

The Ruth M. and Brackett H. Clark Internship Support Application Form

Submit to: CoLA Assistant Dean John Smithgall, jssgla@rit.edu

Materials needed for submittal:

- Verification of internship/co-op (i.e. offer letter, e-mail, etc.)
- Budget Worksheet (see attached): anticipated expenses and rationales (please include cost research)

APPLICANT: _____ Degree Program _____

Current Cumulative GPA: _____

1. Please provide the following information regarding your co-op/internship:

- Name of company/organization _____
- Title of co-op/internship _____
- Dates of co-op/internship: Begin: _____ End: _____
- Please check one: Full-time Part-time
- Is this a paid co-op/internship? Yes No If yes, hourly rate: _____

2. Describe your proposed co-op/internship along with your primary responsibilities in 100 words or fewer.

3. Explain in what way(s) your co-op/internship supports your academic and/or professional plans.

4. Please explain why/how the receipt of a Clark Scholarship is necessary in order for you to pursue this proposed co-op/internship.

5. Please indicate whether you have applied for and/or will be receiving any other payments for this proposed co-op/internship [source(s) and amount(s)].

6. Is there anything else that you consider important or would like the reviewing committee to know about your co-op/internship?

7. **Attestations:**

I certify that the information contained in this this application is true and correct to the best of my knowledge, and that the internship for which I seek support will be credited toward my undergraduate RIT program of study in RIT's College of Liberal Arts. I further agree to submit a 2 - 3 page summary of my experience to the Office of Student Services within three weeks of the beginning of the semester following this internship.

Student Signature

Date

I have read this proposal from _____, a student enrolled in my department's program, and attest that this internship/co-op has value with regard to the student's professional preparation.

Chair of Degree Program Signature

Date

BUDGET WORKSHEET

(Budget worksheet to be submitted with the following application forms)

- * Clark Internship Support Application
- * Simmons Internship Fund Application
- * Student Conference Fund Application
- * Student Research Fund Application
- * Student Study Abroad/Research Travel Application

Instructions: Complete the budget worksheet below by entering the estimated expense total costs into Column 2. The total expenses amount will automatically calculate at the bottom of the worksheet. Column 3 may be used for any additional comments and notes to explain your expenses.

LODGING EXPENSES	Estimated Total Cost	** Please use this column for any additional comments and notes **
Hotel Accommodations \$_____per night		
Housing/Rent \$_____per month or \$_____per week		
LODGING TOTAL		
TRANSPORTATION EXPENSES	Estimated Total Cost	
Airfare		
Taxi, Rideshare fees (Uber)		
Public Transit		
Parking		
Mileage (Includes gas) (Total Miles) x (Current Rate) = _____		* If traveling with other students in a carpool, only the driver can be reimbursed for mileage.
TRANSPORTATION TOTAL		
MEAL EXPENSES	Estimated Total Cost	
Food/Drinks (Non-Alcoholic)		
Other (Specify): _____		
MEAL TOTAL		
CONFERENCE EXPENSES	Estimated Total Cost	
Registration Fees		
Poster Fees		
CONFERENCE TOTAL		
RESEARCH EXPENSES	Estimated Total Cost	
Gift Cards - Amazon, etc.		
Equipment Fees		
RESEARCH TOTAL		
MISCELLANEOUS EXPENSES (List Below)	Estimated Total Cost	
MISCELLANEOUS EXPENSE TOTAL		
TOTAL EXPENSES		