



PCSB INTERN FELLOWSHIP PROGRAM

The PCSB Intern Fellowship Program supports business majors with identified domestic (U.S.-based) internships that would not be feasible without a financial contribution from the Program. These could be internships during the summer or during the regular fall or spring terms. Examples include non-profit internships or formally structured supervised service project work. The Program will have three application cycles, and each cycle will have two deadlines. Applicants who are awarded funds will receive up to \$2,500 to be put toward supporting expenses associated with participating in an internship (e.g., transportation, housing) or other related expenses (e.g., summer internship course tuition or course materials).

Application Requirements

1. The applicant must be a PC undergraduate student with a declared major in business to apply to this Program. Exiting seniors with a summer internship post-graduation are not eligible to apply.
2. The applicant must have already obtained a summer, fall, or spring internship at an organization that will provide him/her with a minimum of 6 weeks/120 hours of work at a site located in the U.S.
3. The applicant must submit the following materials through [Handshake](#) by the appropriate deadline:
 - PCSB Intern Fellowship Program Application Form (see Appendix A)
 - (2) Letters of Recommendation from Faculty
 - Current Resume
 - Unofficial Transcript
4. The applicant must agree to fulfill the PCSB Intern Fellowship Program requirements outlined under "Award Allocations & Distribution."

Other Notes:

- If this internship is not unpaid, the applicant may be required to submit additional documentation to support a case for financial need.
- Whether or not the applicant pursues credit for the internship has no bearing on his/her eligibility for funding.
- Funding for this Program is limited, so students are only eligible to receive internship funding from this Program once per cycle.

Application Deadlines & Notification Timeframes

	Early (E) Application Deadline	Final (F) Application Deadline	Notification Timeframes
Summer Internships	April 15	May 31	E: By April 25 F: By June 10
Fall Internships	August 15	September 15	E: By August 25 F: By September 25
Spring Internships	December 1	January 31	E: By December 10 F: By February 10



Application Collection & Review Process

The collection of application materials for this Program will be centrally managed by the Center for Career Education & Professional Development (CCEPD). The CCEPD will gather and disseminate all materials to an Application Review Committee made up of PCSB faculty and staff members, and other CCEPD-nominated representatives, as appropriate. This committee would constitute a service assignment for PCSB faculty and staff, and assignments would be determined on an annual basis by the PCSB Dean's Office. Applications will be reviewed, and awards will be determined, within a week of the application deadline. Applicants will be notified of their application status via email within 10 days following the application deadline.

Award Allocations & Distribution

Students who are awarded funding for their internships through this Program will receive a total of \$2,500. Awards will be paid in the form of a stipend in two equal installments. The award allocation and distribution process for this Program will be centrally managed by the CCEPD, in coordination with the PCSB Dean's Office.

The first installment will be made once 50 percent of the internship hours have been completed. To initiate the first installment payment, the student will be required to submit a log of his/her internship hours, signed by his/her internship site supervisor, to the CCEPD's associate director for experiential education. The associate director will confirm the hours with the site supervisor, and the first installment will be distributed.

The second and final installment will be paid upon completion of the PCSB Intern Fellowship Program requirements, which include:

- Submission of a completed Internship Site Evaluation to the CCEPD's associate director for experiential education.
- Submission of a note of gratitude, in the form of a brief reflection paper about the internship experience, to be shared with donors of the Program.

Stewardship Requirements

Each student that receives an award through this Program will be asked to prepare a note of gratitude in the form of a brief reflection paper (approx. 500 words) at the conclusion of his/her internship experience. In this note, the student will introduce themselves and provide some background information (e.g., major, class year), and describe his/her internship experience, including details about his or her goals, functions, accomplishments, and career path insights. Additionally, each site supervisor will be asked to prepare a statement for donors that describes how the student intern's experience contributed to the mission of his/her organization or to specific initiatives. These notes will be submitted to the CCEPD and shared with the Office of Institutional Advancement for annual stewardship reports to donors who contribute to the PCSB Intern Fellowship Program.

Communication Template for Student:

Established in 2020, the PCSB Intern Fellowship Program is made possible through generous gifts from Providence College benefactors. As such, it is important that we convey our gratitude for their support, and one way of doing this is by reporting back to donors about the positive impact their gifts have on the



PC community and student experience. To support these acknowledgement efforts, we would be grateful if you would prepare a note of gratitude in the form of a brief reflection paper (approximately 500 words) at the conclusion of your internship. In this note, you should introduce yourself and provide the donors with some background information (e.g., major, class year), and describe your internship experience, including details about your goals, functions, accomplishments, and career path insights. Please address your note to “Dear PCSB Intern Fellowship Program Benefactors” and send either by postal mail or email by [enter date] to:

Laura Pellecchia
Associate Director for Experiential Education
Center for Career Education & Professional Development
Providence College
1 Cunningham Square, Slavin 108
Providence, RI 02918
lpellecc@providence.edu

Communication Template for Supervisor:

Support for your student’s internship has been provided by the Providence College School of Business Internship Sponsorship Program. This Program is made possible by the generosity of a group of donors committed to enhancing the co-curricular experience and career preparation of students majoring in business at Providence College. For this reason, we would like to be able to report back to them on the positive impact of their gifts and this Program. To that end, we would be grateful if you would prepare a statement at the conclusion of the internship to describe how your student intern’s experience contributed to the mission of your organization or to specific initiatives. Please address your note to “Dear PCSB Intern Fellowship Program Benefactors” and send either by postal mail or email by [enter date] to:

Laura Pellecchia
Associate Director for Experiential Education
Center for Career Education & Professional Development
Providence College
1 Cunningham Square, Slavin 108
Providence, RI 02918
lpellecc@providence.edu



**Appendix A:
PCSB Intern Fellowship Program Application Form**

Applicant Information

Name (First, Last):
Banner ID:
Class Year:
Major(s):
Minor(s):
Cell Phone Number:
PC Email:

Internship Information

Organization Name:
Organization Address:

Internship Site Supervisor Name:
Internship Site Supervisor Title:
Internship Site Supervisor Phone Number:
Internship Site Supervisor Email Address:

Internship Position Title:
Internship Start Date:
Internship End Date:
of Hours per Week:
Work Schedule:
Pay-rate:

Additional Information

Please provide a brief description, or position summary, of the internship obtained:

Please describe the mission of the host organization and how your internship contributes to that mission:

What will the organization learn about PC students through your representation of them as an intern in that organization?



Please provide a statement below that responds to the following questions:

1. How will this internship impact your career goals?
2. What do you hope to accomplish during your time at this internship?
3. What do you hope to gain in terms of your short- or long-term career goals?
4. Will you still be able to commit to this internship if you do not receive funding support?

Download [this template](#) to complete **and submit with this application** an itemized estimate of expenses you expect to incur by participating in this internship. For example, this might include costs such as housing, transportation, supplies, etc. (**NOTE: For each itemized expense category, please provide specific details as to why you are requesting funding support.**)

Acknowledgement

I agree that if I am selected to receive funding for my internship, I will fulfill the following PCSB Intern Fellowship Program requirements:

1. Submission of a completed Internship Site Evaluation to the CCEPD’s associate director for experiential education.
2. Submission of a note of gratitude, in the form of a brief reflection paper about the internship experience, to be shared with donors of the Program.

I also agree to share about my internship experience with prospective or current students, alumni, or other PC stakeholder groups by participating in PC or PCSB campus events, marketing/communication initiatives, or social media spotlights upon request.

Applicant Signature:

Date:

Submit completed and signed (electronic is fine) application along with required documents on Handshake according to the below schedule of deadlines.

	Early Application Deadline	Final Application Deadline
Summer Internships	By April 15	By May 31
Fall Internships	By August 15	By September 15
Spring Internships	By December 1	By January 31