

## Career Preparation Resource Fund

The Career Preparation Resource Fund aids students in completing **unpaid domestic or international career-related experiences** (co-op/internship). It helps students who would not normally be able to take advantage of an unpaid career-related experience or would have a difficult time doing so. Both BFA undergraduate and MFA graduate students are eligible to apply.

### How does it work?

- Student identifies and secures an unpaid internship related to their field of study, preferably with an accomplished RIT alumna/alumnus.
- Student may work with a variety of resources, including faculty and the Office of Career Services and Cooperative Education, to find an unpaid career-related experience.
- Student submits application, including all necessary supplementary materials to the College of Art and Design's Dean's office.
- Applications are reviewed, and if approved the student will be asked to sign and return a contract.
- If approved, the student is responsible for making and paying for their own travel arrangements, reservations, and other expenditures. The fund will help to offset a percentage or all of the costs.
- The student works with their School's Senior Staff Assistant to set up a substantive allowance account that is funded in incremental payments over the duration of the internship.
- Student are required to submit a written Student Work report through the Office of Career Services and Cooperative Education at the completion of the internship.

### Eligibility

Students must meet the following criteria to be eligible for the Career Preparation Resource Fund:

- Current, matriculated BFA undergraduate or MFA graduate student in the College of Art and Design.
- Must have completed two academic terms and is in good standing.
- Secured an **unpaid** domestic or international career-related experience, preferably with an accomplished RIT alumna/alumnus.

### Eligible expenses which may be covered by the Career Preparation Fund include:

- Travel to and from an experience location (bus, plane, train ticket, car: mileage and gas)
- Daily work-related transportation costs
- Living expenses (rent, utilities, and food)
- A prorated stipend based on the duration of the unpaid co-op/internship

### Expenses not covered by the Career Preparation Fund include *(but are not limited to)*:

- Purchase of a personal vehicle
- Insurance, of any kind
- Personal travel (outside of work-related)
- Entertainment

## Selection of Candidates

The Selection Committee will evaluate applications based on the following criteria:

- Complete and accurate application
- Alignment with student's career interests and goals
- Benefit to the student

All eligible BFA and MFA students in the College of Art and Design are encouraged to apply. If you have extenuating circumstances contributing to your need, make that case in your application. The Selection Committee, comprised of faculty and administrative representatives from the college, also reserves the right to question financial information provided in the Budget Proposal which may impact the amount of funding awarded.

Once funds are awarded, all recipients will receive a contract and a disclosure form which must be signed and returned to College of Art and Design Dean's Office by the date specified. This contract will provide information about the terms of the award, the student responsibilities, and employer responsibilities – before, during and after the experience. The award and any other support received through this program is taxable income and will be reported to the IRS annually.

Any changes to the work situation at any time must be reported to the College of Art and Design's Dean's Office [caddeansoffice@rit.edu](mailto:caddeansoffice@rit.edu). Failure to comply with terms as stated in the contract may result in the cancellation of the award or in the recipient being billed by the University for any or all amounts already received.

## Instructions

You must complete the application form and email it by the deadline with the following supplemental documents to [caddeansoffice@rit.edu](mailto:caddeansoffice@rit.edu).

Application deadlines: **November 1** (spring co-ops/internships)  
**April 1** (summer or fall co-ops/internships)

### Application materials:

1. Application Form
2. Budget Form
3. Supervisor Confirmation Form – This document is a confirmation that you have been offered an unpaid career-related experience by the employer detailed in your application
4. CV/Resume – Submit your current resume
5. Copy of SIS schedule confirming co-op registration

## Career Preparation Resource Fund Application Form

This fund was established to provide non-tuition support to BFA and MFA students in the College of Art and Design who are participating in **unpaid career-related experience**.

Application deadlines: **November 1** (spring co-ops/internships)  
**April 1** (summer or fall co-ops/internships)

Download and **complete all sections** in the fillable PDF using **Adobe Acrobat**.

### Applicant Information

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Name \_\_\_\_\_ Student ID \_\_\_\_\_

Email \_\_\_\_\_ Phone No. \_\_\_\_\_

BFA Undergraduate       MFA Graduate Student      GPA \_\_\_\_\_

Plan/Subplan \_\_\_\_\_

### Career-related Experience Information

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Name of Company/Organization \_\_\_\_\_

Name of Supervisor \_\_\_\_\_ Phone No. \_\_\_\_\_

Start Date \_\_\_\_\_ End Date \_\_\_\_\_ Hours Per Week \_\_\_\_\_

1. Provide a brief description of the career-related experience along with your primary responsibilities.
  
  
  
  
  
  
  
  
  
  
2. Explain in what way(s) this experience supports your academic and/or professional plans.
  
  
  
  
  
  
  
  
  
  
3. Please briefly explain why/how the receipt of a Career Preparation Resource Fund is necessary in order for you to pursue this career-related experience.

## Budget – Anticipated Expenses

Please indicate the total anticipated expenses for the career-related experience. Work with the Office of Career Services and Cooperative Education if needed.

<b>Housing Expenses</b> <i>(if you are living away from home for the career-related experience)</i>	
Number of weeks housing is needed:	
Cost per week of housing (including utilities):	
Has housing already been secured?	<b>Housing Expenses Sub-Total</b>
<b>Transportation Expenses</b>	
Origin city (where you are traveling from):	
Final destination city (where you will be during the career-related experience):	
Mode of transportation (If traveling by car, estimate gas and mileage):	
<b>Transportation Expenses Sub-Total</b>	
<b>Commuting Expenses</b>	
Mode of transportation:	
Number of days commuting:	
Daily commute expense (gas, tolls, parking, etc.):	
<b>Commuting Expenses Sub-Total</b>	
<b>Food Expenses</b> <i>(if you are living away from home for the career-related experience)</i>	
Weekly grocery expense (average \$50)	
Weekly eating out expense (average \$25)	
<b>Food Expenses Sub-Total</b>	
<b>Total Funding Request</b>	

A stipend will be added to the total funding request prorated based on the duration of the unpaid co-op/internship. Typical stipends are based on \$500.00 per week.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

*I have read this proposal and attest that this unpaid career-related experience has value with regard to the student's professional preparation.*

\_\_\_\_\_  
School Director or Undergraduate/Graduate Program Director Signature

\_\_\_\_\_  
Date

Email completed form to: [caddeansoffice@rit.edu](mailto:caddeansoffice@rit.edu)