Office of the Arts 2018 Summer Internship Award
Application Guidelines & Instructions

Hunter's Office of the Arts (OOA) is awarding select undergraduate students taking unpaid arts internships in Summer 2018 with full-time and part-time stipends.

PRIORITY DEADLINE: May 1, 2018
FINAL DEADLINE: May 15, 2018

QUALIFICATIONS

Student must:

☐ Be a U.S. citizen or Permanent Resident (Green Card holder).
☐ Be a matriculated undergraduate who will not be graduating in June 2018.
☐ Have completed at least 12 combined credits in any arts department, program or concentration (including Studio Art, Art History, Dance, English, Music, Film, Media, Theater).
☐ Have a current GPA of 3.0 or higher.
☐ Find the internship on his/her own and provide written proof of offer.
☐ Find a Hunter College Faculty Advisor from a relevant academic arts department who will advise the student throughout the entire internship.

Priority will be given to students majoring or minoring in an arts department, program or concentration such as: studio art, art history, creative writing, dance, film, media, music and/or theatre.

HUNTER COLLEGE FACULTY ADVISOR OBLIGATIONS

Advisor must:

- Assess the legitimacy of proposed internship activities.
- Confirm the student's GPA and credits.
- Review and sign student's application.
- Write a letter of recommendation to the Office of the Arts supporting the award request.
- Should the student be granted an award, Faculty Advisor must commit to being available to advise the Intern throughout the entire internship.
- Following completion of the internships, the Faculty Advisor must review the awardee’s final written report, offer any suggestions for revision, and notify OOA of his/her final approval by email BEFORE student submits it to OOA.

ORGANIZATION INTERNSHIP SUPERVISOR

Supervisor must:

- Supervise the student throughout the duration of the internship.
- Sign the intern's Midway and Final Progress Report forms and timesheets.
- Describe and appraise the student's work performed throughout the summer by filling out an online form.
APPLICATION INSTRUCTIONS

Submit a completed Office of the Arts 2018 Summer Internship Award Application, including Faculty Advisor’s signature & Organization Intern Supervisor’s signature, to the Office of the Arts via email: ooa@hunter.cuny.edu or drop off a hard copy to Room 1322, East Building.

Include the following documents with application:
- Copy of Social Security Card or Green Card (front and back)
- Copy of Hunter Student ID Card
- Copy of transcript (can be unofficial printout)
- Letter of recommendation from Faculty Advisor
- Proof of internship offer
- Signed memorandum of understanding

AWARD AMOUNTS

Part-Time Positions
At least 150 hours total - $1,500.
(e.g., 15 hours a week for 10 weeks)

Full-Time Positions
At least 300 hours total - $3,000
(e.g., 30 hours a week for 10 weeks)

**PLEASE NOTE:** Students who do not fulfill the post-award OOA requirements and/or do not complete their internships to the satisfaction of their Organization Internship Supervisor will be subject to a deduction in their award up to the total amount.

Do you have a question about the application that isn’t answered by our FAQs?
You may contact the Office of the Arts M-F 10am-5pm at 212-396-6433 or by email at OOA@hunter.cuny.edu.

Through the generous support of the Patty and Jay Baker Theatre Fund, stipends will be awarded to select Theatre majors taking unpaid theatre internships this summer. Awardees will be selected by the Theatre Department faculty.

Additional awards for undergraduate students taking unpaid summer internships in all other arts discipline will be supported by the Hunter College Foundation.
Office of the Arts 2018 Summer Internship Award
Memorandum of Understanding

IF AN OOA 2018 SUMMER INTERNSHIP AWARD IS GRANTED

Student will receive an award letter confirming the internship location, dates and hours committed to, along with award amount and requirements, including instructions for completing mandatory Midway and Final Reports.

Following the Midway Report, student will receive the first half of the total stipend amount, provided that s/he has completed one-half of the total hours committed to for the entire internship period, per the application and Award Letter.

Midway Report (Submitted via email to ooa@hunter.cuny.edu):

1. Progress Report Form, signed by Organization Internship Supervisor
2. Timesheets, signed by Intern and Organization Internship Supervisor
3. One blog post (between 400-600 words) describing your host organization, your duties as an intern, and your experience so far. The post should also include at least one photo.

Final Report (Submitted via email to ooa@hunter.cuny.edu):

1. Progress Report Form, signed by Organization Internship Supervisor
2. Timesheets, signed by Intern and Organization Internship Supervisor
3. Essay (3-5 pages) covering the entire internship, approved by Faculty Advisor.
4. A short PowerPoint presentation (5-8 slides) OR video (2-3 minutes) with visual documentation of the entire internship.
5. Organization Internship Supervisor must fill out the online evaluation form which will be sent directly to their email address.

** PLEASE NOTE: It will take approximately 4-6 weeks from the time OOA confirms receipt of completed Progress Report for the student to receive a stipend check from Hunter College. OOA will not respond to inquiries about when a student can expect to receive his/her stipend unless at least 6 weeks have passed.

I have read the OOA 2018 Summer Internship Award Application Guidelines and Memorandum of Understanding and agree to fulfill all terms and responsibilities outlined:

Applicant Name (printed) & Date:

____________________________________________________________________

Applicant Signature: