



## **BUILD Internship Support Proposal Guidelines**

### **BUilding Identity Leading to Diversity (BUILD)**

**Eligibility:** BUILD scholars

**Purpose:** The purpose of this program is to provide financial support for BUILD scholars who participate in unpaid internships. Funds can only be used for student stipends. This internship can be off campus as well as on campus.

- Each scholar can receive a maximum stipend awarded of \$2500 per semester, and a maximum amount of \$5000 per year.

**Application Process:** Email a Word document or PDF file that includes the information requested below to Lori Taylor ([ltaylo50@msudenver.edu](mailto:ltaylo50@msudenver.edu)).

- This is not a competitive process
- For questions, contact Dr. Hsiu-Ping Liu ([hliu1@msudenver.edu](mailto:hliu1@msudenver.edu)), or Dr. Rob Niemeyer ([niemeye1@msudenver.edu](mailto:niemeye1@msudenver.edu)).

## **APPLICATION**

Complete a word document with the following information. Be sure to structure your document according to the following outline.

### **PART 1. STUDENT RESEARCHER INFORMATION**

- I. Enter your name
- II. Your student ID number
- III. Best phone number to reach you

### **PART 2. RESEARCH MENTOR INFORMATION**

- I. Enter First and Last name of your internship mentor
- II. Enter your mentor's email address
- III. Enter your mentor's phone number
- IV. Signature from your mentor

### **PART 3. Project Description**

- I. Internship Title
- II. Project/Job Description: Provide an overview of your internship.
  - A clear job/project description
  - Your learning goals
- III. Timeline: How long do you expect to be working in this role?
- IV. Budget Request and Justification: Provide the amount requested and a schedule of workdays and hours.

**Part 4. Please describe what you hope to gain from your internship experience and how it might help you to attain your education and/or career goals (up to 250 words).**

### **Part 5. Dissemination of Your Work and Skills Development**

- Once you have completed your internship, you will need to turn in a report **within two weeks** of your project ending. Your report should include the following:
- Describe what you have gained from your internship.
- Provide a picture of you working
- You may be asked to share information about your internship either in a monthly meeting or in a local conference.