



## **CAREER CATALYST INITIATIVE: SUMMER INTERNSHIP PROGRAM STUDENT LEARNING AGREEMENT**

The Career Development Center is excited to offer funding to Trinity undergraduate students interested in exploring potential industries of interest through a summer internship. Please be sure to pay very close attention to the detailed expectations listed below.

### **ELIGIBILITY**

Funding for summer internships through the Career Catalyst Initiative: Summer Internship Program is \$3,500. To be eligible, you must:

1. Be in good academic and social standing<sup>1</sup>
2. Maintain a minimum overall GPA of 3.00
3. Be a current first, second, or third-year student
4. NOT require internship credit

Preference will be given to students who have participated in *Exploring Your Options*, *Bantam Student Success Program*, or have had at least two appointments with a Career Development Center (CDC) adviser.

### **INTERNSHIP REQUIREMENTS**

Summer internships must meet all criteria below:

1. Your internship must enable you to do one or more of the following:
  - Make intellectual and practical connections between skills/knowledge developed through a liberal arts education and skills/knowledge required for a particular career.
  - Gain first-hand insight into careers related to or associated with your academic interests.
  - Explore a career path or field in order to confirm or reject a tentative career plan.
  - Acquire experience and practical skills required by employers in your chosen career field.
  - Acquire hands-on experience that will enhance your graduate or professional school candidacy.
2. Only internships listed on CareerLink are automatically approved. All other internships must be approved by the CDC.
3. The internship must be full-time (35-40 hours/week) for 8-10 weeks (320 total hours). Note: If you work more than 320 total hours, your employer is responsible for compensating you at minimum wage or higher.
4. The internship must be completed, and funding received, during the summer of 2016. Deferrals are not permitted.
5. The internship must be completed with a single employer and supervised by an on-site member of the employer's staff. Telecommuting or working from home is not permitted.
6. The internship may not be supervised or mentored by an immediate family member, or by the direct report of an immediate family member.
7. The internship may not correspond with any other fellowship or scholarship funding from Trinity College or from other organizations or institutions during the eight funded weeks of the internship.
8. The internship may not correspond with other paid positions during the eight funded weeks of the internship without express written permission from both the CDC and your employer.

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<sup>1</sup> The CDC will verify students' academic and social standing on April 8, 2016. If you are placed on academic or disciplinary probation after this date, it is your responsibility to notify the CDC. If you are not in good academic and social standing, you will be ineligible for funding.

## **APPLICATION PROCEDURES**

Applications must be submitted through CareerLink ([trincoll-csm.symplicity.com](http://trincoll-csm.symplicity.com)).

A complete application must include the following:

1. An updated résumé that has been approved by the CDC<sup>2</sup>
2. A cover letter addressed to the CDC that includes the following:
  - The type of internship you are seeking and why. Please specify one of the following: an internship you have already secured, internship opportunities to which you are applying, or an industry or sector in which you are interested.
  - The strengths *and* weaknesses you will bring to the experience
  - What you hope to learn over the course of the internship
  - How the experience will help you hone your professional skills
3. One letter of recommendation and a signed FERPA waiver
4. One signed Career Catalyst Initiative: Summer Internship Program Student Learning Agreement

Applications are due Tuesday, April 8, 2016 by noon. Late or incomplete applications will not be accepted. You will be notified about your funding status by 4:30 p.m. on Friday, April 15, 2016. If the CDC has an excess of applications, students qualifying for funding may be put on a wait list.

All students awarded funding, as well as those on the wait list, must attend a mandatory orientation at the CDC on either Tuesday, April 19, 2016 at 12:15 p.m. or Wednesday, April 2, 2016 at 4:30 p.m. Failure to attend an orientation session will result in loss of eligibility for funding.

The *Employer Confirmation Form* indicates that you have been hired for an internship and confirms that you accept funding. A signed copy of this document must be emailed to Amy Porter ([amy.porter@trincoll.edu](mailto:amy.porter@trincoll.edu)) by Friday, May 6 at 4:30 p.m. Failure to do so will result in loss of eligibility for funding.

## **SUMMER REQUIREMENTS**

All students awarded funding will be assigned a Summer Catalyst Coach. You must meet to discuss your progress with your Coach, either in person or via Skype, at the following times:

- Before the end of the second week
- During the fourth week
- During the sixth week

Failure to do so may result in loss of funding.

The CDC will provide your employer with a performance evaluation form to complete and submit to Amy Porter ([amy.porter@trincoll.edu](mailto:amy.porter@trincoll.edu)) after the fourth and eighth week of your internship.

Disbursement of funds is contingent upon you meeting all program requirements. Provided you have fulfilled all requirements, you will receive:

- \$1,500 on Monday, May 23, 2016 (about two weeks prior to start of internship)
- \$1,500 on Tuesday, July 5, 2016 (about four weeks after start of internship)
- \$500 after completing post-internship requirements as outlined below

## **POST-INTERNSHIP REQUIREMENTS**

Following the completion of your internship, you must submit a polished 3-page memo, addressing in detail, the following:

- How your internship helped you hone your professional and technical skills
- How your liberal arts training prepared you for the experience

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<sup>2</sup> You must meet with a CDC advisor to review and edit your resume. Note: this may take a couple of iterations.

- What you would do differently, both personally and professionally, in light of what you learned from the experience
- The extent to which your internship enabled you to address weaknesses or areas for improvement
- Advice you would give new interns

Memos should be typed in Microsoft Word, double-spaced on standard-sized paper (8.5" x 11"), with 1" margins, and 12 pt. Times New Roman font. Memos are due by noon on Tuesday, September 6, 2016, and should be emailed directly to your Summer Catalyst Coach.

You must meet with your Coach once during the first three weeks of the fall 2016 semester to debrief about your summer internship experience. If you are studying abroad during the fall 2016 semester, you must meet with your Coach via Skype or phone. Failure to do so will result in loss of funding.

If you are a current first- or second-year student, you must participate in the *Bantam Student Success Program* in the fall. Current third-year students must participate in *Bantams and Beyond: Life After College* in the spring. Students who fail to participate in these programs during the 2016-2017 academic term will be required to pay back the final Career Catalyst Initiative: Summer Internship Program disbursement of \$500 to the CDC. Any first- or second-year students studying away during *Bantam Student Success Program*, will be required to participate in a Career Trek during Trinity Days in the spring 2017 semester.

### **ACKNOWLEDGEMENT**

I understand that failure to complete any of the requirements outlined in this document or announced by the CDC, will result in immediate dismissal from the Career Catalyst Initiative: Summer Internship Program and loss of funding. I understand that "loss of funding" means that I will not receive future disbursements of stipend monies, and that I will be required to refund to Trinity College any stipend monies I have already received. If I have already received all three payments of the stipend, "loss of funding" means I will be required to refund my entire stipend to Trinity College.

I understand that if I withdraw from, transfer, or am dismissed from Trinity College after receiving Career Catalyst Initiative: Summer Internship Program funding, I will be required to refund my entire stipend to Trinity College.

I understand that if I am dismissed from my internship, I will be required to refund my entire stipend to Trinity College.

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Student Signature

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Date

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J. Violet Gannon, Director, Career Development Center  
or Jett McAlister, Associate Director, Career Development Center

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Date