



Career Catalyst Internship Grant Application and Evaluation Process

Program Description

The Career Catalyst Internship Grant is intended to help remove financial barriers to assist students in pursuing their dream internships. Students are expected to take initiative in developing their internship site in consultation with faculty and Kolderie Center staff.

Eligibility

Students eligible to participate in an internship must be baccalaureate-seeking, have first-year, second-semester or second-year standing by the beginning of the internship, and have a minimum of a 2.50 cumulative GPA.

Priority is given to students with second- or third-year standing and with a cumulative GPA of 3.00 or above.

Funding

Funding for the Career Catalyst Internship Grant is made possible through the Harmon Chair in English, the Clark Institute for Women in Business, and the Serenbetz Institute for Women's Leadership, Social Responsibility, and Global Awareness.

Budget

Grant funds may be used to cover internship-related expenses such as housing, transportation, and uniforms. It may include a stipend for unpaid or underpaid internships up to \$15/hour, up to a total of \$4,000. The college will reimburse mileage at a rate of \$0.59/mile.

This grant may not be used to pay for tuition.

Application

The Career Catalyst Internship Grant accepts applications on a rolling basis. Students are encouraged to apply for the grant as soon as they have identified an internship site.

Students will submit an application, a resume, and a cover letter at <https://cottey.edu/serenbetz-institute/grant-opportunities/career-catalyst-internship-grants/>.

After the Administrative Assistant for Student Opportunities receives application materials, they will forward it to the Serenbetz Institute, the Clark Institute, and the Harmon Chair in English.

Representatives of the three endowed funds will provide a scored rubric based on their evaluation of the application materials. Along with their evaluation, they will also provide a recommendation as to whether the internship meets the criteria to be supported by their respective funds.

The scoring rubric for these evaluations is [here](#).

Response

The Administrative Assistant for Student Opportunities will contact the applicant in no more than six weeks following the receipt of their application, indicating whether the grant will be fully funded, partially funded, or not funded.

If a grant is fully or partially funded, the applicant will receive an award letter from the fund that has chosen to sponsor them.

Students are to complete a contract, which includes a Memorandum of Understanding, and a travel waiver and turn it into the Administrative Assistant for Student Opportunities within two weeks of receiving their award letter. Once these forms are returned, they will process the paperwork to deposit a bi-weekly stipend into the student's ACH account on file with the Cottey College Business Office.

Actions required of awardees

During the student's internship, they are expected to complete the following activities:

- Weekly reflections and time sheets, during the internship
- Draft of poster due to their program coordinator the final week of their internship
- Poster presentation, due the semester following their internship.
 - If student is not returning the following semester, the poster is due at the end of the semester of their internship.

Continued stipend payments are contingent upon satisfactory performance and compliance with all internship and payroll requirements.