

# Summer Experience Award

## 2015 Request for Proposals

### Description

The Summer Experience Award offers Reed students on an F-1 visa or with other with other citizenship-related work restrictions the opportunity to complement their academic studies with a summer internship focused on an area of interest and possible future employment. The award was created to provide international students with off-campus experiences that would typically be unattainable because of work restrictions. This year's Summer Experience Award will be granted to at least three students, each receiving a maximum of \$3750 to cover their expenses while participating in an unpaid internship.

### Requirements for Receiving Award

- Student must be attending Reed on an F-1 visa at the time the award is made
- Student must be a rising sophomore, junior, or senior at Reed in the summer of 2015
- Awards will be made only for unpaid internships
- Internship must be for a minimum of eight weeks of work of at least 20 hours per week
- Internship must be in the United States
- Students selected to receive the award will share their experience with the Reed community in the fall of 2015, including oral presentations and a written statement
- Past recipients of the award must wait one year to re-apply and are not eligible in consecutive years

***Deadline to Apply: Wednesday, March 11th at 5pm***  
***Turn applications in at the ISS office (GCC 104)***

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### A complete application includes the following:

1. Résumé summarizing your work and volunteer experiences
2. Information about the organization you will be working for, including:
  - a. Name of the company/organization
  - b. Department in which you will be working
  - c. Name(s), title(s), and contact information of your contact(s) (preferably the person who will supervise you)
  - d. Brief explanation of the work the company/organization does
  - e. Brief explanation of the role you'll play as an intern (no more than 3 sentences)
3. Detailed budget of your expenses. This should include costs of travel, housing, food, etc. List other funding sources for your expenses, including other monies provided by Reed (e.g. opportunity grants), making sure to explain how you will cover any expenses that exceed the maximum award amount. If you have any specific financial concerns or constraints for the following fall semester, please note this in your budget documents.
4. A 1 to 2 page internship description providing details about the work you'll be doing. Please address the value this internship has for you; how the experience is related to your academic curriculum; how



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the internship connects to your post-Reed plans and goals; and what learning, growth, and educational outcomes you hope to have by participating in this internship.

5. One confidential letter of support from a faculty member, employer, or supervisor during your time at Reed that can attest to your qualifications. *If you have had previous off campus experiences while at Reed, the letter can be from the person that supervised you.* The confidential letter should be sent by the writer via email to dlawson@reed.edu.
6. Prior to receiving funding, students selected to receive the award must provide a letter of acknowledgement by the organization/company agreeing to provide the proposed internship. The deadline to provide this letter is April 17, 2015.

A review committee made up of faculty, staff, and past recipients will evaluate all the applications. Decisions about the awards will be made by March 27, 2015.

**Contact Dana Lawson at the International Student Services office for more information.**

## **Information Sessions:**

**Monday, December 8<sup>th</sup> at 4:00pm in GCC 103**

**Monday, January 26<sup>th</sup> at 4:00pm in GCC 103**