



## Graduate Net Initiative

### Graduate Internship Grant Fall 2018 Application

The Graduate Internship Grant offers \$1000 in financial support to Fresno State graduate students completing unpaid internships as part of their academic program requirements. These are competitive awards based on academic merit and financial need, as well as the degree to which the internship helps support the applicant's academic and career goals.

#### Eligibility Criteria:

In order to be eligible to receive a Graduate Internship Grant, an applicant must

- be enrolled as a California State University, Fresno graduate/doctoral student;
- be in good academic standing upon application and throughout the grant period;
- be enrolled in their graduate program's designated internship course (including designated internship, practicum, externship, and field work courses) during the semester when the grant is awarded;
- have secured an unpaid internship for Fall 2018;
- have completed and secured the appropriate signatures for their department's internship agreement form (available from each department with an internship program).

#### Ineligibility:

As per federal and state regulations guiding the Graduate Net Initiative,

- International students and DACA Recipients are not eligible to receive this grant,
- Students who have already received their graduate degree are not eligible to receive this grant

Additionally, students are not eligible if

- they receive payment for hours worked in their internship;
- their internship is at
  - organizations owned or run by immediate family members, and/or
  - fee-based programs (i.e. where interns must pay a fee to participate).

### Amount of Award:

Graduate Internship Grant recipients will receive up to a total of \$1000 in direct support.

PLEASE NOTE: *The Financial Aid Office will factor the amount of this award into awardees' total financial aid packages, which may result in the reduction of other awards and/or loans, based on total cost of attendance and unmet need.* Awardees will be required to attend an orientation session in which further details will be provided. If you have questions, please contact the Graduate Net Initiative at 278-1622.

### Grant Requirements:

Awardees will be required to

- complete the unpaid internship for a minimum of 100 hours (or the total number of hours required by the program if fewer than 100);
- request and submit a mid-semester (or 50-hour, whichever is greater) evaluation identifying hours worked and progress made; and
- submit a final report concisely summarizing duties undertaken and work completed during the internship, lessons learned from the experience, and ways in which the internship has helped the awardee in his/her professional development.

### Application Instructions:

Applicants must complete the Graduate Internship Grant application form and attach to it the required documents listed below. Incomplete applications will not be considered.

Required application documents:

- Signed department/program internship agreement form identifying, at a minimum,
  - the overseeing faculty member and his/her contact information
  - the internship secured (including description of internship, location, agreed upon hours and duties/responsibilities)
  - the internship supervisor and his/her contact information;
- Sealed recommendation letter from the overseeing faculty member;
- Proof that internship is unpaid (this may be as part of the internship offer letter/email or as part of the recommendation letter);
- A copy of their Financial Aid Award Summary for the Fall 18 semesters (if applicable); and
- A 500-word essay describing how the internship will benefit the applicant's professional development.

Complete Fall 2018 application packages (application form, required supporting documents, and sealed letter of recommendation) should be submitted no later than **5:00 PM on Friday, September 28, 2018** to:

Dr. Maritere López, Project Director  
Graduate Net Initiative  
California State University, Fresno  
Frank W. Thomas Building, Room 121  
5241 N. Maple Avenue, M/S TA 51  
Fresno, CA 93740-8027

Late and/or incomplete applications will not be considered for the award.

Awardees will be selected by Graduate Net Initiative's Awards Sub-committee. Applicants will be notified of the committee's decision by email within three weeks of the closing date.

Should you have questions about this program or other graduate funding opportunities, contact Estevan Parra from the Graduate Net Initiative at (559) 278-1622 or [estevanp@csufresno.edu](mailto:estevanp@csufresno.edu).



Graduate Net Initiative  
Graduate Internship Grant  
Fall 2018 Application

Please review the application guidelines. Applications and supporting documents are due by  
**5:00 PM on Friday, September 28, 2018**

I. STUDENT INFORMATION

Name: \_\_\_\_\_  
Graduate/Doctoral Program: \_\_\_\_\_  
Address: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Student ID#: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_  
Anticipated Graduation Date: \_\_\_\_\_

II. ELIGIBILITY INFORMATION

GPA: \_\_\_\_\_  
Are you enrolled in an internship course? \_\_\_ Yes \_\_\_ No  
Course name: \_\_\_\_\_

III. FACULTY RECOMMENDATION

Faculty Name: \_\_\_\_\_  
Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Program & College/School: \_\_\_\_\_

IV. INTERNSHIP PLACEMENT INFORMATION

Name of Internship Placement: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Address: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Phone: (\_\_\_\_) \_\_\_\_\_ Website (if applicable): \_\_\_\_\_

APPLICATION CHECK LIST

- Signed department/program internship agreement form identifying, at a minimum,
  - o the overseeing faculty member and his/her contact information
  - o the internship secured (including description of internship, location, agreed upon hours and duties/responsibilities)
  - o the internship supervisor and his/her contact information;
- Sealed recommendation letter from the overseeing faculty member;
- Proof that internship is unpaid (this may be as part of the internship offer letter/email or as part of the recommendation letter);
- A copy of their Financial Aid Award Summary for the Fall 18 semester (if applicable); and
- A 500-word essay describing how the internship will benefit the applicant's professional development.

VI. SIGNATURES

I certify that the above information is true and correct.

Student: \_\_\_\_\_

Date: \_\_\_\_\_

Program Coordinator: \_\_\_\_\_

Date: \_\_\_\_\_



Graduate Net Initiative

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Overseeing Faculty Recommendation Form

Last Name \_\_\_\_\_ First Name \_\_\_\_\_

ID #: \_\_\_\_\_ Semester Interning: \_\_\_\_\_

WAIVER

In accordance with the Family Education Rights and Privacy Act of 1974, the California Information Practices Act of 1977, and related policies and regulations, it is understood that upon request, this letter will not be made available to the applicant(or candidate) for examination. If you agree, you may sign the waiver below.

I waive the rights to see or inspect this form or any statement sent to the Graduate Net Initiative as a result of this request.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Faculty Name: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Program & College/School: \_\_\_\_\_

Please complete the form below and return to the applicant in a sealed envelope. Alternatively, you may return the form to:

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Graduate Net Initiative
California State University, Fresno
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