

PRAXIS

THE LIBERAL ARTS AT WORK

Praxis Application Instructions 2009

Praxis Application Forms 2009

This booklet does not include the Praxis Application Guidelines. You will be responsible for the information contained in these guidelines.

They can be found on our website at

www.smith.edu/cdo/students/praxis/guidelines.html

Facts you need to know!

1. **Praxis deadline is May 1, 2009. Applications must be dropped off at the CDO no later than 4:30.** If you are sending or faxing your application, it must be postmarked or fax-marked no later than May 1, 2009.
2. **Your faculty signature must be your Pre-major or Major adviser (no exceptions).**
3. **Junior Year Abroad students:** You must submit your applications by the last day of the spring semester of the schools you are attending.
4. Only **COMPLETED** applications will be accepted. Additionally, a letter or printed e-mail from your host organization confirming that you have been offered an internship and describing your duties and supervision must be attached to your application.
5. Upon completion of your internship the CDO **MUST** receive a **supervisor letter** or email confirming that you have worked a minimum of 220 hours, and commenting on your work performance. You must also complete Summer Activity Report (www.smith.edu/cdo/students/praxis) **no later than August 29th. Your second Praxis payment will not be issued to you until the CDO receives this information.**
6. In the event that you do not complete your internship, you will be expected to return the full amount of the stipend or the prorated amount for the time you did work (with verification from your supervisor).
7. **Check your Smith email often!** All Praxis communications (including important deadline reminders) will be conducted via your Smith email account.
8. We have several endowed funds that are used specifically for Praxis funded internships. Should your internship be financed by one of these funds, you will be **required** to write the donor a thank you letter at the end of your internship. This will also be one of the requirements in order for you to receive your final \$200 payment. If your internship is funded by one of these endowed funds, an email will be sent to your Smith email account soon after the start of your internship. Please give some thought during your internship about the highlights you would like to share with the donor who made your funding possible.

PRAXIS-FUNDING APPLICATION CHECK LIST

Have you....

- 1. Read the "Students' Guide to Praxis Funding"?
- 2. Filled in all information on your application form?
- 3. Signed the Voluntary Assumption of Risk Agreement?
- 4. Read and signed the Code of Conduct for Praxis-Funded Interns form.
- 5. Completed and attached your written statements?
- 6. Attached a letter or email from your host organization confirming the offer of an internship and describing your internship duties and how you will be supervised.
- 7. (ONLY FOR STUDENTS RECEIVING STIPENDS FROM HOST ORGANIZATIONS)
Attached a statement from your host organization confirming your employer-paid stipend?
- 8. Attached your resume? (Even if the organization does not require one.)
- 9. Obtained a sign-off from a faculty adviser?
- 10. Made a photocopy of your application and supporting materials for your own files?
- 11. **If you are a rising senior with a credit shortage, have you obtained the Class Dean's permission for you to do a Praxis-funded internship?**

Once you have completed these steps you must obtain a sign-off from a CDO staff member. For fast approval, sign up for a Praxis express appointment. To do so, stop by the CDO Help Desk or call X4055.

For CDO use only:

Org. _____

Pl. _____

APPLICATION FOR PRAXIS SUMMER INTERNSHIPS FUNDING 2009

Please type or print in ink, and give full information. Return all completed forms and attachments to the CDO.

For fast approval, sign up for a Praxis express appointment. To do so, stop by the CDO Help Desk or call X4055. You may also mail or drop this application off at the CDO help desk and we will review it and contact you by email as to your status approximately one week after receipt. **Applications will be accepted between January 1 and May 1, 2009.**

Name _____

Last

First

Middle

Class _____ Citizenship _____ Date: _____ 99# _____

Major/s (if declared, otherwise state intended)

Smith College Box # _____ Campus Ext. _____ Email _____

Home address _____

Home telephone _____ Pre-major/Major Adviser _____

INTERNSHIP INFORMATION (Contact information must be completely accurate.)

Name of organization _____

Organization home page: _____

Address _____

city

state

zip code

Supervisor's name _____

E-mail _____ Tel. _____

Supervisor's title _____

Will you be receiving a salary or stipend for your internship from the host organization? Yes No

If yes, amount \$ _____ (must be confirmed in writing by host organization)

Number of hours of internship (must be a minimum of 220 hours): _____ hours

How did you find your internship? E-Access Faculty Alumnae lead Friend/Relative On your own

For CDO use only:

Data entered by CDO staff: _____

Staff initials

date

Data entered in Student Fund Application

Data entered in Placement Tracking

Data entered in Organization

1. Have you read the Students' Guide to Praxis Funding for Summer Internships? Yes No
2. Are you presently receiving need-based grant aid from Smith College? Yes No
3. Have you previously received and used a Praxis stipend? Yes No
4. Will you be working at an internship funded by a Smith program other than Praxis? Yes No

For ADA Comstock Scholars:

1. Will you have a minimum of 64 earned credits by the end of the Spring Semester? Yes No

For rising seniors:

1. Do you anticipate having a credit shortage by the end of the spring '09 semester? Yes No
 If you marked "yes" please speak with your class dean right away. Rising seniors with credit shortages may receive Praxis stipends only with permission from their class dean.

