

MALS Internship Award Application Process

MALS will be offering awards to students to support them as they pursue unpaid internships. We will have funding to cover nine internships for 2019-20. Interested students should find their own internship opportunities at an organization that best suits their academic interests and/or professional goals. Students who find an internship with an organization may then apply to the MALS Internship Fund. The program provides up to \$3,000 for a fall, spring, or summer internship depending on the number of applicants. For the full amount, interns are expected to work a minimum of 140 hours; shorter internships will also be considered for funding at a lower rate, as per the funding committee's determination. The manner in which these hours are completed can be flexible, and should be agreed upon with the host before the application is completed.

Funding is available only to MALS Students. Students must be currently enrolled and must be in good standing to apply.

Ideally, any proposed internship should help you:

- Gain exposure to career trajectories in the field
- Learn how an organization works, its structure, goals and the roles within it
- Identify ways in which you can expand your range of career options
- Build relationships that expand your personal and professional network

Candidates are encouraged to seek support for finding an internship at the Office of Career Planning and Professional Development. The Office of Career Planning and Professional Development can also assist in formulating and revising your resume and cover letter.

If students have already had support for their internship through the MALS program or through another funding at the GC (or elsewhere), they may still apply, but supporting first time applicants will be prioritized.

Students may apply for internships at Centers within the Graduate Center; however, external opportunities will be prioritized, as one aim of internships is to grow a student's network outside of the Graduate Center.

Students must be registered for at least one-credit in order to receive an award.

Required application materials:

- A current CV or resume
- A one-page cover letter explaining how the internship would further your career goals or support your academic interests.

- Length, hours, and dates of the proposed internship and whether you have previously received support for this internship.
- An email or letter from an employer confirming that you have been offered an internship with an organization
- The name and contact information of a professional reference

Please submit all required materials to liberalstudies@gc.cuny.edu

Deadlines

Applications will be accepted three times during the academic year of 2019-20. November 1, February 15, and April 1. At least three internships will be fund in each cycle. If there are not enough deserving applications, then funds will be rolled over to the next cycle to support additional internships.

For the deadline of November 1, 2019 internships that have already commenced will be considered.