



# Brown Internship Award Program (BIAP/AIP)

## FUNDING FOR UNPAID OR LOW PAYING SUMMER INTERNSHIPS

### PROGRAM OVERVIEW:

Each year, the Brown Internship Award Program offers funding for unpaid or low paying summer internships. The award program encourages students to pursue career exploration through summer internships in all career fields, including labor relations, socially responsible careers and careers in the creative arts, music and entertainment. The program is made possible through the generosity of alumni and parents, employer gifts, and support from the Brown University Office of Financial Aid.

There are TWO types of awards:

**BIAP** - Funding awards in the amount of \$2,500 are available for career exploration in a wide variety of fields. Forty (40) BIAP awards will be available for the summer of 2008.

**AIP** - Students who are on financial aid and eligible for University scholarship may apply for a waiver of their summer earnings requirement. For summer 2008, 25 summer earnings waivers of up to \$2,650 will be awarded. ***Students on financial aid are eligible to apply for both awards.***

### ELIGIBLE CANDIDATES:

- All registered Brown undergraduate students, who are returning to Brown in September 2008, are eligible to apply.
- *Graduating seniors* (May '08) are **not** eligible.
- Preference will be given to rising juniors and seniors and to those who have not previously received an award.

### IMPORTANT DATES:

- **Application deadline: Monday, March 17, 2008**
- **Notification of award recipients: mid-April 2008**

### FOR COMPLETE DETAILS AND TO DOWNLOAD AN APPLICATION:

[http://careerdevelopment.brown.edu/resources/BIAP\\_AIP.php](http://careerdevelopment.brown.edu/resources/BIAP_AIP.php)

*The Brown Internship Award Program is administered by the Career Development Center*

*\*\* Frequently asked BIAP/AIP questions on back\*\**

## Frequently Asked BIAP/AIP Questions

**Q.** *I won't know if I have the internship until after the BIAP/AIP deadline. Can I still apply?*

**A.** Students must get something in writing from the employer stating they are being strongly considered for the internship.

**Q.** *Can I combine two shorter internships as long as the total equals 240 hours?*

**A.** Unfortunately not. The 240 hours (the equivalent of working six weeks full-time) is beneficial in developing skills and knowledge, setting and attaining your goals, as well as building a meaningful relationship with your employer.

**Q.** *I found a summer volunteer opportunity with an organization that requires a program fee. Am I eligible for BIAP/AIP funding?*

**A.** BIAP/AIP cannot be used to pay for program fees. The funding is limited to internship opportunities only. The donors have specified their money be used for career exploration that includes mentoring, developing key skills and furthering students long term career goals.

**Q.** *I would like to do a summer program that includes an internship component. Am I eligible?*

**A.** Tuition based programs are ineligible for BIAP/AIP funding. Many schools have scholarship money available or a payment plan can be arranged to make the cost easier to manage.

**Q.** *What makes a strong application?*

**A.** Committees closely look at applications to see how closely this internship opportunity ties in with your course work here at Brown and your long-term career goals. The quality of the internship also plays a strong role in a committee's decision.

**Q.** *What information is needed from the supervisor?*

**A.** A statement from the employer acknowledging you have been offered the internship or are being strongly considered; the internship is unpaid or will earn less than \$1,000 for the entire summer; that you will work with the employer a minimum of 240 hours (equivalent of six weeks full-time); the internship is supervised; and does not require a program fee to participate.

**Q.** *Can my supervisor email/mail their letter to the Internship Office?*

**A.** Please submit the Employer Statement along with your application.

**Q.** *What is the difference between BIAP and AIP awards?*

**A.** BIAP is a funded award of \$2,500. AIP awards waive the summer earning requirement for students on financial aid up to \$2,650.

**Q.** *I've been offered an internship with an organization but I don't know yet who my supervisor will be? How do I proceed?*

**A.** As long as you get confirmation from the employer stating you have the internship and that it is unpaid, with a minimum of 240 supervised hours this will suffice.

**Q.** *Should my essay be single or double spaced?*

**A.** Either option is acceptable. Please remember to make five copies of the application (or 10 if applying for both awards).

**Q.** *I am studying abroad and unable to bring in my BIAP/AIP application, how should I proceed?*

**A.** Please email your completed application to [Karen\\_Clancy@brown.edu](mailto:Karen_Clancy@brown.edu). She will make the necessary copies for you. The e-mailed application must be received by the deadline.

**Q.** *Does the handwritten statement need to be written out more than once?*

**A.** No it does not. Please handwrite the statement one time and make the necessary copies.