



## **GRADUATE STUDENT CAREER DEVELOPMENT**

APPLICATION FOR AN

### **ELLIOTT SCHOOL OF INTERNATIONAL AFFAIRS INTERNATIONAL INTERNSHIP GRANT**

The Elliott School strongly encourages students to integrate their course of study with practical international internship experiences. Accordingly, Graduate Student Career Development offers a limited number of competitive grants for currently enrolled Elliott School graduate students participating in international non-paid or low-pay internships.

The purpose of these grants is to help defray the costs of the international internship, not to fully fund the experience. Students are strongly encouraged to begin researching outside sources of funding before submitting a grant application.

#### **Important Dates**

##### **Grant Semester:**

Fall 2013

Spring 2014

Summer 2014

##### **Grant Application due by:**

September 20, 2013

February 7, 2014

March 28, 2014

# Elliott School of International Affairs

THE GEORGE WASHINGTON UNIVERSITY

## INTERNATIONAL INTERNSHIP GRANT APPLICATION GUIDELINES

### Eligibility Requirements

- You must have secured an internship or have started an internship at an organization that offers substantial opportunities directly related to your degree program and specialty.
- Your internship must require at least 30 hours per week for a minimum of 10 weeks.
- You must be a currently enrolled Elliott School graduate student, planning to enroll the following semester after completing the internship, and have a cumulative GPA of 3.0 or higher.
- International students are eligible to apply, but the internship cannot be located in your home country, or within the U.S.
- The internship cannot be located in a country in which you have citizenship or foreign national status, or in country where you've lived for more than an X consecutive years)

### Grantee Responsibility

Each Internship Grant recipient will be required to submit an Internship Evaluation found in the ESCC Survey section. Grant recipients are also asked to be available for future networking activities with other Elliott School students who have questions regarding internships and the internship grant process. Details for these potential events will be determined at a later date.

### Application Requirements

A copy of the entire Grant Application is due to Graduate Student Career Development no later than **5 p.m. on the corresponding due date for each grant semester listed above.**

All information must be typed. **Only completed applications will be accepted; we will not consider your application unless you carefully complete steps 1-9 and you must verify that your application is complete.**

Your application must include the following items, in the following order:

1. A Grant Application Cover Page (using the format given in this packet)
2. Completed Grant Application Sheet
3. Completed Internship Information Sheet
4. Completed Internship Employer/Mentor Form (electronic forms are accepted with an electronic signature)
5. Interest Essay (500 word maximum)
6. Completed Personal Budget sheet including alternative sources of funding
7. Current Resume
8. Faculty Support Form completed and signed by a GW faculty member (electronic form accepted)
9. Copy of most recent GW transcript (printable from the web; unofficial copies accepted).

**For questions, please contact the grant administrator: Eric Arellano, [earrellano@gwu.edu](mailto:earrellano@gwu.edu), 202-994-1868**

### Selection Process

Grant applications will be reviewed according to the following criteria:

- Academic record at the Elliott School
- Quality and professionalism of the entire grant application
- Quality and relevance of proposed internship to current and/or future career plans
- Quality of Interest Essay

### Grant Amounts

A maximum of \$2,000 will be available for each grant. The final amount for each grant will be determined by funds available to GSCD and the budget submitted with each application.

INTERNATIONAL INTERNSHIP GRANT APPLICATION

**COVER SHEET**

Your grant application cover sheet should including the following information on white paper in approximately the same format presented below and on this packet's coversheet.

APPLICATION FOR AN

ELLIOTT SCHOOL OF INTERNATIONAL AFFAIRS  
**INTERNATIONAL INTERNSHIP GRANT**  
**GRANT SEMESTER (e.g., Summer 2012)**

PRESENTED BY

**[YOUR NAME]**  
**[DEGREE (MA, MIPP, etc.), PROGRAM OF STUDY]**  
**[EXPECTED DATE OF GRADUATION]**

**ABSTRACT**

The abstract should be a brief description of your application and include:

- Name of the organization and your supervisor(s)
- Expected duties and projects
- Proposed final products, if any
- Supporting faculty member's name
- The amount you are requesting
- Other pertinent information

SUBMITTED [DATE  
SUBMITTED]

# Elliott School of International Affairs

THE GEORGE WASHINGTON UNIVERSITY

## INTERNATIONAL INTERNSHIP GRANT APPLICATION

### APPLICATION SHEET

#### Personal Information

Name \_\_\_\_\_

GWID: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Current Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Home Phone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Email \_\_\_\_\_

FAX: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

**Citizenship** (*check one*) ☐ U.S. Citizen ☐ Permanent U.S. Resident ☐ Foreign National of \_\_\_\_\_

#### Elliott School Student Status

**Current Academic Standing:** Year ☐ 1<sup>st</sup> ☐ 2<sup>nd</sup> ☐ 3<sup>rd</sup>

**Semester** ☐ 1<sup>st</sup> ☐ 2<sup>nd</sup>

**Expected Graduation Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_  
mo day year

**Current GPA:** \_\_\_\_\_

Degree: (MA, MIPP, MIS, MA/JD, MA/MBA, MA/MPH, Certificate): \_\_\_\_\_

Program (IA, IDS, ITIP, SPS, STPP, AS, EES, LAHS): \_\_\_\_\_

Concentration: \_\_\_\_\_  
\_\_\_\_\_

#### Term & Availability

**Please indicate the start and end date for your internship.**

From \_\_\_\_/\_\_\_\_/\_\_\_\_ To \_\_\_\_/\_\_\_\_/\_\_\_\_  
mo day year mo day year

