**2019 IGO/NGO Summer International Internship Financial Support**

**Call for Applications**

The purpose of the 2019 Intergovernmental Organization (IGO)/Non-Governmental Organization (NGO) Summer International Internship Financial Support Program is to provide financial assistance to up to two Elizabethtown College students (that are either rising juniors or rising seniors), who will participate in an international internship program in Summer 2019 at an IGO or NGO that contributes to their educational goals. Funding is provided by the Elizabethtown College Center for Global Understanding and Peacemaking to help offset the round trip airfare and pay a stipend for the internship.

**ELIGIBILITY CRITERIA**

1. Only rising junior and rising senior undergraduate students participating at unpaid international internships at prestigious IGOs and NGOs outside of their home countries are eligible to apply to the IGO/NGO Internship Financial Support Program. Organizations that charge fees for internships are not eligible for this program. Applicants should receive the approval of the 2019 IGO/NGO Summer Internship Financial Support Program Committee Chair before they choose an IGO or NGO to apply to.
2. Applicants must have an unpaid internship offer from a recognized IGO or NGO before submitting an application to the IGO/NGO Summer Internship Financial Support Program.
3. Internships should last anywhere between six to ten weeks, and should be completed before students graduate from the College.
4. Students may find their own internship; apply to organizations listed in this call for applications document; or find internships through faculty contacts or the College’s Career Services.
5. Students should have a minimum cumulative grade point average of 3.0; preference will be given to 3.25 and above.
6. Students should demonstrate leadership potential and community involvement as documented on a resume.
7. Applicants must agree to keep a journal throughout the course of their summer internship, and give a public presentation of their internship experience to the campus community upon the completion of their internship.
8. If students are applying for funding for the same internship from other sources, they may only accept one grant.
9. Students interesting in international internships are strongly encouraged to investigate the visa requirements of the specific countries where they aspire to conduct an internship.
10. Elizabethtown College does not allow students to conduct internships in countries under the US Department of State travel warning. See the [U.S. Department of State’s website](http://travel.state.gov/content/passports/en/alertswarnings.html) at <https://travel.state.gov/content/passports/en/alertswarnings.html> as well as the US State Department’s Overseas Advisory Council at <http://www.osac.gov/>.

**APPLICATION REQUIREMENTS**

1. Provide a printed copy of the internship acceptance letter on an official letterhead of the IGO/NGO, signed by your Internship Supervisor.
2. Submit an up-to-date resume.
3. Write a two (single-spaced) page essay, outlining the relationship of the proposed internship to the student’s expressed educational goals, as well as why he or she will be a good candidate for internship financial support.
4. Submit an unofficial transcript.
5. Supply two recommendation letters from faculty members to be sent directly to the IGO/NGO Internship Financial Support Program Committee.
6. Funding decisions will be made following a careful review of all relevant application materials and an interview process.

**STUDENT INTERN OBLIGATIONS (UPON CONFERRAL OF THE INTERNSHIP FINANCIAL SUPPORT)**

1. Students should familiarize themselves with political, health, crime, and other safety-related conditions prevailing in any country and specific locations within the country to be visited. A review of these conditions should be performed by viewing web-based information provided by the U.S. Department of State (<http://travel.state.gov/>) as well as information provided by various other cognizant agencies and governments.
2. Students must attend all pre-departure orientation sessions organized by the Study Abroad Office at Elizabethtown College, and fill out all the paperwork required by the Study Abroad Office prior to their departure to the internship site.
3. Internships must be registered for academic credit (0, 1, 2, 3, or 4 credits) with either the International Studies Minor Program, or with any relevant academic program, during the semester in which the work is completed (i.e. the Summer term). Upon conferral of the IGO/NGO Summer Internship Financial Support, please consult with the respective academic unit’s internship coordinator to learn about the requirements of receiving academic credit for your summer internship.
4. Interns must provide a 24-hour contact number at their internship site *in addition to* their cell phone number, as soon as they make accommodation arrangements for their internship.
5. Interns must submit via email weekly progress throughout the course of their international internship.
6. Interns must have the Internship Supervisors on site complete a midterm and final internship evaluation (using the template provided by the College that the student intern forwards to them) and submit this evaluation via email to the Chair of the IGO/NGO Summer International Internship Financial Support Committee.
7. Interns must submit a 2-3 double-spaced typed evaluation of the completed internship (by October 15th in the Fall semester immediately following the completion of their internship), highlighting their accomplishments, their personal growth, and how the experience has affected their future career expectations.
8. Upon return from the internship site, interns must submit a journal (by October 15th in the Fall semester immediately following the completion of their internship) documenting their learning experiences on a daily basis throughout the course of their summer internship.
9. Interns must give two public presentations of their internship experience to the campus community upon the completion of their internship.

