Stipend Eligibility Requirements (effective Jan 2020)

Receiving the financial stipend is contingent on review of internship site to ensure it is legitimate, meets the criteria listed below and meets our general employment guidelines.

Applications must be complete, accurate and submitted on time (applications submitted after the deadline are not considered).

Securing the Internship:

- You can apply without having secured an internship/research/experiential/apprenticeship/learning experience, but you must secure one on your own by the time you need to submit the hiring paperwork (such as tax forms, I-9, etc.). If you’re having trouble securing one, we can assist. Generally speaking, we give students until the start of the semester/summer to secure the internship. If a student needs more time, they need to contact us in advance.
- If you would like to use the stipend for the following semester, contact us in advance.
- You will be asked to submit, in advance, the internship description, start date, end date, # of hours interning, confirming it is unpaid, % of time working virtually, % of time working on hands-on projects/tasks, name and title of the supervisor and the name of the organizations. You are encouraged to reach out to us in advance before you accept if you are not sure if your site will qualify.

Requirements of the Internship Site:

- The internship must be at least 120 hours total (approximately 10 hours per week or more if during the summer).
- Meet the Center's employment guidelines.
- The internship site cannot be owned or run by their immediate family members. The site cannot be owned/co-owned by a Brooklyn College staff/faculty member. Family members, faculty and staff cannot have substantial ownership interest in the organization. The internship can’t be of nature where the projects solely benefit the professor/staff member or Brooklyn College, it should be an outside entity.
- The direct supervisor cannot be a Brooklyn College faculty or staff member. If a faculty member/staff member work at the internship, the supervisor assigned should be someone else and there should be other colleagues and staff the intern has exposure to.
- You must be interning the same semester you will receive the award. You can not get the award for an internship you did in a past semester. If you are already interning and the internship will continue into the semester you are applying for, the stipend can be considered.
- Most internships that qualify are unpaid but internships that pay but are out of state (therefore you have more expenses) can be considered. Confirm with the career center before applying/accepting the internship.
- Must be off campus (spend more than 50% of their time outside of Brooklyn College).
- Off-campus research, virtual internships, apprenticeships, and some volunteer opportunities might qualify. The key will be the % of time spent on hands-on work/applied work, the degree of interaction with your supervisor/colleagues, and relevance to your career goals. It is the students’ responsibility to discuss with us first, to ensure we can confirm it is eligible and before you accept.
- At least 25% of your time should be on hands-on projects/tasks.
- Must be aligned with the donors guidelines, which varies by donor.

Your Eligibility

- At the time of the application, your overall GPA must be 3.0
- Must be a degree-seeking matriculated student at Brooklyn College at the time of the application and during the internship. Individuals who already graduated or who are in some certificate program or are a visiting student can not apply. Those pursuing a second-degree qualify.
- The vast majority of the awards apply to ANY major. A few are awarded to specific majors/career interests computer science (O'hara), English or journalism (Friedman), urban sustainability (Lebowitz), finance (Sisti), those interested in pre-law (Geen), or those interested in government/business (Made possible by the Marshall G. Kaplan Chair for Municipal Government Fund). Students who will do an international internship or Pre-law should contact Pam Brown (pbrown@brooklyn.cuny.edu)
- International students need to first contact the “Office of International Services,” before applying. Visiting students are not eligible to apply for funding.
- Priority is given to students who have never received a stipend before or are not part of a program that will provide a stipend in the future that can be used towards internships.

If selected to receive the stipend award please note the following expectations and requirements:

Stipends awards are usually distributed in two installments (towards the beginning of the internship and end of the internship). Students selected to receive an award will receive their checks contingent on completing the following:

- Internship placement is verified (including a review of job description, number of hours interning, location etc.).
- Completed employment paperwork from Brooklyn College is submitted by the deadline specified. Students may forfeit their awards if paperwork is not submitted by deadline. Students are responsible for responding to emails related to the stipend and notifying the career center of any issues/emergencies in advance that may delay their completion of the paperwork. Note: A social security card is needed to complete the required paperwork.
- Students must acknowledge the donor at the beginning (sending a thank you letter) and, when applicable, attend a luncheon honoring the donors and recipients.
- Supervisor completes your online evaluation and gives you at least a satisfactory evaluation.
- Complete a testimonial or social media post about their internship/receiving the award.
- Stipend checks must be picked up in a timely fashion.
Students who do not complete the minimum requirements of the internship sites, are dismissed from their internship prior to completion, receive a poor performance evaluation from their internship or do not complete at minimum # of hours will not receive their stipend or the 2nd installment. Any false information on a student’s application may result in recovery of the full grant amount. Students and internship sites must meet the eligibility guidelines listed above.