**2018 Mgrublian Center for Human Rights Internship**

 **DESCRIPTION & APPLICATION INSTRUCTIONS**

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

The Mgrublian Center for Human Rights Internship Program provides student grants of up to approximately $5,000 to support projects that engage undergraduates in the field of human rights. The internships cover a wide range of activities, including: working for organizations that promote human rights or raise awareness about related issues; undertaking research for a scholarly project (including senior theses); and developing an independent program in a field related to human rights studies. The internship program is open to CMC freshmen, sophomores and juniors. Students are encouraged to submit proposals from domestic or international organizations who meet the criteria for this program.

At minimum, recipients must register for the non-credit transcript notation option by using the internship registration [webform](https://www.cmc.edu/registrar/internship-registration) on the registrar’s website. 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:**

* Internships must provide experiential exposure in an international or domestic setting and meet at least one of the following criteria:
	+ Structured with a sponsoring human rights agency, institution or organization
	+ Designed by the student and approved by a sponsoring agency, institution or organization
	+ Approved or made available by a CMC faculty member or by CMC alumni
* Fee-based and credit-based programs are unlikely to be accepted.
* Internships must be for at least 8 weeks and 200 hours.
* 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) to request an exception.
* International internship funds are limited. Students who have previously 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 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.

**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 2018, please indicate this in your budget.

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 Selection Committee will evaluate the following, among other considerations, before making final selections:

* The internship’s relation to human rights, based on the applicant’s background and the project’s description
* Degree of challenge in student responsibilities
* Qualifications of the host organization and the student’s acceptance for a position with the organization including a designated supervisor
* Student motivation
* Overall expectation of the experience as determined through an interview or the student’s written statement

**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.**

* **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 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
* **Detailed budget** with an explanation of how it was developed (see examples). The Budget should include: airfare; housing; food; local transportation; immunizations; and 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

* 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 location? If the location is abroad, list any previous international experience.
2. Describe your host organization (if applicable) and your internship/project.
3. Describe your intended living arrangements and transportation to/from your internship site.
4. How does this internship/project relate to your current experience with human rights issues and/or your future academic or career aspirations related to human rights?
5. How does your proposed internship relate to your professional and personal ambitions?

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

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