

SUMMER INTERNSHIP STIPEND 2021 PROGRAM GUIDELINES

Lasell University and the Board of Trustees are proud to offer Stipend opportunities for students who accept unpaid internships that will provide an exceptional learning opportunity.

Lasell University recognizes how important internships are to the undergraduate experience. Summer offers students time to explore career opportunities more in depth, often with travel/location opportunities, that are not realistic during the regular school year. The stipend is meant to provide the student with funds to offset the associated internship course and some expenses incurred during the internship.

Board of Trustees Stipend

Ten \$3,000 stipends will be awarded to outstanding candidates to participate in full time internship opportunities, which are unpaid.

Application Deadline: Thursday April 22, 2021 by 3:00PM

- Email your completed application and required materials to the Office of Internship Programs at internships@lasell.edu or drop it off to Lee Means, Klingbeil House, 2nd floor.

Eligibility

To be eligible to receive a Lasell University Summer Intern Stipend, you must meet these requirements:

- Must be a matriculated full-time current Sophomore or Junior.
- Enrollment in an internship summer course. Check with your school's Internship Coordinator or the Office of Internship Programs for accepted courses.
- Prior enrollment in IDS 399 (1-credit course) is highly recommended.
- Must be in good conduct standing with Lasell University.
- Minimum 2.7 GPA.
- Have accepted or received a commitment offer for a specific internship.
- Must not be a prior recipient of the stipend.

Internship Restrictions

- Internships shall not take place at Lasell University. No research projects or work under any department on the Lasell campus will be funded.
- Virtual/independent and unsupervised internships will not be considered.
- Host organizations cannot be owned or run by a member of the intern's immediate family.
- Internship must be done through ONE sponsor and must be supervised by someone at the site. Supervisor may not be a family member.
- A summer or part-time job cannot be substituted for an internship.

Selection Process

The internship stipend selection committee is comprised of members from the faculty and staff. Awards will be based upon academic record, engagement in the Lasell community, and exhibited financial need as well as the merits of the opportunity. We reserve the right to accept or deny candidates based on any of the above criteria. You will be notified by May 7, 2021 if you are selected.

SUMMER INTERNSHIP STIPEND 2021
STUDENT CHECKLIST

The Summer Stipend application contains several parts and therefore you are advised to start early. If you have questions or concerns, please contact the Office of Internship Programs (internships@lasell.edu, 617-243-2424, or stop by the Internship office in Klingbeil House, 2nd floor). We are here to help you succeed!

Required materials:

1. Student Application form and Essay
Find on pages 3-4.
2. Resume
3. Unofficial transcript verifying 2.7 GPA or higher
In self-service, click on 'grades' tab and print your unofficial transcript.
4. Signed Student Contract
Find on page 5.
5. Employer Commitment
Find on page 6. This can be emailed to and from supervisor. The supervisor can email this directly to the internship office.
6. Recommendation Form
Find on pages 7, 8. This is to be filled out by someone who knows you well but is not a relative, such as a past employer or faculty/staff member. This should be sent directly to the Office of Internship Programs from the recommender.
7. Internship Job Description
This is often printed from the internship website, or emailed from supervisor. Supervisor can email the description to internships@lasell.edu.
8. Enrollment in summer semester fieldwork/internship course.
Selection committee will confirm.

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SUMMER INTERNSHIP STIPEND 2021
APPLICATION FORM

Student Information:

First Name: _____ Last Name: _____

Major: _____ Minor: _____

Student ID#: _____ Visa Status: _____ (US citizens, put US)

Class standing (at time of application) Sophomore Junior

Expected year of graduation: Month: _____ Year: _____

Student Contact Information (Local):

Street Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ E-mail: _____

Internship Information:

Organization Name: _____

Internship Title/Department: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Website: _____

Industry: _____

Is the organization a non-profit? Yes _____ No _____

Supervisor Name: _____

Supervisor Title: _____

Telephone: _____ Fax: _____

Email: _____

Approximate Dates of internship: Start: _____ End: _____

Approximate Number of Hours per week: _____ Total # of hours over the summer: _____

SUMMER INTERNSHIP STIPEND 2021
APPLICATION ESSAY

The essay portion of your application will be evaluated and highly taken into consideration by the Internship Stipend Selection Committee. Applicants are strongly encouraged to spend time critiquing essays for content and grammar. Essays should be in 12-point font and approximately 1,000 words. Be sure to answer each of the following questions as part of your essay:

- Based on the criteria, why should we select you for the award you are requesting?
- Highlight how previous experience (work, curricular, extra-curricular, etc.) will make you successful in your internship experience.
- Describe your goals (personal/professional/academic). How will this internship experience enhance your academic learning experience and contribute to your professional goals?
- How will your work contribute to the overall organization and how will you transfer your knowledge/experience back to the Lasell University community?

