

The Drue Cortell Gensler '57 Summer Internship Fund (rev. 6/6/19)

Overview: The Drue Cortell Gensler '57 Summer Internship Fund is designed to support expenses associated with three unfunded summer internships undertaken by GSFS majors in their first, second and third years. This fund does not apply to graduating seniors unless they are graduating in February of the following year after internship completion. Students are eligible for only one grant during their time at Middlebury.

The internship grants are \$3,000 each, for a total of three unfunded internships (outside the college). We recommend that you apply here first before applying to CCI for their funds in mid-April.

Requirements:

Applicants must have a GPA of at least 3.5.

Declared GSFS majors or joint majors

Not available to seniors

Unpaid Internship

Internship Criteria: The unpaid internship should address issues that are central to the fields of feminist-queer studies. It should be for a minimum duration of 8 weeks at 30 hours/week or a longer internship that totals at least 240 hours.

Deadline: March 1

Funding notification will be emailed by April 1.

Selection: Funding will be awarded on the basis of the quality of the application and the availability of funds. We encourage you to supplement these funds from other sources, such as the Center for Community Engagement (CCE) and the Center for Careers and Internships (CCI). Funding is contingent on securing an internship (please forward an electronic version of your acceptance letter to Susan Perkins, the GSFS coordinator).

Faculty Endorsement: Students must have a statement of support from the faculty advisor for the project.

Project Description: Describe in less than 750 words the internship for which you seek support. Explain how your past academic work prepared you to be effective in this internship. Elaborate on how this real-world experience will build on the knowledge you have cultivated in GSFS courses. You should research the specifics of your internship and incorporate adequate time to address any issues (e.g. travel visa approval) into your timeline.

Travel Home: If any of your travel involves going to/from your home region then you will need to indicate those items appropriately in your budget, as this is often not covered.

International Travel: If your summer internship involves international travel you need to confirm that there are no special travel considerations for you or for your destination such as: application for a travel visa, health advisories, travel restrictions, or passport status requirements.

Global Ops (go/globalops) has a student pre-departure checklist under *Traveling with or Sponsoring Students Aboard*.

Budget Details: (uploaded file) Provide a brief description, along with an itemized budget, of the expenses associated with this internship (travel, supplies, etc.). Indicate total internship costs. Please review the approved expenses list and tax information. ***Expenses occurring prior to the application submission will not be funded.***

Reimbursement: Reimbursements for expenses incurred require receipts and a completed reimbursement summary form. This form should be checked and signed by your advisor and submitted to GSFS. You will only be reimbursed for activities that were approved in your application. Reimbursements take 2-3 weeks to receive payment.

Direct Charges: Materials can often be ordered directly through your department coordinator and travel can be arranged through Accent Travel. Cash advances for human subjects are also available. All requests require at least 5 business days for processing.

The deadline for submitting reimbursements for internships in academic year 2019-20 is May 15, 2020. Reimbursements take 2-3 weeks so if you are leaving campus, please plan accordingly.