The **CUSP Summer Enhancement Fellowship for Practicums & Research Assistantships** is a competitive grant that assists Scholars in securing structured research opportunities (including research-related activities such as conferences, symposia, travel, publications, etc.) and unpaid or low-paying summer practicums (in line with the Program’s mission and the student’s academic trajectory). Encouraging interdisciplinary career exploration and building upon Scholars’ developing academic interests, the fellowship is specifically designed to allow Scholars to pursue these critical experiences as early as their first summer. By financially supporting the exploration of academic questions and social issues through well-defined and formally-presented research projects and practicums, this fellowship fosters intellectual curiosity, the clarification of ideas and beliefs, an enhanced sense of participation in the academic community, and the opportunity to contribute to the community at large.

The CUSP Summer Enhancement Fellowship is competitive and highly selective. Grant amounts will vary in accordance with the needs of the proposal. Applications may be picked up in the Center for Student Advising, 403 Lerner Hall, or downloaded from the CUSP website: [http://www.studentaffairs.columbia.edu/scholars/fellowships/practicum](http://www.studentaffairs.columbia.edu/scholars/fellowships/practicum). Completed applications for Summer 2014 awards must be submitted to Program Coordinator Sophia Sattar in the Center for Student Advising by Friday, April 4, 2014 at 12:00 p.m.

Applications will be evaluated by a selection committee on the basis of the candidates’ overall fulfillment of the selection criteria. Incomplete applications and candidates who do not meet the criteria will not be considered. Interviews for selected proposals will take place throughout April 2014. Please note that Scholars without secured positions may apply for the grant but will not be considered until the offer is confirmed.

All Scholars receiving the CUSP Summer Enhancement Fellowship will be required to update an Edu-blog bi-weekly during the summer, submit a reflection/evaluation, an Abstract and a Budget reconciliation to the CUSP Office at the end of the summer. Scholars should also be prepared to present the results of their research at a fall Symposium.

### Applying for the Practicum Grant

As practicums provide students with experience and training related to their career and academic interests, the practicum should contain a learning component and be connected to the student’s academic plans. Applications for practicum grants will also be evaluated on how well the student connects the practicum experience to one or more of the CUSP Pillars (Academic Excellence, Leadership, Global Awareness, and Civic Engagement) and mission. The practicum proposal should outline the position’s requirements and how the experience will enhance the student’s academic and career goals. The proposal must also include a budget describing the resources necessary to participate in the unpaid/low-paying practicum. Applicants must submit the Employer Verification form, and confirm the practicum description, duration, dates and terms of hire.

### Applying for the Research Assistantship Grant

Research grants provide Scholars with the opportunity to work under a faculty member/researcher on a research project during the summer and thus to engage in advanced academic work. Applications for research will be evaluated on the basis of the originality and scholarly promise of the research proposed; the feasibility of the proposal; the opportunity the project offers the applicant to address important intellectual questions; the ability of the applicant to undertake the research; and the clarity and coherence of the proposal. The required research proposal should outline the project plans with a timeline and budget describing the resources necessary to complete the project. At least one of the letters of support for the research assistantship grant must come from the research supervisor and should clearly reflect the faculty member/researcher’s role in the development of the proposal and his/her agreement to fully support the applicant over the course of undertaking and completing the project. Applicants must submit the Research Supervisor Verification form, and confirm the research opportunity description, duration, dates and terms of hire.
CUSP SUMMER ENHANCEMENT FELLOWSHIP
FOR PRACTICUMS & RESEARCH ASSISTANTSHIPS

APPLICANT INFORMATION FORM

Please note that CUSP cannot guarantee that the project will be funded in its entirety.
In addition, awarded stipends can take up to 6-8 weeks to process from the time of the award.

Name: ____________________________ Class Year: ____________

UNI: ____________ PID: ____________ Cell Phone: ____________

GPA: ____________ Major/Concentration: ______________________

Nationality (check all that apply): ☐ U.S. Citizen ☐ Permanent Resident ☐ Other citizenship: ______________________

Name of Company/Employer/Department: ____________________________________________________________

Name of Supervisor: ____________________________ Location of Practicum/Research: _________________________

Beginning and End Date of Practicum/Research: ____________________________ Number of Weeks __________

Have you applied for a CUSP Summer Enhancement Fellowship in the past? If so, when? ______________________

SCHOLAR TYPE: ☐ C. Prescott Davis Scholar ☐ John Jay/Global Scholar ☐ John W. Kluge Scholar

APPLYING FOR: ☐ Research Assistantship Grant ☐ Practicum Grant

Please answer each of the following questions. Please type your answers.

1. Describe in detail the practicum/research opportunity you have secured for Summer 2014, including roles and responsibilities, project goals and deadlines, and relevant background on the host organization/individual.

2. Why do you want to work with this particular organization/individual? What do you intend to learn from this experience? How does this align with your academic and career interests?

3. Which two CUSP events have you attended this year and what did you learn?

4. What are the three most significant courses (including high school, study abroad, and higher education institutions) you have taken in preparation for this upcoming summer experience? Please explain.

