

WENDY HEYMAN PUBLIC INTEREST FELLOWSHIP

Apply to receive one of 15 awards of \$3,000

We are pleased to announce that, through the generosity of alumna Chani Katzen Laufer and the Aviv Foundation, we have 15 awards of \$3,000 for Baruch students who work in unpaid internships or volunteer positions at a non-profit serving the “common good.” This fellowship was named in memory of Dr. Wendy Heyman, psychologist and advocate for volunteerism and gaining valuable work experience while making a difference in the world. Fellowship recipients will be selected without discrimination and on the basis of the student’s genuine possibility for personal growth and potential for future contributions to the “common good.” Preference will be given to students not otherwise receiving ongoing institutional scholarship assistance and who have not previously been awarded this fellowship.

Awards will be made in two installments, the first half will be awarded once the students have been selected and the second half will be awarded upon completion of the internship/volunteer work during the specified time-frame and upon the student returning a satisfactory Employer/Supervisor Evaluation.

QUALIFICATIONS

- Secure an internship or volunteer position at a non-profit serving the “common good”
- At least undergraduate matriculated Baruch sophomore standing
- Already completed at least 15 credits at Baruch
- Minimum GPA of approximately 3.0
- Willing to complete 230 internship/volunteer hours with a minimum of 14 hours per week to a maximum of 35 hours per week, which can be spread at most across two consecutive semesters

APPLICATION MATERIALS

- Application Form
- Written Statements
- Validation of Position Form
- Two letters of recommendation from two character references, Professors/Teachers/Advisors/Mentors and/or Employers
- Resumé

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ADDITIONAL REQUIREMENTS

- One page document or donor letter describing internship experience
- Internship/Volunteer Position Evaluation form
- Respond to annual survey
- Updated contact information

APPLICATION PROCESS

Complete and return application materials to Dr. Sandra Kupprat, NVC Room 2-150 or by email to sandra.kupprat@baruch.cuny.edu, subject of the email should be: **Heyman 2018/2019**.

Students that complete the online application (www.baruch.cuny.edu/careers) must also submit additional documentation (transcript, recommendations, and validations of position) to Dr. Kupprat at sandra.kupprat@baruch.cuny.edu or at NVC Room 2-150, subject of the email should be: **Heyman 2018/2019**.

Application deadline is Friday, October 26, 2018

Decisions regarding the fellowship will be made within 4 weeks of the application deadline; be available for an in-person interview during those 4 weeks.

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APPLICATION FORM

Date _____

Name _____

Credits completed _____ Major _____ GPA _____

Home Address _____

Telephone _____ Email _____

Internship/Volunteer Organization

Name of Organization _____

Address _____

Supervisor's Name & Title _____

Email _____ Telephone _____

What will student's (your) role be and what is the specified commitment of your hours (days/times/weeks/months) making the total at least 230 hours:

Selected students will be interviewed prior to November 30, 2018

Only those being considered for the fellowship will be notified by email, informing the student of an interview appointment. Within 2 weeks of your interview, you will be notified by email of your fellowship grant or non-selection.

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WRITTEN STATEMENTS

Carefully and thoughtfully complete written statements for each of the following questions and attach them to your application.

- a. Tell us about yourself (family background, challenges overcome, interests, proudest achievement). 250-400 words

- b. How does this internship/volunteer position relate to your goals and/or academic studies? Have you taken any courses which have prepared you for this internship? In what ways will this internship be challenging for you? Please include in your answer why the “common good” deeply matters to you, what past volunteer work or internships you have held, and what majors and/or goals you are exploring. 100-200 words

- c. Is there anything additional you want the interviewer to know about you?

- d. Attach a one page resume. Please include work, volunteer experiences and any scholarships or honors you may have been awarded.

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VALIDATION OF POSITION

In order for the student to apply for the **Wendy Heyman Public Interest Fellowship**, the student must return this form along with his/her application.

Student Name: _____ Semester: _____

Site of volunteer/internship: _____

Student's on-site supervisor:

Name: _____

Title: _____

Phone: _____

Email: _____

Student Signature: _____ Date _____

Brief Description of Position:

***Supervisor Signature** _____ **Date** _____

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INTERNSHIP/VOLUNTEER POSITION EVALUATION FORM

(PLEASE GIVE TO SUPERVISOR)

In order for the student to successfully complete his/her internship/position with your organization, please complete the following evaluation and share with the intern. Put an “X” in the appropriate box. An evaluation with a minimum overall score of “average” to “good” is required for stipend payment.

Return Deadlines: Within 2 weeks of student completing 230 hours of service

PERSONAL/PROFESSIONAL QUALITIES

	Excellent	Good	Average	Poor	Does not apply
Reliability and dependability					
Ability to communicate effectively					
Willingness to ask for and use guidance					
Ability to plan with and work with others					
Persistence to complete tasks					
Decision-making, judgment, setting priorities					
Enthusiasm for the experience					

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INTERNSHIP/VOLUNTEER POSITION EVALUATION FORM

(PLEASE GIVE TO SUPERVISOR)

Areas for improvement:

Additional Comments

Y N Student completed a minimum of 230 hours

Site Supervisor:

(Please Print Full Name)	Signature	Date
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Student Intern:

(Please Print Full Name)	Signature	Date
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Upon completion of position, please share the above evaluation with the intern and, after signing **Email:** sandra.kupprat@baruch.cuny.edu **Subject: Heyman 2018/2019** and/or **mail this form to:**

Sandra Kupprat, PhD
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One Bernard Baruch
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New York, NY 10010-5585