APPLICATION STUDENT CHECK LIST

Student Name: ________________________________ Class Yr: _________________

EMPLID: ________________________________ College: ___________________________

Major: ________________________________ Minor: ___________________________

GENERAL REQUIREMENTS:
You must meet the following eligibility criteria in order to submit an Opportunities Fund application.

☐ In Good academic standing
☐ FAFSA/TAP on file and fully processed for the current academic year
☐ No outstanding receipts
☐ Completed and passed the Opportunities Fund Online Quiz
☐ Clearly written Statement of Justification according to instructions on the Opportunities Fund Application
☐ Completed Opportunities Fund Application (Please save a copy for your records)
☐ Funds requested do not exceed annual limits (per year and per program)
☐ Seniors must have completed 30 hours of Community Service by the first day of classes of their senior year.

APPLICATION DOCUMENTATION:

☐ Advance Request:
  ☐ Attach the original copy of the Internship Learning Agreement Form or Fieldwork Announcement and Commitment Form
  ☐ Travel and Living Expenses: Submit quotes/advertisements for each item being requested.
  ☐ Attach a copy of the appropriate travel waiver (see Travel Waivers below).

☐ Reimbursements:
  ☐ Attach the original copy of the Internship Learning Agreement Form or Fieldwork Announcement and Commitment Form
  ☐ Attach a copy of your Internship Evaluation Form.
  ☐ Travel and Living Expenses: Submit receipts for each item being requested.
The appropriate travel waiver (read below)

☐ Health Insurance (International Experiences Only): I am aware that I must purchase health/travel insurance through Cultural Insurance Services International (CISI) prior to attending the program. Do not purchase health insurance until your application has been approved by the Opportunities Fund Committee. This is a requirement even if you are mandated to purchase CISI or another health/travel insurance through the foreign institution or program provider. For instructions on how to purchase insurance visit the Opportunities Fund webpage.

TRAVEL WAIVERS
- You must submit the CUNY International Travel Participation, Waiver, and Emergency Contact Form with your application if requesting funding for non-CUNY sponsored international activities.
- You must submit the CUNY Off-Campus Activity Participation, Waiver and Emergency Contact Form with your application if requesting funding for activities taking place outside the 5 boroughs of New York City but within the 50 states of the United States.

IMPORTANT INFORMATION:
- You must submit receipts no later than the last day of classes in the semester in which approval was received (with the exception of Study Abroad receipts). If your receipts are not submitted by the documentation deadline a registration stop will be placed on your record.
- All Opportunities Fund application decisions are final.
- Seniors in their last semester can only apply for a reimbursement (no advances).
- Opportunities Fund funds cannot be applied toward expenses incurred after the student’s last semester of attendance.
- Students who have graduated cannot submit Opportunities Fund Applications.
- Opportunities Fund funds can only be used for items that were approved. If the funds will not be used as appropriated, you must contact your advisor and the Assoc Director of Scholarships and Grants immediately.

I HAVE READ AND UNDERSTAND THE STATEMENTS ABOVE.

Signature: ________________________________ Date: ________________________________
OPPORTUNITIES FUND APPLICATION
Away and Abroad Internships/Fieldwork

Section 1: Student Information

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
<th>College</th>
<th>Year</th>
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EMPLID Telephone Number Email Address

Section 2: Emergency Information (International Travel ONLY)

In case of an emergency abroad, CUNY requires Macaulay to collect your citizenship/passport information to be able to locate and assist you in a timely manner.

Please provide this information if it is available at the time you apply. If unavailable, you will be contacted by Macaulay prior to your travel to provide the information listed below. **Supply information as it is listed on your passport.**

Country of Citizenship: ____________________________________________

Country of Citizenship 2 (Dual Citizenship): ____________________________

Passport #: ________________________________________________________

Country that Issued Passport: _________________________________________

Date of Birth (e.g. 07/01/1994): ___________________________________

Sex (circle one): Male Female

**Emergency Contact Information**

Emergency Contact Name: _____________________________________________

Emergency Contact Relationship (e.g. mother, father, friend) ______________________

Emergency Contact Phone #: __________________________________________

Emergency Contact Email: ____________________________________________
Section 3: Required Documentation

**Announcement and Commitment Form:** You must attach a copy of either your completed *Internship* or *Fieldwork Announcement and Commitment Form*.

**Internship/Fieldwork Evaluations:** You must submit the *Internship/Fieldwork Evaluation* at the conclusion of your project. Failure to submit your evaluation forms in a timely manner may result in the inability to utilize the advance method of payment for future requests. Evaluation forms serve as receipts. You should keep a copy of all evaluation forms for future reference. You may file an *Internship/Fieldwork Evaluation* form on-line via the Macaulay Honors College website.

- Advance Requests – Evaluations must be submitted at the end of the internship.
- Reimbursement Requests – Evaluations must be submitted with the application for reimbursement.

The following scale should be used to determine your maximum eligibility for internships/fieldwork.

