Summer Experience Award
2016 Request for Proposals

The Summer Experience Award offers Reed students on an F-1 visa or with other citizenship-related work restrictions the opportunity to complement their academic studies with an unpaid 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.

Off-campus internships that are completely voluntary and unpaid are not considered “employment” and do not require USCIS authorization. In order for your internship to be considered “voluntary”, it must be unpaid and it must be work that would not otherwise be a paid position if taken by a U.S. citizen or legal permanent resident. Please be aware that some internship sites, colleges and universities in particular, may require work authorization through Optional Practical Training (OPT). Reed College does not offer Curricular Practical Training (CPT). The ISS office can assist you with the process of applying for pre-completion OPT if it will be required, but be advised that it is necessary to apply 90 days in advance of your anticipated start date. To read more about the OPT process, please review “What You Should Know about OPT” on the ISS website. Additionally, we strongly recommend that applicants have conversations with potential employers early regarding any possible required work authorization, even if the opportunity is unpaid. Please consult with the ISS office if you have any questions or concerns.

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 2016
- 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 2016, 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
Send applications to iss@reed.edu

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.

As many applicants choose to remain in Portland for the summer, the following guidelines have been established to provide consistency among the budget proposals for those that stay in the Portland:

- **Housing**: $350/month, or $1,050 total, based on cost of remaining in the Reed residence halls for summer of 2016
- **Food**: $400/month, or $1,200 total
- **Transportation/Bus Pass**: $50/month, or $150 total, based on the subsidized cost of monthly bus passes from the Business Office
- **Miscellaneous Expenses**: $100 total
- **Total budget request**: $2,500 for awards in Portland

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 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 15, 2016.

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 31, 2016.

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

**Information Session:**
**Monday, January 27th at 4:00pm in ISS Office**