



Call for 2009

Internship Grant Proposals

Internship Grant Proposals are due on **Monday, February 2, 2009**

Internship Grant Proposal question and answer meeting schedule

If you have questions about the RFP, please RSVP to attend one of the following question and answer meetings.

Tuesday, January 6th from 1:00 to 2:00 pm

Wednesday, January 7th from 11:00 to 12:00 pm

Thursday, January 8th from 10:00 to 11:00 am

Monday, January 12th from 10:00 to 11:00 am

Tuesday, January 13th from 2:00 to 3:00 pm

Wednesday, January 14th from 1:00 to 2:00 pm

Tuesday, January 20th from 2:00 to 3:00 pm

Wednesday, January 21st from 2:00 to 3:00 pm

Thursday, January 22nd from 10:00 to 11:00 am

Monday, January 26th from 11:00 to 12:00 pm

Tuesday, January 27th from 3:00 to 4:00 pm

Wednesday, January 28th from 1:00 to 2:00 pm

Thursday, January 29th from 11:00 to 12:00 pm

Meetings will be held in room 130A of building B-34. B-34 is a tan metal building south of the Wilkinson Center, east of the Fletcher building and west of the Crabtree building.

Please RSVP to ext. 2-1480 for the meetings you will attend as our conference room only seats 10 people. All Internship Grants Proposals are due Monday, February 2nd 2009.

Spotlights

Communications

Communications received an internship grant to establish an internship program in the Chicago area. Communications has an existing program in New York that has been very successful, and the Chicago internship seminar would offer similar benefits. Funding was used to fund faculty members to travel to Chicago to cultivate relationships with providers and to inspect and negotiate housing in the area.

School of Family Life

The School of Family Life received an internship grant to help market the internship program, to connect more effectively with professors to promote internships, and to connect with alumni who were in a position to provide internship opportunities for students.

Anthropology

Anthropology received an internship grant to develop the curriculum and acquire equipment in order to establish an Archaeology internship program. The internship program allowed students to work side-by-side with professionals in their field. The majority of the funds were used to develop the syllabus, to purchase equipment to facilitate in-field site visits, documentation and mapping.

Health Sciences

Health Science received an internship grant to hire a graduate student as an assistant with the mandatory pre-internship training class and preparation. Funding was also used to establish a department faculty oversight board, as well as to help improve the efficiency and value of the existing program in ways such as developing a survey tool at the end of students' internships.

Visual Arts

Visual Arts received an internship grant to fund a research trip to Los Angeles to determine the feasibility of creating a Los Angeles Seminar for Visual Arts students by meeting with experience providers and housing sources.

Geography

Geography received an internship grant to hire a student to develop a data base that would organize information about past students who are willing to help students obtain an internship. Funding was used to hire a TA to monitor assignments on Blackboard for the internship course.

Call For 2009

Internship Grant Proposals

TO: Deans, Department Chairs, and Internship Coordinators
FROM: University Internship Advisory Committee
RE: Internship Grants

The Internship Office has funding available to award Internship Grants for up to \$15,000.00

Purpose of Grant

To provide funding to departments to develop, enhance, and expand internship programs. Funding may be used to help departments reach compliance with university policy governing internships, (see attached), to develop, improve, and expand programs already in compliance with policy, to establish credible internship programs where there are none as part of overall curriculum. All proposals must demonstrate some department resource commitment to internships. Since there are always more applications than available funding, some proposals may be partially funded; others may not be funded at all. Applicants should prioritize their funding requests in the event full funding is not available. Some requests may not be funded.

Preference will be given (in no particular order) to:

- Departments not previously funded, or funded only once by enhancement grants
- Programs demonstrating a temporary need and an intent and methodology to establish stable funding from another university source, department, college or donors.
- Departments initiating new internship programs or expanding existing programs.
- Proposals that demonstrate some department resource commitment to the proposed project.
- Proposals that strengthen or add an assessment element to the internship program.

Deadline for Submitting an Application

Applications are due on February 2, 2009, to be considered by the Internship Advisory Committee. All applicants will be notified by March 31, 2009. Decisions of the Internship Advisory Committee are final. Awards up to \$15,000 per department will be awarded beginning mid April 2009 to use during the remainder of the calendar year (Spring & Summer term and Fall semester).

Eligible Uses of Grant Awards

Funding should be used to establish, expand or improve the infrastructure for and strengthen the supervision of internships in your department. Funds can be used to:

- hire adjunct or part-time faculty, administrative assistants, or students in creating, maintaining or strengthening internships, or to support faculty dedicating time to creating, maintaining or strengthening internships.
- establish better quality placements for internship students,
- enhance the interaction between the student and faculty and the experience provider during the internship,

- improve the internship program (selection, orientation, academic assignments including contact with students through regular journals, reports, and other written assignments, supervision and monitoring of the internships, site visits, etc.),
- expand the number of students interning for credit,
- revise curriculum to integrate and mainstream internships, and
- assess and evaluate the internship experience of students.

Proposals should follow the format outlined in the attached application form. Funding is available in the categories of wages (for adjunct or part-time faculty, administrative or student assistants), supplies and equipment, and domestic travel. All funded programs must submit a final benefits analysis at the culmination of the project to report uses and effects of funding.

Ineligible Uses of Grant Awards

As a general rule, we will not award funds for the following purposes:

- International travel. Our office relies on the Kennedy Center internship program for support and coordination of any international travel.
- Funds for student intern stipends or travel. The money is intended to build the department's capacity to provide quality internship experiences.
- Non-funded required programs. The internship grants are not intended to be the sole source of funding to establish internships required for graduation. Such programs should be at least partially funded as part of required curriculum and established as part of a department's budget. Funding is available to supplement departmental expenditures in establishing or extending such a program, but departments are expected to make budgetary commitments to establish and sustain their required curriculum.
- Conference travel and attendance since separate funding assistance is available through the Internship Office for those efforts
- Promotional funding (since separate funding assistance is available through the Internship Office for those efforts).
- Repeated requests for institutionalized funding.

Proposal Format

Academic Department:

Name of Department Chair: _____ Signature: _____
(Please provide letter of support and prioritize importance of multiple applications)

Department Chair email address:

Name of Internship Coordinator: _____ Signature: _____

Internship Coordinator email address:

Proposal Narrative:

1. Number of students who intern in your program per academic year.
2. Specific ways the award will be used to develop, enhance, or expand your current internship program or create a new dimension for your interns. (Include current syllabus)
3. Ways your department is complying with the attached university policy governing internships. Additionally, ways your department will need to change to meet the university policy governing internships, including expected growth of over the next three years.
4. A time line for using the award between April and December 2009. If necessary, part of the funding could be carried over for use in Winter Semester 2010 but it will have to be transferred to an appropriate carryover account by the department controller.

5. Total of funding requested for: _____ Prioritize (1-5, 1 being the highest) in case only partial funding is available for:

Student Wages	\$ _____	_____
Faculty Release Time:	\$ _____	_____
Supplies and Equipment:	\$ _____	_____
Travel:	\$ _____	_____
TOTAL (not to exceed \$15,000)	\$ _____	_____

6. Department Budget Support (continuing program budget including department resource support to demonstrate long-term program viability & support).