eligible for up to \$1400. A student needing transportation costs only would be eligible for up to \$500.
- Students can apply for funding for any summer during their Pitzer College career. Graduates are not eligible to receive funding. Due to limited funding, **Pitzer students may only receive funding for one summer** during their Pitzer College career.

- Funding is not guaranteed by the simple submission of an application.
- In formulating a budget, students should estimate the amount of funding that will enable the completion of an unpaid or low-paid summer internship. Students should be as realistic and conservative as possible when creating a budget. Please note that funding through PIF is limited and students often receive an award that is less than the budgeted request.
- Students are under no obligation to accept PIF funding.
- If for any reason a student is unable to complete their internship, any unused funds must be returned to Pitzer College.
- If a student is awarded funding, taxes will not be taken out of the stipend(s) but will be the responsibility of the recipient to report income to state and federal agencies. Stipends given out over \$1,000 will be distributed in two payments.
- **The following types of positions will NOT be funded through the PIF:**
 - Tuition-based programs without a significant experiential learning component.
 - A position at an organization owned or run by a member of applicants' immediate family.

TIMELINE

Tuesday, January 17, 2017

Application materials available

Tuesday, March 21, 2017 @ 11:59 p.m. PST

Application deadline

Mid-April 2017

Award notifications sent out

Tuesday, April 25, 2017

Awardees must show proof of a secured an internship by this date to receive funding.

APPLICATION EVALUATION CRITERIA

Please review the criteria below to make sure that you have addressed all points in your application. Our reviewers use these criteria to evaluate your application.

- How this position will impact the student's career planning and goals
- Ability to articulate what the student will learn from the internship
- Ability to articulate how the student is prepared to participate in this internship
- Ability to articulate the importance of funding (through essay question and realistic budget)
- Quality of resume (Refer to resume guide, visit career services for review)
- The quality of the planned internship experience (substantive, project-based, skills-building, career exploration, etc.)