

The Bergami Family Summer Internship Program

Unpaid Internship Stipend Guide & Application 2021

The Career Development Center is pleased to announce that financial stipends will be awarded on a competitive basis to students completing **unpaid** internships in summer 2021.

It is critical that interested students *carefully* read the following requirements and application procedures. Due to the large volume of applicants and highly competitive nature of these awards, students who fail to address all required components of the application will NOT be considered. Students are encouraged to take advantage of Career Development resources available to help them identify internships and prepare stipend applications. **DEADLINE: MONDAY, MARCH 29, 2021 by 6:00pm to the Career Development Center (careerdevelopment@newhaven.edu)**

8 individual stipends of \$3,750 available

The Bergami Family Summer Internship Program provides funding to offset the cost of living and related expenses for an unpaid summer internship in any field. Students who feel they may benefit from this stipend are encouraged to apply.

The awards are made possible by *Sam & Lois Bergami* and the *Division of Student Affairs*

Eligibility

The award is open to University of New Haven First Year, Sophomore, and Junior class students. Applicants must have completed a minimum of 24 credit hours at the University of New Haven to apply and must be returning to the university for Fall 2021.

Applicant Criteria

- Students are encouraged to have secured the unpaid internship by the application deadline, but it is not a requirement for application. Recipients of funding **MUST** confirm their internship by May 12 to receive funding, or the award will go to the appropriate runner up on the alternate list.
- Stipends may be awarded for either **credit or non-credit** internships.
- Internships **must be during the summer**; be at least 8 weeks long at a minimum of 12 hours per week.
- Internships are **to be conducted** with government, non-profit organizations, or for-profit businesses. Independent study projects are not eligible.
- Students from **all undergraduate academic majors** are eligible.
- Stipends **will not** be awarded to students completing research with faculty on campus.
- Students who are awarded other program stipends during the same academic year, such as SURF, President's Fellowship, etc., are **not eligible** to accept the Bergami stipend.
- Internships that cover expenses such as parking are still considered unpaid. If receiving an hourly wage or a lump sum payment, the internship is considered **paid**, and students **cannot** apply for a stipend.
- Stipends will **not** be awarded to students seeking support for tuition or fee-based language study, writing institute, summer festival, or volunteer abroad programs.
- Fee-based internship programs **will be** considered for the stipend.
- Students must have **completed a minimum** of 24 credit hours at the University of New Haven and be in **good academic and disciplinary** standing.
- Previous recipients of the program stipend are **ineligible** to apply.

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203.479.4858 · www.newhaven.edu/career-development-center/bergami-internship.php

Application Procedure

Applicants must complete both the application form **and** submit the materials below to the Career Development Center, careerdevelopment@newhaven.edu by **Monday March 29, 6:00pm**.

To be considered for a stipend, students must submit a complete application, including:

- Application Form (included below)
- Personal Statement: Responses to Questions (see below)
- Written statement on summer budget and financial need
- Job description for internship and employer contact information (if secured at time of application)
- A resume showcasing prior work and/or volunteer experience and relevant coursework

Personal Statement

Respond to the prompt below in 500 or fewer words; committee will not read beyond the word limits.

See box below the application to enter the personal statement.

1. Why do you believe this internship site is a good place to acquire experience for your career goals? Discuss how you came to discover your career path, or how this internship fits into your journey of career discovery. What do you hope to achieve by working with the organization; include specific skills you hope to gain. Describe the previous experiences that have led you to pursue this opportunity. These could include coursework, community service, employment, or personal experience.

Statement of Summer Budget and Financial Need

This statement should specify your perceived expenses for the summer and the following school year. You should address how this funding will be helpful to completing this internship.

Your statement might include information such as:

- Expenses related to moving to new city for the summer; include housing, utilities, food, etc
- Daily transportation to and from your internship site
- Need for professional clothing
- Other considerations as to how you would benefit from this award

SAMPLE BUDGET STATEMENT

My estimated budget for the summer is approximately \$2,500.00. I have received a \$250 fellowship from my hometown Rotary Club and have about \$350 of my own money that I have saved from campus employment. I am responsible for my book expenses and spending money for the academic year, money which I would normally earn over the summer. My education is made possible by scholarships and loans, totaling almost \$25,000.

The financial stipend will assist me because...

Note: this statement needs to reflect *why* this funding is integral to completing your internship.

