



CALL FOR APPLICATIONS

CONCORDIA FACULTY OF FINE ARTS INTERNSHIP AWARDS

The Faculty of Fine Arts invites applications for the Fine Arts Internship Awards. Awards in the amount of \$5,000 are available for eligible Fine Arts graduate and undergraduate students to undertake internships with non-profit arts organizations and projects. Awards are granted in all departments, including the Individualized and Interdisciplinary Humanities graduate programs. Through the common application form, Faculty of Fine Arts students are automatically eligible for all available Fine Arts Internships Awards.

There are two deadlines to submit applications, depending on the timeframe of your proposed internship.

I am submitting for:

November 15: For a Winter-Spring internship that will run from January 1st to April 30th

March 15: For a Summer-Fall internship that will run from May 1st to December 31st

APPLICATION CHECKLIST

Ensure you have completed the following tasks before submitting your application

Identify which application deadline is most appropriate for your internship

Identify and confirm your faculty supervisor

Contact your host organization to confirm their interest in the internship: **include an email as proof in your application**

Obtain a copy of your current unofficial transcript

Create a 1 to 2 page proposal describing your project, including the following information:

- Title of project and name of applicant
- Short abstract (100 words max) briefly stating your course of studies and background, the name of the host non-profit organization, and the intended project for the internship
- Projected timeframe, start and end dates, total number of hours and how they are spread out over time. If the project will take place over 2 different semesters please outline the calendar of work clearly
- Detailed description of the project outlining: - your internship project - the needs and interests of the host organization, and how it will benefit from the internship placement - how you will benefit from the experience, both academically and in relation to your career goals and aspirations

Completely fill out the Internship Application form

Combine all documents into one single PDF file

Submit your completed application by email to your respective department (see website for contact details)

All application material must be submitted in one PDF file.

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FOR COMPLETION BY STUDENTS

Last Name:

First Name:

Student ID:

Student phone number:

Student e-mail address:

Program:

Department:

Total number of credits completed in program to date:

Name of Faculty Supervisor:

Name of host organization:

Name and title of On-site Supervisor at the host organization:

Email and phone for On-site Supervisor:

I confirm that I have contacted the host organization to ensure that they are interested in hosting an intern, and that they have the staff capacity to supervise the internship. I have included an email from the host organization confirming interest.

I have attached my current unofficial transcript.

I have attached a proposal describing my internship project, why I am interested in working with the host organization and how they will benefit from my project.

Student Name (print):

Student Signature:

Faculty Supervisor (print):

Faculty Supervisor signature:

Date: