

# RISD Parents Council Fine Arts Intern Scholarship

## APPLICATION DEADLINE

**Application Due: Friday, March 22, 2019, 12:00 NOON**

Application opens: January

Awards are announced: by Early April

## DESCRIPTION

Thanks to the generosity of the RISD Parents Council, RISD will provide \$2,500 scholarships to at least 4 selected undergraduate students who have secured a unique summer internship within the fine arts or which applies fine arts skills to design. Financial need is a factor in the selection process. Applicants are encouraged to engage fine arts thinking and skills in unexpected ways. These scholarships support unpaid or low-paid summer internships that may be associated with a studio, gallery, artist, or other organization. Internships in which the student has actively sought and developed the experience based on their skills and interests, rather than a "standard" internship that already exists in the organization's structure, are preferred.

The internship must be for credit. Awardees must receive Department approval and register the internship in Artworks in May. Awardees are required to submit a final evaluation in Artworks by August.

## SELECTION CRITERIA

### APPLICATION MATERIALS

- Application materials must be complete by the due date.
- All requirements must be met and instructions followed.
- Emphasis is on quality of presentation and materials. Attachments must be formatted neatly and scanned documents must be legible.
- Materials answers the questions asked and responses are clear, concise, and comprehensive.

### FINANCIAL NEED

- Financial need is a factor in the selection process.
- Priority is given to unpaid internships but low-paid internships will be considered depending on the size of the applicant pool and overall need.

### STUDENT READINESS

- Student articulates a solid understanding of and interest in the proposed internship site.
- Student demonstrates the ability to be successful and shows interest in being challenged in new ways.
- Student demonstrates initiative, creativity, and maturity.

### STRENGTH AND FIT OF INTERNSHIP SITE

- Organization is prepared and qualified to create a learning environment and provide appropriate supervision.
- Organization acknowledges an understanding of the student's interests.
- Student has a voice in their work and contributes meaningfully to tasks arranged by the organization.

### ACTIVITIES & GOALS

- Activities and responsibilities are clearly described.
- Goals are articulated and achievable.
- The opportunity will have an impact on the student and further their work.
- The internship provides a professional opportunity that goes beyond RISD coursework.

### FEASIBILITY

- Activities should be feasible in an 8-week period.
- The budget should be thoughtful and realistic.
- Applicant should have an appropriate support system in place for the internship experience.

## ELIGIBILITY

- It is preferred that the internship falls within the fine arts realm, but may be design-related.
- Students may only receive one Parents Council Intern Scholarship during their RISD career.
- Undergraduates returning to RISD in the Fall of 2019 - Freshmen, Sophomore, and Junior standing only.
- Students must be a currently enrolled. If on leave at the time of application, applicants must be formally re-admitted for the upcoming Fall semester through the Registrar's Office.
- Non-U.S. Citizens are eligible.
- Selected candidates will need to have a U.S. Social Security Number at the time of application.
- The internship should provide the student with an experience they might not be able to explore without financial support (which will be verified by RISD Financial Student Services).
- The internship must be unpaid or low-paid. Ideally, the pay rate should be confirmed in the internship offer letter.
- Students may apply for team projects. Only teams of 2 will be considered. Each student must submit a complete application describing their specific skills, interests, role, and goals. Each team member is eligible for the full award.
- Applicants must be in good academic and community standing.
- The internship can be outside of the U.S. However, it will be important to demonstrate a strong support system.
- The internship must be at least 100 hours.
- The internship must be at least 6 weeks, ideally 8 weeks.

## APPLICATION PROCESS & COMPONENTS

All items are submitted as PDF uploads to the online application EXCEPT the letter of recommendation. The letter of recommendation must be emailed to Lisa Cramer, [lcramer@risd.edu](mailto:lcramer@risd.edu), by the application deadline. Your recommender must email the letter directly to Lisa. It CANNOT be emailed from the student.

