The Leir Luxembourg - Clark University Internships Guidelines, 2023

General
To honor the memory of Dr. h. c. Henry J. Leir, a successful industrialist, and his wife Erna D. Leir, patrons of Clark University, The Leir Luxembourg Program-Clark University (LLP-CU) offers scholarships for outstanding Clark undergraduate students in the Grand Duchy of Luxembourg for a duration of two months over the summer.

- The internships are not for academic credit. They are intended to provide a work experience overseas and an opportunity to enrich the student’s curriculum.
- The internships last for two months – typically from the beginning of June to the end of July.
- The LLP-CU Summer Award carries:
  - A round-trip flight to Luxembourg from Boston, up to $1,200.
  - A stipend of $2,100 – for eight weeks to help cover meals as well as additional expenses (local transportation in Lux is free)
  - Accommodation in Luxembourg City at Wunnrum fir Stagiaren

- As one of the ways we expand and deepen relations between Clark University and the Grand Duchy, the LLP-CU offers these eight internships in 2023 – and subsequent years:
  - MNHA - The National Museum of History and Art (MNHA)
  - TAD – The Transatlantic Dialogue
  - RTL – The Radio Television Luxembourg
  - ARA City Radio
  - European Museum Schengen
  - LCHM – Luxembourg City History Museum
  - Luxembourg Centre for Contemporary and Digital History
  - EIB – European Investment Bank

Application Process and Selection Criteria
- Internships supported by the LLP-CU Summer Award are only offered to students who are in their third year and above (and/or have recently graduated).
- Students must have a GPA of 3.6 in their major, and a 3.4 overall.
- Preference is given to students who have already participated in another LLP-CU program element (e.g., the May Term). There is no language requirement.
- Each internship has a faculty advisor from Clark – ideally a professor from a department that most relates to the internship.
- The application should be submitted in duplicate form (i) to the advisor in the sponsoring academic department, and (ii) to LLP-CU. Application deadline is November 30, 2022.
- Final candidates are invited to be interviewed in January 2023.
- Acceptance letter will be sent to the students in February 2023.

The student
- Accepted applicants are expected to travel, work, and live independently for the two-month experience. Though the LLP-CU will assist in making some of the arrangements, students report to their supervisors at the sponsoring Luxembourg institution.
- The students must present their work at Clark’s Fall Fest.
- The students will be expected to work five full days a week.
- The Internship will be conducted in English, but some knowledge of French or German is helpful.
- Applicants will be reviewed by a faculty member of the sponsoring program, and those who pass the first review will be invited to an interview by the LLP-CU staff, who are Prof. Michael Bamberg, Director of the program, and Si Wang, Coordinator.
- If approved by the LLP-CU, the applicant will work with Si Wang, Coordinator of the LLP-CU, on submitting an application to the institution for the internship along with an application for housing in Luxembourg.
- Successful applicants will need to sign a consent form to participate.
- The application includes the following documents:
  - An essay introducing yourself and explaining how you can benefit from this internship.
  - An unofficial Clark University academic transcript.
  - Your résumé (also stating any foreign language training and degree of proficiency).
  - A separate list and description of all previous college level internships. IMPORTANT: Attach evaluations you received for these internships, if applicable.
  - A statement that you have never been on conduct sanctions at Clark.
  - An academic endorsement from a Clark faculty member.

**The Faculty Advisor at Clark**
- A faculty member (advisor) oversees the application and monitors the progress of the student throughout the internship.
  - After a first contact with the sponsoring organization in Luxembourg has been established by LLP-CU, the advisor will follow up with the supervisor in Luxembourg and serve as potential contact in case there are work-related issues.
- The faculty advisor helps select qualified students and encourages them to apply.
- The faculty advisor is the “sponsoring” faculty member for Fall Fest.
- The faculty advisor may receive a stipend of up to $1,200 to cover airfare (plus $500 for accommodation) to travel to Luxembourg during the summer to visit the program supervisor on site and check-in with the students.

**The Program Director**
- The Director explores and develops internship possibilities in Luxembourg.
- The Director reaches out to programs on campus to elicit names of interested advisors.
- Director and Coordinator interview the final candidates and assist in their final selection.
- Director and Coordinator meet with students before departure to Luxembourg to emphasize the importance of LLP-CUs policies and partnerships, being “good ambassadors” for Clark.
- Director and Coordinator may also meet with the students in Luxembourg, to check-in.
- Director and Coordinator conduct an exit-interview with the students after the internship.

**The Program Coordinator**
- The coordinator advertises the internships on website and on campus.
- The coordinator assists with correspondence between LLP-CU and supervisor in Luxembourg, as well as correspondence between CU faculty advisor and the internship supervisor.
- The coordinator assists in marketing the internships to the students throughout the year.
- The coordinator helps to arrange interviews and select final interns.
- The coordinator makes arrangements for housing if they are staying at Wunnrum fir Stagiaren or at CEFOS.
- The coordinator helps to register the students with health insurance and visa applications.
- The coordinator facilities the reimbursements/awards for the students and advisors.