

Summer

Intern Application Instructions

- All application materials must be **typed** and submitted online. The online form features a “Save and Continue Later” option – just click the link next to the Submit button on the bottom of the page and you will be directed to a page with a unique link. You can save this link, or send it via email in order to continue your application later. The provided link expires in 30 days.
- **Degree Program/Major** – please use the formal abbreviation for your degree program (BM, MM, DMA, etc.) and major (AMU, PRL, MUE, JCM, MEI, MEV, etc.) Format “BM AMU” or “MM PRL”. If you are unsure what yours is, please ask!
- **UR Employee ID Number** – if you are employed by the university as a student worker or receive a graduate stipend, you have a UR Employee ID (6 digits). This is different from your UR Student ID no. (8 digits). You can locate this in HRMS, at the top of your Time Entry screen.

Attachments:

You will be preparing a single document (pdf highly recommended) to upload as an attachment package. All materials should be typed (not handwritten). Sets should be clearly labeled by using the following naming convention.

Yourlastname.organizationname.interntitle.pdf
(for example, *Smith.ESM.Communications.pdf* --or-- *Becker.Hochstein.MusicTherapy.pdf*)

BE SURE THE DOCUMENTS IN YOUR PACKAGE ARE IN THE ORDER LISTED BELOW. THIS IS VERY IMPORTANT.

1. **Funding Request Detail*** – *Limited to 1 page maximum.* Detail must be provided in support of your requested funding amount. See additional information under “Funding Request Detail” provided at the end of these instructions. *Not required for Rochester area and remote work/virtual internships.
2. **Personal Statement** – *Limited to 1 page maximum.* Start by providing an “executive summary” of 1-2 sentences about the internship and the host organization. **Working remotely is not preferred.** History has shown us that the best experience is provided when the intern can interact in person with supervisors and staff. However, if working remotely is part of your proposal this should be detailed as to your specific schedule and hours for remote work vs on site with the organization. Talk about your long term career goals and how this proposed internship will complement your professional objectives. What prior experiences qualify you for this position? Why did you seek out this particular organization? What specific skills and experience do you hope to gain at the completion of the internship? The award committee may not know you or the host organization, so keep this in mind as you craft your statement and be specific. If the Executive Director of the National Endowment for the Arts were to read it, would they clearly understand the opportunity and what you expect to get out of it?
3. **Résumé** – *Limited to 1-2 pages maximum.* Include a current résumé outlining your **relevant** background, work experience and qualifications. Be sure to include any work experience you have had at Eastman. It is recommended that you consider writing a targeted résumé. This would be a résumé that would be tailored specifically to highlight education and experiences that would best match the internship. For additional assistance on writing résumés, targeted or otherwise, visit the [IML Careers website](#).

4. **Completed forms obtained from your host organization to include:**

- **ALP Host Application for Intern**
- **ALP Intern Job Description Summer**

Have the prospective host organization complete both of these forms and submit to you for inclusion in your attachment package. Both forms are available on the ALP Forms web page. It is important that these be as detailed as possible so that there is a clear understanding of how/where you'll be working, what supervision you'll be receiving, and what your tasks and responsibilities will be. If working remotely is involved, that should be clearly articulated in these documents. Any support provided by the organization, either via direct payment (such as hourly pay) or "in kind" support (housing, transportation, etc) must also be indicated.

5. **Additional supporting documents** –You may also include any other relevant documents to enhance your application package. The inclusion of documents providing additional information about your host organization (such as key web pages, a published article, a bio of your supervisor or a key staff member, etc.) is optional but encouraged. Remember, the committee determining funding awards and amounts may not know anything about the organization and this additional information will be helpful.

- Don't forget to spell check! There's nothing worse than a typo in an application.
- Your online application must be completed and submitted no later than the stated deadline and time.

Funding Request Detail

Please provide detail for your funding request amount, with dollar amounts per item and subtotaled by category. Remember, there is no per diem or food allowance.

Categories and example expenses

Travel

- Airfare
- Baggage
- Transportation to and from airport
- Transportation to and from the internship (not to cover work done in fulfillment of internship tasks)
- If you're driving, we reimburse for estimated gasoline and toll expenses
- Rental cars are typically not covered

Room/housing

- Hotel, rental fees for on site time only

Other Expenses

- (provide detail)

Support provided by host organization

- Direct payment -- hourly pay, grant, fellowship, salary, etc.
- Transportation
- "In Kind" support – housing (free or at a reduced rate)

EXAMPLE

FUNDING REQUEST DETAIL FOR SAM SMITH

TOTAL REQUESTED FUNDING \$1,300

Travel	Subtotal \$400	Airfare round trip Rochester to NYC	\$300
		Metro Pass NYC (1 month)	\$100
Room	Subtotal \$900	Airbnb, 1 month @ \$xxx	\$900
		June 1 to June 30	

HOST ORGANIZATION SUPPORT

Direct	Subtotal \$xxx	Hourly pay \$xx.xx per hour for ## hours
In Kind		Housing provided for 1 month July 1 to July 31