



The Atupem Summer Internship Award

About the award

Thanks to a generous donation, Clark University is able to offer **one** Clark undergraduate student a \$2500 award to support an unpaid, summer internship to a member of the Clark Global Scholars program (regardless of country of origin), and/or a citizen of Ghana or another African nation.

This funded internship opportunity is open to Clark undergraduate first years, sophomores, juniors and returning seniors who plan to complete an unpaid summer internship.

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

Students are not eligible to receive more than one Atupem Summer Internship Award during their time at Clark.

Application deadline

Midnight on April 15, 2021. Apply through the application portal on the [Opportunity Funding Office web page](#). For application instructions, see below.

Internships must be secured before the deadline. Applications for internships that are pending will not be accepted.

Who is Eligible?

- Clark undergraduate first years, sophomores, juniors and returning seniors (preference given to current juniors).
- Student awarded must be a member of the Clark Global Scholars program (regardless of country of origin), and/or a citizen of Ghana or another African nation.
- Student must have a minimum GPA of 3.4 at time of application.
- Students in good academic and social standing with the University.
- Students not currently on leave from Clark, and have an active, registered status.
- Students returning to study at Clark in the fall term following the proposed internship. (Students studying abroad Fall 2020 are eligible to apply, but must maintain an active, registered status at Clark.)
- Students who have not already received an Atupem Summer Internship Award.



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Eligible Internships

- Unpaid internships secured prior to the deadline.
- Minimum of 140 hours of supervised work logged during summer 2021.
- Offered during the summer and completed before the first day of fall semester (August 23, 2021).
- Supervised by a professional in the organization who agrees to guidelines.

Ineligible Internships

- Applications for internships that are pending will not be accepted.
- Internships at a Clark University department or office, or where a Clark faculty or staff member is the supervisor.
- 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.
- Organizations and programs with fund-raising expectations for their interns.
- Non-credit course or training program that does not contain any professional, experiential learning component; this includes programs where the main components include observing, shadowing, and attending lectures.

Criteria for Selection

The selection criteria includes, but is not limited to:

- The quality and length of the internship commitment (must meet the minimum guidelines set by Clark University).
- The quality of the written proposal: Is it well written? Does it include all required pieces?
- The value and clear connection of the experience to future career goals.

If You Are Awarded: Award Requirements

Students awarded funding will be required to:

- Attend *Know Before You Go* (virtual; date TBD)
- Write a 2-3 page reflection paper at the end of the summer internship
- Submit a signed timesheet at the midpoint and end of their summer
- Write a note of appreciation to the donor
- Participate in at least one student panel the following academic year to talk about your experience.



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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 staying in the US for their internship 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 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.
- International students doing their internship outside the US will not have taxes withdrawn or reported.

Application Guidelines

How to Apply

Applications will only be collected through the application portal on the Clark University website: <https://www.clarku.edu/opportunity-funding>. Additional directions for this application, and other funding possibilities, are listed on the funding website.

Proposal Narrative

Applicants should submit a 2-4 page, single-spaced narrative (saved as a pdf document) describing your internship, including how this internship connects to your classwork and/or your future goals.

Formatting: put your name, class year, major(s), internship title and organization name at the top of the first page. Do NOT use a separate title page. Please make sure your name is on every page.

Include your budget. 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.

- Provide details of how you will use the money.
- 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



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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 be presented in table format.

The following are considered criteria for a high-quality application:

Criteria:	Expectations:
Quality of the opportunity	Detailed position description and narrative clearly conveys: kind of organization, quality of work to be done, and potential impact on professional and personal development.
Learning goals and/or internship deliverables	Clearly stated, with either some kind of tangible artifact being produced by the end of the internship or a purposeful learning experience that is at the heart of the project.
Virtual feasibility	Tasks and deliverables are fully possible to create or achieve in a remote environment, or there is clear evidence that the on-site internship can be completed safely.
Strength of narrative and supplementary materials (resume, transcript)	The narrative clearly articulates why the student wants to complete the project, and why the timing is appropriate. Supplementary materials affirm student's readiness.
Connection to academic studies and/or future career goals	Narrative clearly states how this experience will deepen academic work and/or aid in future career goals.
Budget	Budget is detailed and conveys that the student understands the expenses necessary for the summer. Student is clearly prepared to cover summer expenses.

Other required documents

- Resume
- Unofficial transcript
- Assumption of Risk and Waiver
- International Travel Form (if applicable; please note no international travel will be accepted for summer 2021)
- Abstract – approximately 150 word description of your internship. There will be a place to cut and paste this in the application portal.
- Copy of the job description – saved as a pdf from the company website, or an email from the company with appropriate contact information.
- Copy of the internship offer – saved as a pdf from the email, or scanned in from a paper copy. The offer needs to include the name and contact information of your supervisor,



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name of organization, start and end dates of the internship, number of hours per week and/or the amount of hours for the entirety of the internship.

This can be saved as PDF from the email, or scanned as a paper copy.

- For in-person/on-site internships: documentation that the organization is following safe pandemic practices that follow CDC and applicable state guidelines. This can be saved from an organization's website, offer letter, personnel manual, etc.

To obtain your transcript, log into the ClarkYOU portal, then click Main Menu, Registrar's Office, Student Account and Financial Aid, Student Records, Unofficial Academic Transcript, and submit. You can save the page as a PDF, or take a screenshot.

After You Apply

Selection Process & Timeline

Review committees - comprising a wide array of Clark staff and faculty members - convene as a group in late April to finalize selections. A scoring rubric is used to evaluate applications, and all applications have at least two committee members read and score them.

All students who apply will be notified in writing of the committee decision by early May.

Award disbursement

If funded, you will likely receive funds in late May. However, delays can occur; please be prepared for the possibility of receiving your funds as late as mid-June.

Please note that you **MUST** set-up direct deposit authorization specifically for Awards and Refunds with Student Accounts, so the funds will be deposited to your bank account. Please note that this authorization is separate from Payroll Direct Deposit. If you are awarded funds, you will receive detailed instructions for setting up direct deposit.