**HRSMA Internship Stipend Application**

**Overview**

The HRSMA summer internship stipend provides support to select HRSMA graduate students to undertake an unpaid summer internship that is related to their concentration and research interests. The internship may be here in the United States or abroad.

**Eligibility**

* Relevance of the internship to a student’s area of study and professional goals
* Demonstrable need (cost of internship and alternative sources of funding)
* Student must be in good academic and administrative standing (see GSAS website for requirements: <http://gsas.columbia.edu/content/2011-12-bulletin?q=node/530>)
* Students must have a minimum GPA of 3.33 (B+ average)

**Travel Requirements**

Columbia University requires that all students comply with specific procedures for international travel. Students who expect to travel abroad must register with International SOS through the University [Global Travel Portal](http://globaltravel.columbia.edu/content/register-a-trip) and have a [health insurance policy](http://health.columbia.edu/travel-medicine) that provides for routine as well as emergency care. Students are encouraged to review carefully the complete Columbia travel policy [here](http://policylibrary.columbia.edu/international-travel-planning-policy).

**Deadlines/Timeframe**

Applications are reviewed on a rolling basis and awarded contingent upon availability of funding. Application materials should be sent to humanrightsed@columbia.edu with the subject line HRSMA internship stipend.

*Students are expected to submit a write-up, based on guidelines provided by the program, within six weeks of completing their internship. Students are also expected to participate in a panel discussion during the fall or spring semester to share lessons learned from their experiences with other students.*

**Application for Internship Stipend**

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ UNI \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Concentration \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name and location of organization­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title and Description of internship (roles and responsibilities) in 2-3 sentences

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Name and position/title of supervisor at your organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email and phone number of supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Start and end date of the internship \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Hours per week\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Have you applied to and/or received alternative sources of funding for this internship? \_\_\_\_\_\_\_\_

If yes, please attach information outlining other sources of funding you have received for this internship – such as grants, scholarships and stipends.

Please submit the following materials along with this application form. Kindly submit all materials as a single PDF attachment when possible.

1. **Statement of Purpose (350-500 words):** The statement of purpose should describe the organization with which you will be interning, and detail the tasks and responsibilities of your position. Clearly demonstrate how the internship, and the work of the organization more broadly, relate to your concentration/areas of interest.
2. **Letter of offer:** Please provide either an official letter of offer from the organization, or other evidence that you have secured the internship – for example email correspondence
3. **Resume:** Maximum one page.

By submitting this application for funding, I attest that the information I provide in this application is true.

I will update the program regarding any logistical changes to internship plans or if the nature of my internship substantively changes.

Please sign and scan or type name below.

Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_