

English Department Internship Grant Application

English Department Internship Grant funds are awarded in Fall, Spring, and Summer semesters according to availability. Currently available grant funds are described on the [English Department Internship Website](#) under "Financial Assistance for Internships." Please note that each fund specifies types of internships eligible (i.e., journalism, publishing), which may include eligible sites. These specifications are designated by our generous funders, who often give in relation to personal/professional experiences of their own. The English Department is constantly seeking to expand funding possibilities for internship students in order to diversify the criteria of available funds.

Please submit the completed application and attachments as Word or PDF files to Sarah Levens, Internship Coordinator, at sll62@pitt.edu.

GUIDELINES

Student Criteria

- Must be English major (including DNID), minor, or certificate student, including PPW, Children's Literature, Public Communication of Science and Technology, and Disability Studies
- Must have GPA of 3.0 or higher
- Students may only receive ONE English Department Internship grant during their time at Pitt.
- Must provide internship summary, materials, and thank-you for funder at end of grant term.

Site Criteria

- Internship must align with student's curricular requirements (see second page of Learning Agreement)
- Site and site-work must align with criteria given by funder ([see descriptions on website](#), under "Financial Assistance for Internships")

Application process

- Internships must be acquired before submitting the completed application.
- Recommendations must be from professional relationships—not peer, friend, or family connections—and must be emailed directly from the writers to Sarah Levens at sll62@pitt.edu.
- All application materials must be *received* by the deadline:
 - Fall & Spring—add/drop deadline
 - Summer—second Friday in April
- Applications will be reviewed by Internship/Undergraduate Placement Committee; award notifications will be communicated as soon as possible.

APPLICATION INFORMATION

Please submit the following information in a one-page document along with your application materials:

Student Information

Name:

Email:

Phone:

Address:

Academic Information

Major(s):

Minor(s):

Certificate(s):

GPA:

Class Year:

Expected Graduation Date:

Status (full-time or part-time):

Career objective:

Internship Information

Semester:

Name of internship:

Location (include location of organization *and* whether internship is in-person, remote, or a combination):

Description of organization:

Number of hours/week and how many weeks:

Paid or unpaid (if paid, please include rate/details):

Credit or not for credit:

Supervisor's name:

 Phone number:

 Email:

APPLICATION MATERIALS

Please submit the following documents with this application:

1. **An email from your internship supervisor** describing your internship and verifying the number of hours and weeks you will be working.
2. **A résumé** that outlines your academic and work experience, particularly in the fields of journalism, public relations, film, advertising, or publishing.
3. **A letter** to the selection committee explaining:
 - Please specify the grant(s) you are applying for and how your internship work aligns with the criteria given for that grant
 - Why you applied for this internship
 - Your duties at the internship
 - How it will help you achieve your career objectives
 - Why you believe you are an excellent candidate to receive a grant.
 - Your financial need for this grant and how it will affect your acceptance of an internship
 - Any other factors we should consider in making our decision, including, if you wish, your membership in an underrepresented group.
4. **Three samples of your work.** These can be from newspapers, magazines, press releases, film, or class assignments.
5. **A letter of recommendation from a teacher.** (As per guidelines, these should be emailed directly from recommender to internship coordinator.)
6. **A letter of recommendation from a supervisor who knows your work.** This can be from a previous internship or job. Include any formal evaluations of your work written by supervisors at previous internships or jobs. (As per guidelines, these should be emailed directly from recommender to internship coordinator.)

Resources

Please contact Internship Coordinator Sarah Leavens at sll62@pitt.edu with questions.

For resume or cover letter support, [Pitt Career Central](#), the official hub of the Pitt Career Center.