SUMMER INTERNSHIP GRANT PROGRAM Soka University of America

1 University Drive Aliso Viejo, CA 92656 Tel: 949-480-4140 Fax: 949-480-4243

*Summer Internship Grant has been set up to encourage students planning to pursue a career immediately after SUA to jump start their career preparation by obtaining concrete work experience in their field of interest via summer internship.*

**Award**

Selected students will receive \*2,000 for a non-paid summer internship or less for a paid summer internship. *(\*Note: The award amount will be calculated on a per diem (per day) basis according to the location of your internship site with $2,000 as the maximum amount).*

**Eligibility for Application**

A student:

• Has secured a summer internship by no later than May 20th, either for summer before or after junior year

1. The internship is a non-paid position, or the pay is less than total of $2,000 for the

entire internship

2. The internship must be at least 8 weeks long and requires at least 20 workhours/week

3. For International students, the internship must be completed in one’s home country

4. Domestic students must complete internship in the U.S.

• Is currently **NOT** planning to attend graduate school immediately after SUA

• Is in good academic standing

• Has not received the grant previously (can receive grant only once) and is not receiving any other university funding for the same internship, i.e. PBRC grant.

• Has attended the required career preparation appointments with Jonathan/Alisa during their sophomore or junior year.

**Application Process**

1. Attend the Internship Grant Orientation in Spring
2. Join Handshake (visit <https://www.soka.edu/student-life/career-development> and click on the turquoise handshake banner to join)
3. Submit the following by May 20th, 5pm to Jonathan Wray or Alisa Proctor, Career Development & Internships. No late application will be accepted.

o Completed application form

o Current resume and cover letter (reviewed and signed off by Jonathan Wray/Alisa

o Essay (see application for instructions)

o Hard copy of organization’s webpage, brochure or other identifying document

o Verification of Internship from the organization providing the internship

o Copy of internship position description provided by the organization

o Copy of a Career Development Checklist

**Award Announcement**

• Selection and award announcements will be made by May 28th .

• Disbursement occurs in two payments: June 4th and after 4th week’s progress report.

**Student’s requirements if selected for the Internship Grant**

*(Non-compliance may result in financial penalties)*

• Meet with Jonathan pre-departure paperwork and review of

the requirements.

• Complete an informational interview with supervisor or other staff member before end of internship and submit your summary of findings to Jonathan Wray by 4th week of internship.

• Submit Final Site Evaluation and a Completion Essay within one week of internship end date.

• Meet with Jonathan with an updated resume, for a Review Meeting within 3 weeks, upon returning to campus after summer.

**Site requirements if selected for Internship Grant**

*(non-compliance may result in financial penalties)*

• Internship Supervisor must submit 2 evaluations;

1. Internship progress report at the end of 4th week

2. Final evaluation of student performance at the completion of the internship.

*For additional inquiries regarding the Grant, contact the Director Career Development, Jonathan Wray at (949) 480-4140 or via* [*jwray@soka.edu*](mailto:jwray@soka.edu)*.*

SUMMER INTERNSHIP GRANT APPLICATION Soka University of America

1 University Drive Aliso Viejo, CA 92656 Tel: 949-480-4140 Fax: 949-480-4243

*This application is due by May 21sth. No late applications will be accepted.*

A. Name

Last (family) First Middle

B. Academic

Standing

C. Contact

Information

Cumulative GPA

Mobile Phone Number Other Contact Number

SUA E-mail Address Other E-mail Address

D. Internship

Organization

Organization Name

Address State/Country Zip Code

Name of Supervisor Title of Supervisor

Supervisor’s E-mail Address Supervisor’s Phone Number

E. Essays

Please attach to your application an essay answering the question below. The essay should not exceed 700 words in length.

Describe and explain your future career goals and objectives, your current career development plan and how this internship fits in the plan. Also, describe the mission of the organization you will be working for and your job functions as an intern. What specific skill sets do you hope to learn and/or what other specific goals/objectives do you want to achieve through this internship?

