

# Lilly Service Internship Fund

## Seattle Pacific University - Career Development Center

### APPLICATION

A copy of your completed application must be turned into the Career Development Center (2<sup>nd</sup> Floor SUB). Applicants will be notified within approximately 10 days as to whether their proposal has been funded. If you have questions or need assistance, please contact CDC at (206) 281-2485.

*Applications must include:*

- 1) Completed application (including employer signature)**
- 2) Current resume**
- 3) Current copy of transcript (unofficial)**

Name of Student: \_\_\_\_\_

Home Address: \_\_\_\_\_

Major: \_\_\_\_\_ Expected Graduation Date: \_\_\_\_\_

Campus Address: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Phone: \_\_\_\_\_

#### **INTERNSHIP DESCRIPTION**

Internship or Position Title: \_\_\_\_\_

Agency/Organization: \_\_\_\_\_

Organization's Website: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Name/Title of Supervisor: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

#### **Duration of Employment**

Start Date	End Date	Hours per Week	Total Weeks

***In order to answer each question fully, download application from the CDC website into a Word Processing Program and type in your answers. Please do not exceed 2 pages.***

1. Describe the primary mission or purpose of the organization.
2. Describe the internship, including your primary responsibilities.
3. How did you obtain this internship?
4. What sort of training will the organization provide for you?
5. Have you met with your intern supervisor? Describe how you will receive feedback or evaluation from your supervisor during the internship period.
6. What do you hope to learn from the internship experience? How does this relate to your sense of what God might be calling you to do?
7. What skills will you gain from the internship?
8. How will the internship impact your educational and post-graduation goals?
9. What questions do you bring to this internship about our responsibility as Christians to respond to human needs, environmental or global concerns?

***I have read and approved this internship proposal. I certify that this is an unpaid internship and that we are a 501(c)3 organization.***

**Supervisor's signature: \_\_\_\_\_ Date: \_\_\_\_\_**  
***Supervisor's signature must be on completed application. Faxed signatures will only be accepted on completed applications.***

This position has been offered to me       I have accepted this position contingent on funding

**Student's signature: \_\_\_\_\_ Date: \_\_\_\_\_**

## CRITERIA FOR EVALUATION OF PROPOSALS

To maximize your chances for funding, please carefully review the following criteria on which proposals will be evaluated and prioritized:

- A. Your proposed internship should be **relevant to your educational goals or stated vocational interests**. At least 80% of your time should be spent in quality activities designed to stimulate learning, and no more than 20% of your time should be spent performing clerical or other similar tasks. Carefully answer all questions on application form.
  - B. You should receive consistent feedback and guidance from your supervisor. Be sure to include **how you will be evaluated or receive feedback from your supervisor**, including how often and what type of feedback will be provided. This should be clarified with your supervisor in advance. The number of contact hours with a professional is an important factor when the selection committee is reviewing your application.
  - C. Evidence of your **personal initiative and commitment** to the internship is also important. You should describe the process you went through to obtain the position.
  - D. **Employer/supervisor must read and sign** the statement of support on the application form.
  - E. **Applications must be typed on a computer (You can download the application materials from the Career Center Website).**
  - F. A relative may not supervise the internship.
  - G. Applications for a second experience with the same agency or organization must show increased responsibility or significant difference in duties.
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- **FUNDING AWARDS ARE MADE ON ORIGINAL PROPOSALS AND WILL NOT BE TRANSFERRED TO AN INTERNSHIP AT A DIFFERENT SITE OR FOR ANOTHER POSITION.**
  - **A MID-QUARTER PROGRESS REPORT AND A FINAL REPORT ARE REQUIRED (GUIDELINES FOR THE REPORTS CAN BE FOUND ON THE CDC WEBSITE).**
  - **STUDENT IS RESPONSIBLE FOR ANY APPLICABLE FEDERAL INCOME TAX**

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### Employer Information Handout

**ATTENTION STUDENT: PLEASE DISTRIBUTE TO EMPLOYER**

The stipend for the Lilly Service Internship Fund is allocated by Seattle Pacific University. Each student who is selected to participate in the program will receive a **\$1000 stipend** (winter & spring quarters) or **\$2000 stipend** (summer quarter) that he/she will receive in two payments, at the beginning and end of the internship experience. (Student is responsible for any applicable Federal income tax.)

#### GUIDELINES FOR INTERNSHIP EXPERIENCES

1. Internships must be **relevant to the educational goals and/or vocational interests** of the student.
2. Student may not work for a relative.
3. In order to qualify for the stipend, the internship must be **unpaid**.
4. Students must submit a **description of responsibilities** as a part of the application process. The committee evaluating the applications will put a great deal of weight on how the student describes the proposed internship. Any written information you can provide, such as a position description, will be helpful and will enhance the student's application.
5. On the student's application, **criteria for feedback and evaluation** of the student's performance at their internship must be clearly defined. This includes information about how often and who will provide feedback.
6. The employer or supervisor must sign the application in support of the proposed internship position.

#### TERMS OF EMPLOYMENT

- Interns during winter and spring quarters must work a minimum of 10 hours per week for a minimum of 10 weeks. Interns during summer quarter must work a minimum of 20 hours per week for a minimum of 10 weeks.
- The program **will not provide reimbursement for travel or mileage expenses** incurred by the intern.

#### APPLICATION TIMELINE

##### **WINTER:**

November 28th..... Applications due in CDC by 12:00 NOON  
December 5th..... Applicants notified of selection decisions

##### **SPRING:**

March 6th ..... Applications due in CDC by 12:00 NOON  
March 13th ..... Applicants notified of selection decisions

##### **SUMMER:**

May 15th ..... Applications due in CDC by 12:00 NOON  
May 22nd ..... Applicants notified of selection decisions