**Number of hours working per week :** \_\_\_\_\_

**During the internship period, will you be working at another job or internship position?** ☐ Yes ☐ No If

yes: Organization/Employer Name \_\_\_\_\_

Type of Position: ☐ Other Paid Internship ☐ Unpaid Internship ☐ Other Full -Time ☐ Other Part-Time

**Requested Amount for this application:** \_\_\_\_\_

Elliott School of  
International Affairs

THE GEORGE WASHINGTON UNIVERSITY

INTERNATIONAL INTERNSHIP GRANT APPLICATION

INTERNSHIP INFORMATION SHEET

Organization Name:

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Address:

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Intern Supervisor & Title

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Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Fax: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Email: \_\_\_\_\_

Web Site: \_\_\_\_\_

Type or Title of Internship Position

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Sector/Field

☐ Academia

☐ Non-profit

☐ Private consultant

☐ International/foreign organization

☐ Think-tank

☐ U.S. federal government

☐ State government

☐ Local government

☐ Private organization

☐ Other: \_\_\_\_\_

Please indicate the status of your arrangement with this employer.

☐ Confirmed this internship position

☐ Have started internship

Please give a brief description of this organization.

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Please give a brief description of your duties as an intern.

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# Elliott School of International Affairs

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## INTERNATIONAL INTERNSHIP GRANT APPLICATION

### INTERNSHIP EMPLOYER/MENTOR CONFIRMATION

*Employers may submit this information on this form, as a letter, via  
fax (202/994-7702), or via email (escareer@gwu.edu).  
Regardless of method, the information below must be addressed by your employer.*

Student Name \_\_\_\_\_

Organization \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_ Web Site \_\_\_\_\_

Internship Supervisor/Mentor and Title \_\_\_\_\_

Intern Work Location *[If different from above]* \_\_\_\_\_

Duration of Internship [# of weeks]

Begins [day/month/year] \_\_\_\_\_ Ends [day/month/year] \_\_\_\_\_ Hours per Week \_\_\_\_\_

Position and Task Description

Learning Objectives

Please list any benefits you may provide to the student

\_\_\_\_\_  
Signature of Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

# Elliott School of International Affairs

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## INTERNATIONAL INTERNSHIP GRANT APPLICATION

### **INTEREST ESSAY**

The Interest Essay must be no longer than 500 words, it must be typed, and address the following:

- How an internship with this organization is relevant to your career goals
- Your objectives and expectations for this internship
- The skills you believe this internship will help you develop
- How your work will contribute to the employer

You may use this page or a separate sheet.

INTERNATIONAL INTERNSHIP GRANT APPLICATION

**ESTIMATE PERSONAL BUDGET SHEET**

The amount of each grant will be determined by funding available to Graduate Student Career Development for internship grants, and the number of successful applications. The purpose of these grants is to help defray the costs of the internship, not to fully fund the experience. Students are strongly encouraged to begin researching outside sources of funding before submitting a grant application.

Please fill in all of the following information (where applicable):

ESTIMATED EXPENSES

Estimated Roundtrip Airfare \_\_\_\_\_  
(Be sure to check STA Travel for student airfares at [www.sta.com](http://www.sta.com) or their office located in the lower level of the Marvin Center.)

Lodging (per week): \_\_\_\_\_

Food (per week): \_\_\_\_\_

Visa, immunizations, travel insurance: \_\_\_\_\_

Other costs (please detail): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Total Estimated Expenses: \_\_\_\_\_

ESTIMATED INCOME

Compensation (in-kind or cash) provided by host organization: \_\_\_\_\_

Total Application Request: \_\_\_\_\_

Elliott School internship grants very rarely cover the majority of costs associated with an internship. How will you fund the remainder of your internship?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



INTERNATIONAL INTERNSHIP GRANT APPLICATION

**GWU FACULTY SUPPORT SHEET**

Graduate Student Career Development strongly encourages our students to recognize the linkage between their academic studies and their professional experiences. Participating in dialogues with members of the GW faculty is an integral part of the process of developing attainable career goals. This form should be used as a tool to help facilitate that dialogue.

To the student: In order for a faculty member to successfully complete this form, you must begin discussing your interests, career goals, and internship search strategy with him/her prior to securing an internship. Keep the faculty member informed and up-to-date on your search, ask questions, and make sure he/she understands why you have decided to pursue a particular internship.

Your Academic Advisor (Justin Bernstine, Angela Martin, or Jeff Peden) is also a good resource for ideas on how to better structure your academic plan in conjunction with your career experiences. Take a few moments to speak with him/her and gain input on your plans.

To the faculty member: Please complete this form only if you feel you have a strong sense of this student's interests, career goals, and how this internship will support the student's aspirations. If you would like to expand on some of your answers, feel free to include a letter of support with this signed form.

Student Member Name: \_\_\_\_\_

Faculty Member Name: \_\_\_\_\_

Department: \_\_\_\_\_

Email: \_\_\_\_\_

How long have you know this student? \_\_\_\_\_

Which of your classes has this student attended, if any? \_\_\_\_\_

What do you believe are the career goals of this student? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Has this student discussed this internship with you? \_\_\_\_\_

How does this internship complement his/her academic studies and career goals? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Faculty Signature: \_\_\_\_\_ Date \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date \_\_\_\_\_