*I certify that the information I have provided on this application is correct, and my signature on this application grants the selection committee permission to verify my GPA and records of conduct.*

Print Name

REQUEST FOR VERIFICATION OF INTERNSHIP

(For Internship Grant) Soka University of America

1 University Drive Aliso Viejo, CA 92656 Tel: 949-480-4140 Fax: 949-480-4243

*Instruction for the student: Please have your internship supervisor complete the Section II and return the form to Student*

*Services with rest of your application.*

Section I – To be completed by the student

Student’s Last Name First Name

Name of the Internship Organization

Address of the Internship Organization

Website Address of the Internship Organization (if applicable)

Section II – To be completed by internship supervisor

Supervisor’s Last Name First Name

Supervisor’s Title

Phone Number E-mail Address

Department where the intern is expected to work

Internship Start Date Expected End Date

Expected Work-Hours/Week Total Monetary Compensation (if applicable)

*I certify that the named student in Section I has obtained a summer internship through our organization, and the internship is at least 8 weeks in duration and requires at least 20 work-hours/week with less than $2,000 in total compensation.*

CAREER DEVELOPMENT CHECKLIST FOR SUA STUDENTS

The job/internship search can feel overwhelming, so it’s helpful to break it into manageable steps. The good news is you don’t have to do every step in order. For example, you can start working on your resume before you identify what you want to do. Just start checking off as many of these activities as you can, and you’ll find yourself on the way to a great opportunity. You can receive assistance for every one of these steps through the Career Services Office.

**Step 1: Know yourself** *- Find a career that is right for you. If you enjoy your work, you will be more successful at it.*

|  |  |  |
| --- | --- | --- |
| In Progress | Done | I have identified my personal strengths, skills, interests, and values by completing a career assessment. |
| In Progress | Done | I have made a list of career fields/industries of interest. |
| In Progress | Done | I have attended relevant career workshops. |

**Step 2: Know where you want to work** *- Narrow your choices and not get sidetracked by areas that are not right for you. The more research you do, the better prepared you will be.*

|  |  |  |
| --- | --- | --- |
| In Progress | Done | I have researched organizations or companies that might hire someone with my skills, interests, and  background. |
| In Progress | Done | I have researched potential jobs in the interested career fields/organizations: typical entry-level jobs, typical  salaries, best geographic location for jobs, etc. Occ. Research Worksheet |
| In Progress | Done | I have developed a list of contacts in my fields/organizations of interest and have conducted “informational interviews” with them. |

**Step 3: Get ready to apply & interview** *- Be as prepared as possible and employers will view you as a serious and professional candidate.*

|  |  |  |
| --- | --- | --- |
| In Progress | Done | I have had my resume and cover letter(s) reviewed by Jonathan Wray |
| In Progress | Done | I have joined Handshake |
| In Progress | Done | I have prepared a portfolio or work samples to highlight my experience, skills, and talent (if appropriate). |
| In Progress | Done | I have analyzed my education and practiced how to articulate my “liberal arts story”. |
| In Progress | Done | I have identified three individuals who will serve as references. |
| In Progress | Done | I have developed my interview skills by practicing my responses to typical questions and/or doing a mock  interview. |
| In Progress | Done | I have interview clothing and I know what is appropriate to wear to an interview. |
| In Progress | Done | I have a professional-sounding answering machine/voice mail message in case an employer calls. |
| In Progress | Done | I have neutral/professional e-mail address to give to employers. |

**Step 4: Apply & follow up** *- Keep on task and stay organized.*

|  |  |  |
| --- | --- | --- |
| In Progress | Done | I have set up email alerts on Idealist.org or other industry specific websites to receive relevant job/internship postings. |
| In Progress | Done | I follow up on every interesting job link immediately. |
| In Progress | Done | I have developed a list of potential networking contacts and keep in touch with them. |
| In Progress | Done | I follow-up each cover letter with a phone call or an e-mail. |
| In Progress | Done | I send thank you letters or e-mails to every person who interviews me. |

Office Use Only

In Good Progress Needs More Work Needs to Begin Process

Signature of Director of Career Development & Internships Date