



## ***Summer 2013 Human Rights Internship Program Guidelines***

**Who:** CMC freshmen, sophomores and juniors may apply with preference given to students:

- (a) who have experience working in the broad fields of human rights including work for the Center,
- (b) who have not received a Center-sponsored fellowship in the past\*,
- (c) and who have arranged an internship with a major human rights or Holocaust-related organization.

\*Students who have received human rights internships in the past are not excluded from consideration.

### **Evaluation Criteria:**

- the creativity, feasibility, and impact of the applicant's project or duties
- the relevance of the internship to the applicant's career and academic interests
- the effectiveness and reputation of the organization that the applicant proposes to join
- the applicant's previous experience in the broad field of human rights
- the academic record of the applicant
- the applicant's foreign language ability if relevant

All applicants must be in good standing with CMC and approved for off campus study by the Dean of Student's (DOS) Office. The Center will request this approval from DOS prior to finalizing an applicant's internship award.

### **Applicants must submit the following:**

- (1) Completed application form
- (2) Travel documents – Passport and Visa
  - a. **Passports:** If the internship is abroad, include a photocopy of the identification page of your passport with the application. Important Note: check the host country's rules for travel very carefully. Some countries, such as Indonesia, for example, will not admit travelers whose passports will expire in less than six months.
  - b. **Visas:** Some countries have very lengthy visa approval processes – students are encouraged to submit visa applications early to ensure they will be available by summer 2013.
  - c. **Travel Advisories:** The Center is unable to fund internships in any country with a State Department travel advisory in affect. Check the Department's website for up to date travel information prior to submitting your application, [http://www.travel.state.gov/travel/cis\\_pa\\_tw/tw/tw\\_1764.html](http://www.travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html).

- (3) Proof of acceptance from a sponsoring human rights organization.

This should be on organization letterhead, signed by a responsible official of the organization, and giving a description of the duties to be performed during the internship and a specific length of time to be spent as an intern. The minimum time for an internship is the equivalent of two months full time work; however, longer periods are permissible. Formal proof of the internship should be but need not be in hand at the time applications are due, but must be present before the internship will be funded. If it is not present, applicants should briefly explain why, and say when it is expected. Email approval is acceptable if the email is clearly from a responsible official.

- (4) Project description (maximum 500 words)

A brief essay that clearly explains the applicant's reasons for choosing to intern with the sponsoring organization, the work to be done, its impact, significance, and its relation to the applicant's experience and intellectual and career goals. In addition, describe how you found the internship, if abroad, why you chose the particular country, what you have done to prepare for this internship, and what your living arrangements will be.

- (5) Descriptive/background information about the sponsoring organization (100 words maximum)

- (6) Project budget

Show total expenses and sub-totals for travel, accommodations, food, and other expenses directly related to the internship including local ground travel, required immunizations and supplemental international medical insurance, including coverage for emergency evacuation. Provide the sources of the costs; e.g., for airfare it might be Expedia or studentuniverse.com.

- (7) Current résumé

- (8) Informal CMC transcript

- (9) Two letters of recommendation from CMC faculty members with whom the applicant has studied, covering, among other things, academic performance, ability to work effectively as a member of a team, integrity, reliability, ability to succeed in a foreign environment (where relevant) under trying conditions, ability to work effectively with little direct supervision, ability to stay on task and accomplish assignments on time.

- (10) Three paper copies of the application are due by 12:00 p.m. on Thursday, February 21, 2013 at the Center's office, Kravis 353. They should be directed to Kirsti Zitar, the Center's Program and Research Coordinator. Applications sent by e-mail attachment will not be accepted. Applicants will be notified by Friday March 8, 2013.

Upon completion of the summer internship, students are required to submit a written report detailing their experiences. This report is due on or before September 20, 2013.