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
☐ International Research: I am aware that I must purchase health insurance prior to beginning the research experience. Do not purchase insurance until your Opportunities Fund application has been approved. Students must purchase insurance through Cultural Insurance Services International (CISI) if the program package does not provide or include travel insurance. For instructions on how to purchase insurance visit the Opportunities Fund webpage.
☐ 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.

☐ Reimbursements:

☐ Attach the original copy of the Internship Learning Agreement Form
☐ Attach a copy of your Internship Evaluation Form.
☐ International Research: I am aware that I must purchase health insurance prior to beginning the research experience. Students must purchase insurance through Cultural Insurance Services International (CISI) if the program package does not provide or include travel insurance. For instructions on how to purchase insurance visit the Opportunities Fund webpage.
☐ 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. This travel waiver must be submitted to your Macaulay Advisor before beginning the activity.

IMPORTANT INFORMATION:

➢ You must submit the Internship Learning Agreement Form to your Macaulay Advisor before or within two weeks of starting the internship.
➢ 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 Associate Director of Scholarships and Grants immediately.

I HAVE READ AND UNDERSTAND THE STATEMENTS ABOVE.

Signature: _____________________________ Date: ______________
OPPORTUNITIES FUND APPLICATION
Internships and Undergraduate Research

Section 1: Student Information

_________________________________________________  _________________________  __________
First Name                                      Last Name                              College                         Year

______________________________  __  ___  ______   ____________________________
EMPLID                      Telephone Number                                 Email Address

Section 2: Internships: Required Documentation

Internship Learning Agreement Form: You must attach a copy of your completed Internship Learning Agreement Form.

Internship Evaluation: You must fill out and submit the Internship Evaluation at the conclusion of your internship. Failure to submit your evaluation form in a timely manner may result in the inability to utilize the advance method of payment for future requests. Evaluation forms are “receipts” for unpaid/no-credit internships; you should keep a copy of all evaluation forms for future reference. You may file an Internship Evaluation 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 schedule should be used to determine your maximum eligibility for unpaid internships.

- 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

Note:
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 Learning Agreement Form and indicate a growth in your responsibilities.

If receiving a stipend or other sources of funding for your internship or undergraduate research work you are not eligible to receive funding from the Opportunities Fund.

Total amount requested for internship/undergraduate research: $______________

For Office Use Only

Status:                                        AY/Term
Date:                                          Class
Approved Amount:                               Type (A/R)
Comments/Information Requested:
Section 3: Definition and Statement of Justification

You may apply to the Opportunities Fund to help defray some of your financial obligations when you undertake an internship or undergraduate research project that is unpaid and for which you do not receive academic credit. If receiving a stipend or other sources of funding for your internship or undergraduate research work you are not eligible to receive funding from the Opportunities Fund.

INTERNSHIP 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
RESEARCH DEFINITION

A cornerstone of the Macaulay experience is undergraduate research. The National Council on Undergraduate Research defines undergraduate research as “an inquiry or investigation conducted by an undergraduate student that makes an original intellectual or creative contribution to the discipline.” Through a research assistantship, an undergraduate student works closely with a faculty mentor — and, where appropriate, his/her research team — to gain research skills and to contribute to the production of original scholarly or creative work.

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 is/was this internship/research project the best academic fit for you?
4. If your internship/research position spans multiple semesters with the same organization, please indicate the growth/change in your responsibilities.

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

Section 4: 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 Review Committee for review.

Local Campus Macaulay Honors Director/Advisor approval:

__________________________________  ___________________  ______________
Print Name Date Approved amount

Signature

Denied

Comments: