2018 Creative & Entertainment Internship Program

DESCRIPTION & APPLICATION INSTRUCTIONS

***Applications are due Friday, March 2nd at 12:00 Noon***

The highly selective Creative & Entertainment Internship Program supports CMC students at unpaid internships in the Creative & Entertainment interest cluster. Special consideration is given to students who are planning a career in this interest cluster and to students with demonstrated financial need. These internships can be both international or domestic. Creative independent projects are not eligible and will not be considered. The clear funding priority for this internship program will be for internships in established creative & entertainment organizations.

Sponsored internship recipients may enroll in an internship course for transcript notation (INT 98) or the ¼, ½, or full-credit course options (INT 198).  Regardless of which credit option one chooses, **the sponsored** **internship must be a minimum of 8 weeks and 200 hours.** To learn more about internship credit, please visit the Office of the Registrar’s [website](https://www.cmc.edu/registrar/internship-registration).

###### Eligibility/Requirements:

* Applicants must be a current CMC student who will be enrolled at CMC (in Claremont or an approved Off-Campus Study program) fall semester 2018 (i.e., not graduating in May or taking a leave/withdrawing next semester).
* Applicants must have a minimum, cumulative GPA of 7.5 and be in good standing with the College as verified by the Dean of Students Office. Students whose GPA falls below this threshold should contact Evan Wollen ([ewollen@cmc.edu](mailto:ewollen@cmc.edu)) to request an exception.
* Study abroad programs and programs that charge tuition are ineligible.
* Internships must be for at least 8 weeks and 200 hours.
* Recipients who fail to complete the internship (8 weeks and 200 hours) may be required to return all or part of their award.
* Proposals must meet the requirements of CMC’s International Travel Policy (dated 2/14/13):
  + All CMC students are responsible for their own safety when traveling internationally, whether or not their work abroad is funded by or through CMC awards or is accorded credit by CMC.
  + CMC will not fund, award credit for, or otherwise sponsor or support any international academic or extracurricular project in any destination for which any of: the U.S. State Department ( <http://travel.state.gov/>), Australian Government Department of Foreign Affairs and Trade (<http://www.dfat.gov.au/>), Foreign Affairs & International Trade Canada (<http://www.international.gc.ca/international/index.aspx>) or the United Kingdom Foreign & Commonwealth Office (<http://www.fco.gov.uk/en/>), has issued a warning that orders departure of dependents and non-emergency personnel; recommends that citizens depart the country; advises citizens against all travel to the destination; or recommends that citizens defer non-essential travel to the destination.
  + In destinations and sphere of travel determined to be of “Elevated Risk” travelers are required to have parents or guardians sign destination specific travel waivers.
  + Safety restrictions apply for the duration of the travel. If a warning comes into effect after date of departure, the College reserves the right to end its sponsorship at that time, and to require the student to end the trip and leave the country. Such determinations will be made on a case by case basis.

iNext Medical Insurance:

Every student sponsored by CMC for international travel is required to have emergency health insurance through [iNext](http://www.inext.com/).  For students residing in all states except OR and NY, coverage through iNext lasts one year from the date issued.  Permanent Residents of OR and NY with this plan are covered from date of departure until date of return to the U.S.  If you have an iNext [Platinum Plan](http://www.inext.com/plans/supplemental/premium-plus.aspx) that is valid through summer 2018, please indicate this on your application.

Note: **Do not purchase iNext insurance on your own!**  If your proposal is funded, CMC will purchase emergency health insurance on your behalf.

**Selection:**

The interview/selection committee will evaluate the following, among other considerations, before making final selections:

* Project/program feasibility
* Quality of internship
* Demonstrated preparation appropriate for an overseas experience
* Presentation and interview
* Financial need
* Recommendations

**Application Materials:**

The materials below must be submitted through the Sponsored Internship portal on FluidReview.com, an application and selection website (<https://claremontinternship.fluidreview.com/>). After creating an account, applicants will complete all required forms on and upload all required documents to FluidReview. Materials should not be submitted in hardcopy or via email. **The application portal** **will open January 5, 2018.**

* **Application Form**
* **Resume**, which must be reviewed by a Career Consultant (CC) before being submitted. CCs are available on a drop-in basis from 9 a.m. to 5 p.m., Monday through Friday, in Student Opportunities. Please allow time to incorporate the CC’s recommendations into your resume.
* **One recommendation**, preferably from a faculty member at the Claremont Colleges. Please request recommendations through FluidReview.com to ensure they are included with your application.
* **Letter confirming your internship** from the sponsoring organization (on letterhead with a signature) **OR an explanation of where you are in the process of securing an internship.**
* **Descriptive/background information** on the sponsoring company/organization (which may be printed from the organization’s website)
* **Unofficial Transcript,** which you can obtain from CMC’s student portal or Registrar’s Office
* If your proposal involves international travel:
  + - **Detailed budget\*** with an explanation of how it was developed (see examples). The Budget should include: airfare; housing; food; local transportation; immunizations; and only necessary incidentals.
    - **Consular General’s Report\***  on proposed country (Go to [travel.state.gov](http://travel.state.gov/); enter the name of the country under “learn about your destination” and press “Go”; then press the blue “Expand all” button. Copy and paste the entire report into MS Word and upload it to your application.)
    - **CDC Report**\* on proposed country (Go to [wwwnc.cdc.gov/travel](http://wwwnc.cdc.gov/travel); under “For Travelers,” select your host country from the dropdown list and press “Go”; expand “Vaccines and Medicines”; copy this section into MS Word and upload it to your application. Though not required for your application, you should also review the section “Stay Healthy and Safe.”)

\*not required for domestic applications

* **Essay Questions**.

**Note:** The essays constitute the heart of your application, where the Committee gets to know you, your motivation for pursuing your project, and how your project relates to your future goals. As such, you should take great care when composing your responses, answer each question thoroughly, and present a compelling and polished case for why your internship deserves support.

1. Describe your host organization
2. Describe the scope of responsibility of your internship.
3. What is the relationship of your proposed internship to your professional and personal ambitions?

**Note: Applications will not be reviewed until all of the**

**above materials have been submitted to FluidReview.com.**