**TERMS AND CONDITIONS**

Scholarship recipients must satisfactorily complete the internship described in the scholarship application before graduation from Elizabethtown College. Failure to do so will be considered a material breach of the program requirements, subjecting the student to forfeiture or repayment of the awarded funds. Exceptions to this forfeiture/repayment requirement will be granted only in extreme and unusual circumstances (as determined by the IGO/NGO Summer Internship Financial Support Committee at its sole discretion).

**APPLICATION PROCESS AND DEADLINE**

The reference letters as well as the hard copies of the required application materials (minus “Statement of Student Insurance Coverage for International Research or Internship Program”) should be mailed to the following address by **February 15, 2019** (**No electronic copies will be accepted**):

Dr. Oya Ozkanca

Chair of the IGO/NGO Summer Internship Financial Support Committee

Department of Politics, Philosophy and Legal Studies

Nicarry Hall 246

Elizabethtown College

One Alpha Drive

Elizabethtown, PA 17022

Office Phone: (717) 361-4749

**INFORMATION SESSIONS**

There will be multiple information sessions to advertise the program (Dates TBA). Make sure to follow the Center for Global Understanding and Peacemaking website, <http://www.etown.edu/centers/global/>, for updates on the information sessions.

Please feel free to submit any questions you may have about this program to the Chair of the IGO/NGO Summer Internship Financial Support Committee, Dr. Oya Ozkanca, at [dursuno@etown.edu](mailto:dursuno@etown.edu).

**POTENTIAL ORGANIZATIONS TO WHICH YOU MAY APPLY (Please note that this is not meant to be a comprehensive list.)**

Mercy Corps

Care

Mennonite Central Committee

Grameen Foundation

Transparency International

Search for Common Ground

IREX

Freedom House

Human Rights Watch

Amnesty International

Business for Social Responsibility

Jet Li One Foundation

Oxfam Hong Kong

International Crisis Group

Landesa

Heifer International

North Atlantic Treaty Organization

European Union

Council of Europe

Organization for Security and Cooperation in Europe

**SOME HELPFUL ONLINE LINKS FOR INTERNSHIP SEARCH**

<http://www.internationalaffairsresources.com/ngos.html>

<http://www.internationalaffairsresources.com/otherigo.html>

<http://studentaffairs.stanford.edu/cdc/publicservice/intpubhealthjoblinks>

<http://www.idealist.org>

http://www.devex.com

<http://www.goabroad.com/intern-abroad>

<http://www.fordham.edu/academics/programs_at_fordham_/international_politi1/academics/internships/listing_of_internshi_33611.asp>

<http://www.aiesec.org>

<http://www.goinglobal.com>

<http://www.internships.com>

<http://www.affordablecollegesonline.org/college-resource-center/gap-year/>

<http://www.international.ucla.edu/institute/article/8363>

**2019 IGO/NGO SUMMER INTERNSHIP FINANCIAL SUPPORT**

**APPLICATION FORM**

**Part I. General Information**

Last Name:

First Name:

Student ID#:

Class Standing:

Major(s):

Minor(s):

Cumulative G.P.A.:

Earned Credits:

Expected Date of Graduation:

Etown Email:

Alternative (Second) Email:

Local Address:

Permanent Address:

Permanent Telephone:

Please list any other grants or funding opportunities that you have applied for or will apply for in order to get funds for your internship:

**Part II. Internship Information**

Internship Organization Name:

Internship Organization’s Address:

Internship Location:

Internship Dates (MM/DD/YYY):

Internship Position/Title:

Internship Responsibilities/Duties:

How many credits do you plan to earn by completing this internship?:

Internship Supervisor’s Name:

Internship Supervisor’s Position/Title:

Internship Supervisor’s Office Phone:

Internship Supervisor’s Official Email Address:

**Part III. Additional Required Application Materials**

Students should attach the following required documents to the completed, and signed and dated application form:

1. a signed hard copy of the internship acceptance letter from the respective IGO/NGO, printed on the official letterhead of the organization.
2. an up-to-date resume.
3. a two to three (double-spaced) page essay, outlining the relationship of internship to the student’s expressed educational goals, as well as why he or she will be a good candidate for internship financial support.
4. an unofficial transcript.
5. two recommendation letters from faculty members to be sent directly to the IGO/NGO Internship Financial Support Program Committee.

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Applicant’s First Name and Last Name), certify that all information provided on this application is accurate.

Signature Date