See box below the application to enter the budget statement.

Interviews

Finalists will take part in an individual interview. In the interview, students should be prepared to explain in greater detail their personal statement responses and the relevance of the internship to their future academic/career plans. This is an important opportunity to demonstrate your ability to describe this internship in a persuasive and succinct manner.

Bergami Family Summer Intern Program Requirements

If awarded a stipend, students will be required to:

1. Post a weekly reflection on their experience, as directed by the Career Development Center
2. Participate in a panel presentation/luncheon in the subsequent fall 2021 semester
3. Be available for a profile on their experience to be used in university marketing
4. Agree to attend various university functions as representatives of the Bergami program
5. Write a thank you letter to the program sponsors

Timeline

To assist students in preparing application materials, the Career Development Center will be available during walk in hours (M-F, 2pm – 4pm). Students are strongly encouraged to take advantage of these opportunities as these awards are quite competitive. Students should have completed a rough draft of their application prior to walk-in.

Begin accepting applications
Monday March 1

15-minute drop-in application critique sessions @ Career Development Center
Beginning Monday March 1 and continuing until deadline day, M-F 2:00pm – 4:00pm

Applications due to the Career Development Center, careerdevelopment@newhaven.edu
Monday, March 29 by 6:00pm

Interviews – **Week of April 13**

Recipients Announced – **Monday May 3**

Final verification of unpaid internships – **by Wednesday, May 12**

University of New Haven: Career Development Center

103 Bartels Student Activity Center

203.479.4858

careerdevelopmentcenter@newhaven.edu

www.newhaven.edu/career-development-center/bergami-internship.php

The Bergami Family Summer Internship Program Application 2021

To complete the application please answer the following:

Personal Information:

Name: _____ Student ID #: _____
Campus Address: _____
Home Address: _____
Telephone: _____ Email: _____
Major: _____ Minor: _____
Academic Advisor: _____
Class Year (i.e. Sophomore): _____ # Credits Completed: _____
GPA: _____
U.S. Citizen: Yes No If 'No', country of citizenship: _____

Internship Site Information:

Internship Site/Organization Name: _____
Organization Address: _____
On-site Supervisor Name: _____
Supervisor phone: _____ Supervisor Email: _____
Expected hours per week: _____
Date Internship Begins: _____
Date Internship Ends: _____
Organization Type (select one): _____ For Profit _____ Non Profit _____ Gov't Agency

Eligibility Questions:

Have you been accepted for this internship?	Yes	No
Have you previously held this same position? Is it a paid position?	Yes	No
Are you receiving any benefits? (i.e. travel allowance, parking subsidy, bonus)	Yes	No
If yes, please explain: _____		

Have you begun searching/applying for an internship?	Yes	No
Is an internship required in your academic major?	Yes	No
Will you be receiving course credit for this internship?	Yes	No
Have you previously received credit for an internship?	Yes	No

Personal Statement – 500 word limit:

Why do you believe this internship site is a good place to acquire experience for your career goals? Discuss how you came to discover your career path, or how this internship fits into your journey of career discovery. What do you hope to achieve by working with the organization; include specific skills you hope to gain. Describe the previous experiences that have led you to pursue this opportunity. These could include coursework, community service, employment, or personal experience.

Budget Statement:

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Policy Agreement:

If I am unable to complete my internship for reasons within my control, I agree to refund the entire amount provided by the internship program. Should my internship be cancelled for reasons beyond my control, I agree to return any remaining funds as agreed upon by program director.

The information that I have submitted is true and correct. I understand that any misrepresentation of the information submitted will disqualify me from consideration. I understand that the information contained in this application is confidential and will only be shared with the members of the Bergami Family Summer Internship Program Selection Committee. I also understand that if I receive assistance, my name, photo and internship site may be made public. I may also be asked to participate in educational or promotional programs related to my internship experience.

e-Signature

Print Name:

Date

Waiver of confidentiality for student records:

I, _____ hereby release any academic and/or disciplinary records to be reviewed by the selection committee.

e-Signature

Print Name:

Date:

Agreement to serve as a program ambassador during 2021-2022 academic year:

If selected to receive a program stipend, I, _____ agree to serve as a program ambassador during the 2021-2022 academic year. Services may include submitting to a marketing profile, attending special events, and giving presentations related to my experiences.

e-Signature

Print Name:

Date: