**CMC’s Sponsored Internship Program**

**FREQUENTLY ASKED QUESTIONS**

**Application**

* ***Can I work for the same organization I interned with last summer?***

Yes, as long as your responsibilities are different from those of last summer.

* ***I won’t know if I received an internship until April. Can I receive an extension on the application deadline?***

The application deadline will not be extended. Instead, submit all the other application materials by the deadline. A proposal can be considered for funding even if the internship is unconfirmed. Please include in your application evidence that you have applied for, or are in the process of, being selected for the internship opportunity. Even an e-mail proving you have applied for the application will suffice. Proposals received after the deadline, however, will not be reviewed.

* ***Can I submit 2 applications for 2 different internships?***

No! You may submit one application for one internship opportunity. If your application is funded but your internship falls through, you may submit an alternate proposal for a different, comparable internship.

If you have two or more pending internships at the time you apply, choose the one you’re most interested in AND have a reasonable chance of getting.

* ***Can I apply for more than one grant?***

When you complete the common application form, you'll need to check boxes that indicate what type of internship you have. Focus your application on only one internship. Based on this information, we will automatically consider you for all applicable funding sources. You will be able to help the Internship Program Director by identifying which funding sources your internship might be funded through. However, you may not receive more than one award per summer.

* ***My project has changed since I submitted my original proposal. What should I do?***

You are required to notify Evan Wollen, Sponsored Internship Coordinator, of any changes to your internship.

**International Students and Interning Abroad**

* ***I’m an international student who wants to intern in my home country or the U.S. Would I apply for domestic or international funding?***

Because the international program covers travel expenses and is intended to provide exposure to a new country, you would apply to the domestic program.

* ***Can a freshman receive funding for an international internship?***

Yes! First-year students may be sponsored for an international activity.

**Recommendations**

* ***Can recommendations be from faculty from the other Claremont Colleges?***

 Yes.

* ***What are you looking for in recommendations?***

Recommendations should provide a character reference, comment on your academic performance, and discuss your suitability for and the benefits of your proposed internship.

* ***Will you accept hardcopy recommendation letters?***

No! Recommendations must be submitted through the Sponsored Internship portal on FluidReview.com.

* ***Can a recommendation be from a high school teacher/counselor?***

 Yes, but only if you’re a freshmen or first-year transfer student.

* ***For the international internship application, who can provide the 2nd recommendation?***

Another faculty member, employer, coach, advisor, etc. (just not a relative or friend).

**Confirmation Letter**

* ***My organization won’t let me know if I have the internship until after the CMC deadline. Can I still apply for funding?***

Yes, you may apply without a confirmed internship. However, funding will not be disbursed until you secure the internship and provide a confirmation letter from your host organization. Remember to include proof with your application that you are in the process of securing the internship.

* ***What should the confirmation letter include?***

The letter must be written on the organization’s letterhead, include a signature, and stipulate the internship:

1. Dates,
2. Pay status (and, if paid, the hourly wage), and
3. Responsibilities.
* ***Can the confirmation letter be emailed or faxed?***

No! Please ask your host organization to send you the letter so you can upload it to FluidReview.com. Letters should not be emailed or faxed to Career Services! If your internship is confirmed after the deadline (and you receive funding), you’ll be asked to upload the letter after the selection process.

**Internship Length**

* ***My study abroad program starts in mid-July so I won’t be able to intern for eight-weeks. Can I still apply for CMC funding?***

As long as your internship is at least 6 weeks long, you may be considered for funding. But your award amount will be prorated accordingly. Please see Evan Wollen, the Sponsored Internship Programs Director, if this effects you.

If your proposal is funded, you will still need to complete the academic requirements of INT 199. Due to the internship length, you will only be eligible for a quarter rather than half credit.

* ***My internship is for 7 weeks. Is that long enough?***

No. Aside from the above exception, internships less than eight-weeks AND 200 hours will not be funded.

**Stipends**

* ***I will be receiving some compensation from my employer. How does this impact my application?***

We expect that if you receive compensation from your employer you will put that money toward your internship expenses.  If your proposal is selected for funding, we may reduce your award amount, depending on your compensation and related expenses.

* ***I have secured some additional funding to support my internship. Will this affect my funding from CMC?***

It may, depending on your internship expenses. As such, you must report all sources of internship funding to Career Services.

**INT 198 – Internships (syllabus is available on the Registrar’s website)**

* ***What is INT 198?***

A CMC course that awards academic credit for internships, both during the summer and academic year.

* ***Do I have to take INT 198 before the summer?***

 No, it is taken during the summer and the assignments are due early fall semester.

* ***How do I enroll in INT 198? Do I need to secure a faculty reader?***

Instructions will be provided at the INT 198 information sessions which occur in April.

* ***I’ve already taken INT 199. Must I take it again if I receive funding?***

Yes! All sponsored interns must enroll in INT 199, even if you cannot receive credit.