2016 Peter Adams International Internship Program, sponsored

 the Keck Center for International and Strategic Studies

PROGRAM DESCRIPTION & APPLICATION INSTRUCTIONS

***Applications are due Wednesday, February 10 at 12:00 noon***

The Keck Center for International and Strategic Studies offers financial assistance for students to participate in an international learning and work experience related to career plans. The Program is open to all CMC sophomores and juniors though preference is given to International Relations majors. Internships must be international in substance but may be international or domestic in location. For example, a student could receive Keck Center support for an internship at the Department of State in Washington, D.C. Internships may be with government departments, non-governmental organizations, and private corporations.

All sponsored internship recipients are required to enroll in an internship course.  At minimum, recipients should register for a non-credit internship (INT 098) by using the internship registration [webform](https://www.cmc.edu/registrar/internship-registration). If eligible, recipients may choose to enroll in the half-or full-credit course options instead (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 2016 (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 Jason Jeffrey (jjeffrey@cmc.edu) to request an exception.
* Internships should be in a new country, not one where you have previously lived or traveled to extensively.
* Study abroad programs and programs that charge tuition are ineligible.
* Preference is given to students who find and develop their own internship as opposed to using an organization that helps locate internships for a fee.
* Internships must be for at least 8 weeks and 200 hours.
* Stipends range from $2,000 to $5,000.
* International internship funds are limited. As such, preference will be given to students, particularly juniors, who have not received a sponsored internship award as well as students with demonstrated financial need, as verified by the Office of Admission & Financial Aid. Students who have received two or more sponsored internship awards will be given lower priority.
* Recipients who fail to complete the internship or an internship course (as stipulated above) may be required to return all or part of their award.
* Proposals must meet the requirements of CMC’s International Travel Policy (dated 8/11/09):
	+ 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.

Supplemental 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 2016, please indicate this in your budget.  If not, **please include $100.00** **in your budget** for the cost of the Platinum Plan.

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

**Selection:**

A Selection Committee (consisting of the Keck Center Director, International Relations Program Chair, and a Career Services representative) will evaluate the following, among other considerations, before making final selections:

* Applicant’s academic record and relevant activities
* Substantive merit of the internship proposal
* Prestige of the host organization
* Demonstrated preparation appropriate for an overseas experience
* 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 8, 2016.**

* **International 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 Career Services. Please allow time to incorporate the CC’s recommendations into your resume.
* **Two recommendations**, one 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 why the internship isn’t confirmed,** which mayinclude correspondence with the organization
* **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
* \***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.”)
* **Detailed budget** with an explanation of how it was developed (see examples). The Budget should include: airfare; housing; food; local transportation; iNext emergency health insurance; immunizations; and incidentals.

\*not required for domestic applications

* Letter confirming
* **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 project deserves support.

1. Why are you interested in going to this country? List any previous international experience.
2. Describe your host organization and your internship.
3. Describe your intended living arrangements and transportation to/from your internship site.
4. 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.**