5. Why should you be considered for this fellowship?

6. How did you learn about the practicum or research opportunity?

PLEASE CHECK REQUIRED ATTACHMENTS INCLUDED IN THIS APPLICATION:

☐ Application Information Form
☐ Official Columbia University Transcript
☐ Resume
☐ Budget Proposal Form
☐ 2 Letters of Reference (I must be an academic letter)
☐ Employer/Research Supervisor Verification Form

CUSP Summer Enhancement Fellowship–Practicum & Research Assistantship

Summer 2014 Application
CUSP SUMMER ENHANCEMENT FELLOWSHIP
FOR PRACTICUMS & RESEARCH ASSISTANTSHIPS

BUDGET PROPOSAL FORM

PART I

Have you applied to other funding sources? If yes, please list which fellowships/grants and the amount requested/awarded.

__________________________________________________________
__________________________________________________________
__________________________________________________________
__________________________________________________________

Does the practicum organization/research program offer stipends or another type of funding (housing, food subsidy, etc.)? If yes, please explain your reasons for requesting funds from this fellowship.

__________________________________________________________
__________________________________________________________
__________________________________________________________
__________________________________________________________

PART II

Please complete the budget chart below. **Please note that CUSP cannot guarantee that you will receive the amount that you request**

<table>
<thead>
<tr>
<th>EXPENSE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Housing *</td>
<td></td>
</tr>
<tr>
<td>Food</td>
<td></td>
</tr>
<tr>
<td>Transportation</td>
<td></td>
</tr>
<tr>
<td>Other:</td>
<td></td>
</tr>
<tr>
<td>Other:</td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
</tr>
</tbody>
</table>

* If applying for Columbia Housing, CUSP will only consider double-room rates.
CUSP SUMMER ENHANCEMENT FELLOWSHIP
FOR PRACTICUMS & RESEARCH ASSISTANTSHIPS

EMPLOYER/RESEARCH SUPERVISOR VERIFICATION FORM

Intern name: ___________________________ Position/title: ___________________________

Department: ___________________________

Start date: ___________________________ End date: ___________________________ Hours/week: ___________________________

Number of Weeks ___________________________________ Practicum/Research Opportunity Description
(including roles and responsibilities):

________________________________________________________________________________________________________

________________________________________________________________________________________________________

________________________________________________________________________________________________________

________________________________________________________________________________________________________

Organization: ___________________________

Address: ___________________________

Phone: ___________________________

Supervisor name: ___________________________ Position/title: ___________________________

Department: ___________________________

Email address: ___________________________ Phone #: ___________________________

Industry (please check all that apply):

☐ Arts/media
☐ Business/finance
☐ Education
☐ Engineering
☐ Government
☐ Marketing/public relations
☐ Non-profit
☐ Research
☐ Other: ___________________________

Funding Sources:

☐ This position is unpaid.
☐ This position is paid [Please indicate amount of summer stipend: ___________________________].

I acknowledge that I have read the description above and certify that the information on this page is accurate. I also agree to submit a letter at this end of this practicum detailing the performance of the aforementioned student.

_________________________  ___________________________  ___________________________
Supervisor Name (Please print)    Signature    Date
I. Summer Fellowships A-Z Workshops:

Attendance at two workshops is mandatory to be considered as a Summer Fellow. These workshops are designed to help applicants acquire the skills necessary for the development of a sound proposal and to prepare applicants for what is expected of them over the summer and upon their return to Columbia.

I. Workshop on Fellowship processes -Spring 2014:

The first workshop will cover the following skills:

- Proposal writing
- Budget preparation and reconciliation
- Self-assessment and reporting techniques
- Abstract writing
- Presentation skills

*It is being offered at three (3) separate times to best accommodate your schedule. Your attendance at one (1) of the three workshop slots is mandatory to be considered for the Fellowship:*

**Workshop 1: Monday, March 3, 2014 (2-4pm) Lerner 401 ( )**

**Workshop 2: Tuesday, March 4, 2014 (6-8pm) Lerner 401 ( )**

**Workshop 3: Wednesday, March 5, 2014 (6-8pm) Lerner 401 ( )**

II. Workshop on Cultural and Workplace Boundaries & Pre-departure Workshop for Students Traveling Overseas

This workshop will address a range of issues and situations that students might encounter in an office setting, in a foreign country, in the field.

*This workshop to be held at the end of April, 2014 (Date, place, time TBA).*

*If you have a class scheduling conflict with the time and day of the meetings, please contact GA, Vivian Lehecka Coyne, vlc2113@columbia.edu*

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**FOR FURTHER INFORMATION, PLEASE CONTACT:**

Lavinia E. Lorch, Ph.D.
Senior Assistant Dean, Student Affairs
lel52@columbia.edu

Kristin Gager, Ph.D.
Advising Dean
keg2114@columbia.edu

Sophia Sattar
Program Coordinator
ss4413@columbia.edu

**COLUMBIA UNDERGRADUATE SCHOLARS PROGRAM (CUSP)**
Center for Student Advising
403 Lerner Hall
212.854.6374
212.854.2562 (fax)