- Students must fill out and submit the RISD Application online by the deadline. The link to the online application can be found at <http://www.risdcareers.com/grants/risd-managed-awards/>. The application components are:
  - APPLICANT PERSONAL AND ACADEMIC INFORMATION
  - INTERNSHIP INFORMATION
  - RESPONSES to the following in 1 PDF. Please include the question text as headers before your responses, and use 1 inch margins, Times New Roman 12-point font, and single spaced rows:
    - SUMMARY) A short description of the who, what, where, why, and so what. What is your learning objective? Consider answering: I propose to do X with X by doing X in order to X. (100 word max)
    - ESSAY 1) What is the name, location, mission, and services of the organization? And, why are you interested in an internship at this particular organization? (200 word max)
    - ESSAY 2) How did you find the internship? Describe how you made the connection and your communication. (200 word max)
    - ESSAY 3) What will be your main activities and responsibilities? (200 word max)
    - ESSAY 4) What are your goals and what do you hope to gain from the experience? Describe the impact this internship will have on you - academically, artistically, professionally, and/or personally. (200 word max)
    - ESSAY 5) How are you prepared to work and live in the community? Describe your support system. This is particularly important if you are proposing an internship outside of Rhode Island or your home state or country. (200 word max)
    - ESSAY 6) How will the experience engage fine arts thinking and skills in unexpected ways? (200 word max)
    - ESSAY 7) Considering financial need is a selection factor, what are your financial barriers to realizing this internship? (200 word max)
    - BUDGET) Provide a budget of anticipated costs to include travel, housing, meals, materials, supplies, equipment, or other related expenses. Include the pay rate (hourly, weekly, monthly rate, or stipend) if applicable. If you need more than \$2,500 to cover your expenses, please tell us what other resources you intend to tap into or explore. Indicate other grants, if any, you are currently seeking for this project. Funding should NOT be applied to cover organization program participation fees or materials/equipment that benefit the day-to-day organization such as paper, printing, or items that will be staying with the organization. (half a page max)

- **INTERNSHIP OFFER LETTER.** The offer letter should be a formal invitation from the internship supervisor and include: the specific time period (weeks and hours), pay if applicable, indication there is a position and appropriate work for the student, a list of activities, and agreement to mentor/support the student and provide appropriate resources. Documentation must be official and include contact information and the contact's title. Ideally, the letter should be on official organization/business letterhead and signed by the letter writer. Email communication in place of formal documentation is discouraged.
- **RESUME.** Include most recent employment, community involvement, volunteer service, exhibitions, awards, achievements, and other accomplishments.
- **Unofficial TRANSCRIPT.** Go to your RISD Student Planning account and download an "Unofficial" transcript. Upload this PDF into your application. Make sure the PDF is legible. Your submitted transcript should include the courses you are currently registered for this Spring semester.
- **LETTER OF RECOMMENDATION.** One – and only one - letter of recommendation from a faculty member or supervisor addressing your preparedness for the internship and feasibility of the project should be emailed to Lisa Cramer, [lcramer@risd.edu](mailto:lcramer@risd.edu), from the recommender by the application deadline. The letter should ideally be a PDF scan of the letter with a signature.

*TIPS FOR APPLICANTS:*

- **Each attachment can be up to 3MB, however, please note that the TOTAL upload cannot be over 25MB.**
- **Avoid submitting at the last minute. Incomplete or late applications will not be accepted.**
- Review the guidelines and required materials carefully before you begin the application.
- Follow all directions carefully.
- Prepare your application in advance in a word document and check your spelling. **The application form will not save your answers once you leave the page.**
- Documents/Responses within a PDF should be in the same order as listed in the guidelines. Please include the question text as headers before your responses, and use 1 inch margins, Times New Roman 12-point font, and single spaced rows.
- Attachments should be named in the following way: FirstnameLastname.Documenttype. So Jane Smith would name her files JaneSmith.Reponse, JaneSmith.Transcript, etc.
- After you submit you will see a submission screen and receive an email confirming a successful submission.

## RISD CONTACT

Lisa Cramer, [lcramer@risd.edu](mailto:lcramer@risd.edu), 401.454.6669  
 RISD Grants & Residencies Manager, Fulbright Program Advisor

*Updated 1/2019*