



## GRADUATE STUDENT SERVICE INTERNSHIP FUNDING

The Center for Faith and Learning announces funding for service-related *summer* internships for graduate students at the Pepperdine School of Law, School of Public Policy, Graziadio School of Business and Management, and Graduate School of Education and Psychology. These internships should be with service and social action oriented programs, especially those affiliated with faith-based organizations. *It will not apply to students who engage in the internship experience for academic credit.* Examples of organizations are those which:

- address and/or seek to alleviate poverty and hunger
- address and/or seek to promote peace and justice
- serve the community in a variety of ways

*Please note: The Center for Faith and Learning does not have direct connections with any service organizations. It is the responsibility of the student applicant to initiate contact with an organization.*

There are eight grants of **up to** \$2,500 available. Students are required to pair with a faculty mentor and to submit a short paper at the conclusion of their internship experience. *Preference will be given to internships of one month or more.*

### DEADLINES:

- Application Deadline: **April 1, 2016**, submitted via email attachment to [Stephanie Cupp, Stephanie.cupp@pepperdine.edu](mailto:Stephanie.Cupp@pepperdine.edu)
- Paper Deadline: One month after the conclusion of your internship.

**\*\*Please note: If your project involves traveling outside of the United States**, please visit the [Department of State's travel warning list](#). **The University rarely supports trips/activities to countries which appear on the U.S. State Department travel warning/advisory list (such as Kenya and Haiti).** Therefore, the committee will not approve proposals involving such travel.

## APPLICATION

### Center for Faith and Learning Graduate Student Service Internship Funding

**Please fill out each section thoroughly. Any application missing one or more sections will be considered incomplete and automatically denied:**

**Contact Information:** Include your name, CWID, email address, and phone number. Also include the contact information of the organization and the individual who will be supervising your internship.

**Learning Outcomes:** Each applicant will assess how their project enhances their understanding of service as Christian vocation or calling. LIST at least three concise learning outcomes, specifying measurable goals for what knowledge, skills, attitudes or values you hope to develop through your project. Develop these with your internship supervisor and/or faculty mentor. Learning Outcomes should demonstrate how this internship relates to the student's sense of vocation or calling, and how they hope to use this experience to further pursue their calling.

**Description:**

- Describe the scope of your internship: job responsibilities and tasks
- Start and End Dates of your internship
- Location(s) involved: description of the organization the student will be working with and any agencies or outside individuals involved
- How your project aligns with the [mission of the university](#)
- Audience: Provide a statement regarding the specific population with whom you will be working and the nature behind your concern and desire to serve them. How can this internship be helpful and whom will it benefit?

**Action plan:** Provide a detailed and thorough timeline or calendar of all activities involved with both the planning and execution of your internship along with a brief description of each activity. If your internship involves travel, **provide detailed information** regarding your specific means and routes of travel, all locations at which you will be staying, and a daily itinerary.

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**Faculty mentor:** It is imperative for you to have contacted and secured a faculty or staff mentor for your internship prior to the submission of your application.

**\*\*You must submit the attached acknowledgement form with your faculty/staff mentor's signature along with your application or it will not be considered for funding.\*\***

Provide his or her name, as well as a description of the entirety of your mentor's involvement. What expectations do you have of one another? Will he or she be assisting you in writing your application? How often will he or she be meeting with you during the planning stages? Does your mentor plan to accompany you on site? Will he or she be involved with any other activities associated with your internship?

**Assessment:** Include a statement on how you will assess your stated Learning Outcomes. Options include:

- 1) self-reflection (e.g. samples from blog or journal entries);
- 2) qualitative analysis (e.g. demonstrating the impact of your project through interviews, anecdotes, or observations about the faith impact of your efforts); or

- 3) quantitative analysis (e.g. describing the impact of your project in terms of money raised, number of participants, or evidence of change or development among those served).

*PLEASE NOTE:* All those awarded funds will be required to submit a 1-2 page paper **due one month after the conclusion of the internship**. This paper must contain your assessment results and a reflection on the internship experience and the implications for the student's sense of vocation or calling. You will also be asked to complete a short follow-up online survey. Please submit any photos or other media from your project which might be used for advertising or fundraising for future internship grants.

**Budget:** Include a proposed line-item budget. Be specific and include all expenses you anticipate incurring. **Please also list any other grants/scholarship/funding you are receiving (or anticipate receiving) for this internship, including the source and contact information.**

**\*PLEASE SUBMIT YOUR APPLICATION VIA EMAIL ATTACHMENT TO [STEPHANIE CUPP \(Stephanie.cupp@pepperdine.edu\)](mailto:Stephanie.cupp@pepperdine.edu)\* by April 1, 2016.**



## GRADUATE STUDENT SERVICE INTERNSHIP FUNDING

### FACULTY/STAFF MENTOR ACKNOWLEDGEMENT

Dear Faculty/Staff Member,

Thank you for your interest in serving as a mentor for our Graduate Student Service Internship program students! The Graduate Student Service Internship program is brought to you by the Pepperdine Center for Faith and Learning. Our goal is to provide funding for graduate students who seek to intern with service and social action oriented programs, especially those affiliated with faith-based organizations. Students with such internships are eligible for up to \$2,500 in funding from our grant. For more details on the requirements of our grant, please ask your student for the application packet.

Faculty/staff mentors are crucial to this program. Your role, should you be willing to serve in such a capacity, would be to provide guidance throughout the duration of the internship and help the student explore the possible connections between the project and his/her vocation. As a mentor, you are **not** to be the primary lead on this project; all initiatives should be student-led. Instead, your role should be primarily supportive and with an ultimate purpose of helping develop the student as a leader in his or her own right.

Before you accept this role, it is recommended that you and your student have a conversation regarding the specifics of your involvement. What expectations do you have of one another? Will you be assisting the student in his or her application? How often will you be meeting with the student(s) during the planning stages? Will you accompany your student on site, or travel with him/her if it is an off-campus internship (not required)? Will you be involved with any other activities associated with the internship?

Although there are no strict requirements of the faculty/staff mentor, it is highly suggested that you play an active role in the student's growth during this process. Activities such as occasional journal entries, meetings before and after the internship, and attendance at some key events associated with the internship are some ideas on how you could do so. Please remember that your participation as a faculty or staff mentor does not make you responsible, financially or otherwise, for the student(s)' completion of the internship.

Once you have agreed upon your role in the internship, please sign the following page for the student. This page is required as part of the student's application for the grant.

Thank you for your service! We appreciate all that you do for Pepperdine University. If you have any questions, feel free to contact us in the Center for Faith and Learning, x4141, or by emailing [stephanie.cupp@pepperdine.edu](mailto:stephanie.cupp@pepperdine.edu).



**Center for Faith and Learning  
Graduate Student Service Internship Funding**

**FACULTY/STAFF MENTOR ACKNOWLEDGMENT**

**To be filled out by Student:**

Student Name: \_\_\_\_\_

Internship Name: \_\_\_\_\_

Faculty/Staff Mentor Name: \_\_\_\_\_

**To be filled out by Faculty/Staff Mentor:**

I agree to serve as the faculty or staff mentor for the above-mentioned intern. Should student be awarded funds from the Center for Faith and Learning, I agree to provide guidance throughout the duration of the internship and help the student explore the possible connections between the project and his or her vocation. My participation as a faculty or staff mentor does not make me responsible, financially or otherwise, for student completion of the internship.

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

*Please return this form to Stephanie Cupp, [stephanie.cupp@pepperdine.edu](mailto:stephanie.cupp@pepperdine.edu) or Campus Mail Code 4141.*