



Graduate Net Initiative

Graduate Internship Grant Spring 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 Spring 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 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 Spring 18 semesters (if applicable); and
- A 500-word essay describing how the internship will benefit the applicant's professional development.

Complete Spring 2018 application packages (application form, required supporting documents, and sealed letter of recommendation) should be submitted no later than **5:00 PM on Thursday, February 1, 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 Andrea Cortes from the Graduate Net Initiative at (559) 278-1622 or andreamc@csufresno.edu.



Graduate Net Initiative

Graduate Internship Grant

Spring 2018 Application

Please review the application guidelines. Applications and supporting documents are due by **5:00 PM on Thursday, February 1, 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 Spring 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: _____



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Spring 2018 Application

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:

Dr. Maritere López, Project Director
Graduate Net Initiative
California State University, Fresno
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We would appreciate your answers to the questions below. Please add sheets if required.

1. How well do you know the applicant, in what capacity, and for what duration of the time have you had contact with him/her?

2. Personal and academic competence

a. Intellectual Capacity:

b. Maturity, reliability, seriousness of purpose:

3. Internship

a. Aptitude of applicant for his/her proposed internship

b. Significance (contribution of internship to academic and/or professional development of applicant)

4. Other comments:

Signature _____ Date _____