



History Department Internship Stipend Program

About the Award: The History Department is able to offer up to three Clark undergraduates funds to support a summer internship in public history or in history fields beyond the academy. The internship must be unpaid, or paid so little that the student cannot undertake it. Each student will receive funds up to \$5000.00. This award is open only to Clark history majors. Students granted this award will be required to write a two- to three-page reflection paper at the end of their internship and may participate in Fall Fest or Academic Spree day during the academic year.

Students are responsible for finding their own internships. For help, please consult the career advisor for history majors at the Clark Career Connections Center. To make a virtual advising appointment on Handshake, please see the instructions on this page:

<https://www.clarku.edu/offices/career-connections-center/about-us/meet-the-team/>

Application deadline: April 1, 2022.

- Students must secure an internship must before the April 1 deadline. Applications for internships that are pending may not be accepted.
- All applications will be accepted through the application portal.

Student Eligibility:

- Student must be a history major.
- Student must be in good academic and social standing with the University, with a minimum GPA of 3.25.
- Student must not be on leave from Clark, and must have an active, registered status.
- Student must have completed at least two semesters at Clark and return to study at Clark following the proposed internship.
- International students are eligible to apply, but may be subject to tax withdrawals if their nation of citizenship does not have treaty benefits with the US — please see the Clark payroll office with questions about this.
- Students are not eligible to receive more than one History Department Fellowship during their time at Clark.

Eligible Internships

- Unpaid or insufficiently paid internships at public history institutions or institutions in which student will work in public history, secured prior to the deadline.
- Minimum of 140 hours of supervised work within a twelve-week period.
- Offered during the summer and completed before the first day of fall semester.

Ineligible Internships

- Internship at a Clark University department or office.



History Department Internship Stipend Program

- A Clark University sponsored, funded, or affiliated research opportunity or internship, or an opportunity in a program that is supported by Clark University.
- Programs with fees to participate (funding cannot cover fees to study abroad or away, to participate in volunteer/service-oriented projects, or for cultural exchange or other similar programs).
- Tuition-based summer programs including those with an internship component.
- Internships provided to students through placement organizations.
- Non-credit course or training program that does not contain any professional, experiential learning component. This includes programs where the main components are observing, shadowing, and attending lectures.

Application

Standard questions:

Please be prepared to provide the following information through the application portal:

- Contact Information (Name, email, Student ID, address)
- Emergency Contact Information
- Academic Information: area of study, year of graduation, GPA, probation status
- Resume
- PDF of your unofficial transcript accessible on the CU WEB portal through the Student Record tab
- Assumption of Risk and Liability Waiver
- Abstract (150 words) – describing the internship
- Contact information of faculty sponsor for the project
- Application narrative

Application narrative:

This section of the application should be in one document, saved as a pdf. There is a location to upload this document in the application portal. Be sure to save it according to the instructions (please use your first initial, last name, and name of document). **The entire document should be two to four pages in length.** Below is a suggested format.

1. Proposal Overview: One to two pages describing the internship:
 - What will you be doing in this internship?
 - What you expect to learn from this internship?
 - What do you expect to create or produce during the internship?



History Department Internship Stipend Program

- How does this internship inform or prepare you for your larger educational and career goals?
2. Budget: A budget including personal expenses for the summer such as housing, food, and transportation.
- The fellowship is not to make up for lost wages but to help students with an internship they could not otherwise afford to accept.
 - If the internship comes with funding, but that funding is insufficient, the student must explain why.
 - Be sure to consider the cost of living where you will living.
 - Please include all anticipated expenses, even if it goes above the award amount. Discuss how you will cover any difference in cost as part of your proposal.
 - Consider things like: expendable supplies, transportation, housing, utilities, professional clothing, gear and equipment, mileage and parking, internet access, laundry, and food.
 - Use the IRS' guide for mileage reimbursement (if applicable).
 - If you plan to live with a family member, and pay room and board to that family member, please estimate based on local reasonable rental prices rather than how much your family member might need or want (in other words, how much would you have paid if you were not living with a family member?)
 - This section should presented in table format.

A copy or screenshot of the internship offer:

The letter must specify the following: location of the internship, name of the supervisor, internship job description, start and end dates, the number of hours you will work (whether weekly or in total), and any assessment required by the program.

- An email from the internship supervisor including the above information, along with a job description, is also acceptable.

Criteria:

The selection criteria include but is not limited to:

- The quality of the written proposal.
- The feasibility of the goals and budget.
- The quality and length of the internship commitment (must meet the minimum guidelines described above).
- The value of the experience to future goals.



History Department Internship Stipend Program

Frequently Asked Questions

How do I apply?

- Apply to and secure the internship position.
- Recommended: attend a funding information session.
- Have your résumé reviewed by the Career Connections Center
- Recommended: have your proposal reviewed by the Writing Center.
- Submit your application through the portal: www.clarku.edu/opportunity-funding

What other sources of funding are available on campus?

A list of alternative funding sources is available online: www.clarku.edu/opportunity-funding.

Can I apply to more than one fellowship?

Yes. However, if you are awarded funding through one Clark fellowship it is unlikely that you will receive funding through another in the same season, as it is our goal to award funding to as many students as possible.

Can I take this internship for credit?

Students may complete the internship for credit; however, funds from this award may not be used to cover the cost of summer tuition. Learn more about the [Internship for Academic Credit process](#).

Award Disbursement

Funds are typically disbursed in late May. It is possible, however, that you may not receive the award until early June, in which case you should plan accordingly to cover your expenses until then. **You will need to set up direct deposit with Student Accounts in order to receive your award.** Note that this authorization is separate from Payroll Direct Deposit. If you receive funding we will send you detailed instructions in your award letter to set up your direct deposit.

If you have accepted another source of funding, you must notify cservices@clarku.edu immediately since this will affect the amount of funding you are eligible to receive.

Tax Information

Domestic Students: No taxes are withdrawn pre-disbursement; however, you will be expected to claim this award on your annual taxes and this may impact your taxes due at that time. Please consult an accountant for more detail.

International students: International students, defined as students studying at Clark on a visa, will have some taxes deducted from their funding amount prior to receiving the funding; this means that the amount you receive will be less than the total award. The amount deducted



History Department Internship Stipend Program

depends on which country you are from, and the tax treaty that the US has with that country. Generally, expect about 12-15% of your total award withdrawn. Please see the Clark payroll office with specific questions about your tax amount.

Where can I direct other questions about this award?

For general application advising, visit the Career Connection Center's Opportunity Funding drop-in hours (visible at: www.clarku.edu/opportunity-funding)

For questions about the award itself, please contact Professor Amy Richter:

Arichter@clarku.edu.