- Part-time (*full semester, 10-12 weeks, 10+ hours per week*) = $1000
- Part-time (*summer, 6-10 weeks, 15-30 hours per week*) = $1200
- Full-time (*summer, 6-8 weeks, 31+ hours per week*) = $2000

Total amount requested for away and abroad internship/fieldwork: $__________________

**NOTE:** Students may request funding for credit bearing and paid internships/fieldwork taking place away and abroad. For credit bearing and paid internships/fieldwork students may request funding for travel and living expenses*. For non-credit-bearing and unpaid internships/fieldwork, students may request funding for an Internship Stipend, or for travel and living expenses*, but not both.

Students cannot be funded for completing the same internship within the same company/site. However students can be funded for working within the same company/site if responsibilities have changed. If you are requesting more than one stipend for an internship that spans multiple semesters within the same company, your supervisor must indicate how your responsibilities will increase or change each semester. If you are requesting funding for an internship previously funded by the Opportunities Fund, your supervisor must complete a new Internship Announcement and Commitment Form and indicate a growth in your responsibilities.

Section 4: Definition and Statement of Justification

**DEFINITION**

*An internship is a carefully monitored, substantive preview of a career or profession with clear learning goals.* To reach these learning goals, the internship encompasses defined expectations; real work; and dedicated orientation, training, supervision, and evaluation.

**Goals and Nature of Work**

- Clearly defined learning goals and expectations discussed prior to and at the start of the internship and continuously reviewed
- Varied tasks
- While all entry-level positions involve clerical work, internships are learning experiences. Tasks are primarily substantive with less than 35% of duties clerical. **Substantive tasks involve decision-making and engage and develop the intern’s abilities. Substantive tasks include:**
  - Research
  - Copyediting and writing
  - Creating a website
  - Designing publications
  - Developing procedures
  - Performing lab tests
  - Interviewing patients
  - Conducting surveys
• Writing marketing plans  
• Creating financial forecast and cost recovery reports  
• Performing software/hardware revisions  
• Facilitating workshops  
• Community outreach  
• Preparing legal briefs

Orientation, Training, and Supervision, and Evaluation

• Orientation covering mission, goals, organizational structure, and department procedures and policies  
• Training on technical systems and tasks intern will conduct  
• Dedicated supervisor(s) giving continuous feedback and meeting regularly to discuss progress  
• Dedicated mentor(s) (can be same person as supervisor) promoting reflection, encouraging professional development, advising on the industry or field, and assisting in building skills  
• Opportunities to network with senior staff members  
• Written evaluations of intern performance during the middle and end of the experience

Preferred Additional Activities

• Dedicated project(s) that students can work on during down-time  
• Team projects among interns in the company/organization  
• Presentation to staff members on activities  
• Opportunities to view or participate in the work of other departments  
• Extracurricular experiences with staff members such as staff outings  
• Staff meetings or workshops open for the intern to attend  
• Opportunities for increasing responsibility

STATEMENT OF JUSTIFICATION

Reflect on your academic trajectory and discuss how this activity will enhance your academic and professional goals or allow you to move forward.

Convince the reader by touching upon the following reflecting points:

1. Why this particular organization/research project?  
2. Why this kind of work?  
3. Why this location?  
4. Why is/was this internship/fieldwork project the best academic fit for you?

Note: Please include your name, campus, class and page number on each page of your statement.
Section 5: Budget

List costs for long-distance travel and living expenses below (if not requesting funding for the stipend). Attach quotes (advance) or receipts (reimbursements) demonstrating the cost of each item listed below.

**BUDGET BREAKDOWN:**
**Note:** You may only request funding for the categories listed below.

- **Program Fees** ................................................................. $_______
- **Housing** ........................................................................ $_______
- **Airfare** ........................................................................... $_______

Flight costs not included in the program fee are calculated using advertised program dates. Expenses for travel dates substantially longer than advertised program dates will be your responsibility.

- **Meals** ........................................................................... $_______

Meals not included in the program fee should be calculated using the following per diems:
  - Europe: $15 a meal, $45 per day
  - US and other countries: $10 per meal, $30 per day

For the items listed below, you must include documentation of the cost AND submit receipts with your study abroad receipts as proof of payment.

- **CISI (CUNY required health/travel insurance)** ...................... $_______
- **Other Health Insurance** .................................................. $_______
- **Ground Transportation (to and from airport)** ..................... $_______
- **Required Travel Documents (e.g. Visa/Passport)** ............... $_______
- **Required Vaccinations** ................................................... $_______

**TOTAL REQUEST:** $__________

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For the items listed below, you must include documentation of the cost AND submit receipts with your study abroad receipts as proof of payment.
Section 6: College Approval

This form must be submitted to the local campus director/advisor for approval. The local Macaulay Honors College office will forward the application to the Opportunities Fund Committee for review.

Local Campus Macaulay Honors Director/Advisor approval:

__________________________________  ___________________  ___________________
Print Name                          Date                                  Approved amount

Signature_______________________________

Comments (attach page if needed):

[ ] Denied