SUMMER INTERNSHIP STIPEND 2021
STUDENT CONTRACT

Please read each statement and sign your agreement below.

If selected as a Lasell University Summer Intern Stipend recipient:

- I understand that the award is solely applicable to the experience described in this application and cannot be transferred to a different internship.
- I commit to completing the program requirements listed above during the timeframe of May-August.
- I understand that if I am unable to complete the above program requirements I must immediately contact the Office of Internship Programs at internships@lasell.edu. My failure to complete the requirements will result in the repayment of my award back to Lasell University.
- I agree to enroll in a summer internship course at Lasell University.
- I agree to participate in the assessment protocol that all summer interns will participate in.
- I understand that if I am accepted as a Summer Internship Stipend recipient it is my responsibility to arrange my own housing, travel and other logistics. Lasell Housing is available on a first come first basis if internship is in the local area.
- Once back at school in the fall, I will join the other recipients and thank the stipend donor in person and in writing.

I verify that:

- I am in good standing academically and with conduct at Lasell University.
- I am a matriculated sophomore or junior at Lasell University.
- I have secured an internship for the summer, prior to this application.
- All information provided is true and accurate to the best of my knowledge.

Authorization:

- I authorize Lasell University to access my academic and student conduct records to determine my eligibility for this position. I acknowledge and approve that, if selected for a position, this access will continue through the term of my employment.

Student Signature: _____ Date: _____

Print Name: _____

LASELL UNIVERSITY SUMMER INTERN STIPEND PROGRAM
EMPLOYER COMMITMENT
SUMMER 2021

A Lasell University student has applied for an Internship Stipend Award to participate in the internship experience at your organization. Please confirm that the details of your internship are correct by completing the form and signing below.

Student Name: _____

Organization: _____

Internship Title: _____

Approximate Dates of internship: Start: _____ End: _____

Approximate Number of Hours per week: _____ Total # of hours summer: _____

The internship is unpaid Yes _____ No _____

The student:

1. Has been awarded the above internship title or is being strongly considered.
2. Will be supervised throughout the internship.
3. Will be provided an opportunity to apply classroom learning to a real-world setting.
4. Will have clear and realistic goals to complete during the internship.
5. Will have an opportunity to explore career options.
6. Will continue to develop meaningful skills including but not limited to: leadership, communication, analytical, organizational, written, technical, and team building.
7. I agree to complete an evaluation of the student's performance at the end of the internship term.

Supervisor Signature: _____ Date: _____

Supervisor Name (Print): _____

Supervisor Title/Company: _____

Supervisor Contact: (p): _____ email: _____

Thank you for your assistance. You may return this to the student or send it directly to the address below by April 22, 2021 by 3:00PM. If you have any questions regarding the Intern Stipend Program or Lasell University Interns in general, please feel free to contact:

**Lasell University
Office of Internship Programs
1844 Commonwealth Ave
Newton, MA 02466
617-243-2424
internship@lasell.edu**

LASELL UNIVERSITY SUMMER INTERN STIPEND PROGRAM
RECOMMENDATION FORM
SUMMER 2021

To students: please provide this form to your recommender.

_____ is applying for a stipend to complete an unpaid internship in the summer of 2021. Please take some time to complete this recommendation form about the applicant.

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TO THE APPLICANT: Under terms of the Family Education Rights and Privacy Acts of 1974, applicants have the right to review evaluation forms. Please indicate if you wish to retain or waive this right.

I wish to waive my right to review this recommendation.

I wish to retain my right to review this recommendation.

Signature

Date

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1. In what capacity and how long have you know this applicant?

2. Please rank the applicant's abilities in the following areas:

	Excellent	Above Avg	Average	Below Avg	Unable to Evaluate
Communication					
Attitude towards major					
Ability to work in groups					
Ability to work independently					
Sensitivity to diversity					
Approachability					
Organization					
Responsibility					

3. Provide an instance when the applicant demonstrated his/her ability to relate well with others.

4. What sets the applicant apart from other students with whom you work?

5. Do you believe that this individual will represent Lasell well while they are working in the field?

Overall Recommendation: (please check one)

Strongly Recommend

Recommend

Recommend with some reservations

Do not recommend

If you do not recommend the candidate, please explain why?

Name

Signature

Title

Telephone

Email

Date

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