MAILING INFORMATION FOR FIRST PRAXIS CHECK

If you are currently active for direct deposit for payroll, your Praxis stipend will be direct deposited to that same account. See below if you do not have direct deposit.

For students with non-US permanent addresses only:

If you do not have direct deposit and would like your check to be mailed to the US address of a friend or relative, please write the name and address below.

Name: _____

Address: _____

For students without direct deposit: Please check one below: (Checks will not be mailed to any other addresses.)

- Send my check to my permanent mailing address. Send my check to my Smith campus mailbox.

PRAXIS FUNDING AGREEMENT

My signature on this application signifies that I understand and agree to the following:

1. I accept the Praxis stipend with the full intention of completing my Praxis-funded internship.
2. If emergency circumstances arise and I am unable to complete my internship, I will speak to a CDO counselor before leaving my internship or, if not possible, immediately after I leave and I will return a pro-rated amount of the stipend to Smith College.
3. After I have finished my internship, I will submit to the CDO a completed Praxis Summer Activity Report by August 29, 2009.
4. I will be paid the second Praxis stipend installment of \$200 only after I have submitted a Summer Activity Report to the CDO, and after my internship supervisor has submitted a letter confirming that I worked a minimum of 220 hours.
5. If you have not supplied the necessary documents confirming that you completed your internship, we will have to conclude that you did not do your internship or that you never finished it. We will then charge you for the amount of Praxis funding that you received thus far and you will forfeit your final \$200 stipend payment if all information is not received.

Signature: _____ Date: _____

WRITTEN STATEMENTS

Carefully and thoughtfully complete written statements to each of the following questions and attach them to your application (minimum 300 words per question):

- a. What is the purpose of the host organization?
- b. What duties/ project(s) will you be working on? How will your time be structured?
- c. What type of supervision will you be receiving? How will you and your work be evaluated? How do you plan on handling any concerns that may arise during your internship?
- d. How did you go about locating this internship? Did you pursue any other leads/options? If so, what were they? What attracted you to this position? In what ways will this internship be challenging to you?
- e. How does this internship relate to your academic studies? If it does not, how will it be valuable to your academic endeavors? What courses have you taken that have prepared you for this opportunity?
- f. How do you see this internship impacting your career goals?
- g. How will you represent Smith at your organization? What will the organization learn about Smith students as a result of your working there?

Faculty & CDO Staff Signatures

To the student: Please print your name _____
Last First MI

Pre-major/Major Adviser Sign-Off

To Pre-major/Major Adviser:

Please check the appropriate box/es.

- I have met with this student to discuss her summer internship plans and internship learning goals
 I have read this student's Praxis-Funding Application.

Signature: _____ Date: ____/____/____

Name _____ Department _____
Print Name

If you have comments, please write on the back of this form.

If you prefer, you may email this information to Praxis@smith.edu

Career Development Office Sign-Off

Is the application complete? YES NO If yes, was the student given notification letter?
YES NO If not, please check the missing item/s.

Missing information on application form:

- Pre-major/Major Adviser sign-off
 Written statements
 Letter or printed copy of an email from student's host organization confirming the offer of an internship and describing the intern's duties and the kind of supervision she will be receiving.
 Resume
 Voluntary Assumption of Risk Agreement
 Code of Conduct

Other revisions needed:

As proposed in this application, this student's internship is well structured, well supervised and likely to provide the student with educational opportunities for career exploration and substantive work.

Signature: _____ Date: ____/____/____

Name _____

(Print)

If you have comments, please write on the back of this form.

**FOR OFF-CAMPUS INTERNSHIPS:
VOLUNTARY ASSUMPTION OF RISK AGREEMENT**

The Voluntary Assumption of Risk Agreement is directed only to Smith students who will be doing off-campus internships.

Smith College is a non-profit educational institution. References to Smith College include Smith College, its trustees, employees, volunteer workers, agents and assignees.

References to the host agency include the organization or institution where you will be conducting your summer 2009 internship, its trustees, employees, volunteer workers, agents and assignees. References to the internship include the host agency and any housing, transportation or other aspects of daily life associated with the placement at the host agency.

I, _____, **freely choose to participate in a summer**
(PRINT YOUR NAME)

internship at _____
(PRINT NAME OF HOST AGENCY)

I understand that Smith College is not an agent of, and has no responsibility for, any host agency or third party that hosts internships for Smith students. I understand and agree that Smith College is not responsible for any conditions associated with my internship, nor for any personal injuries I may sustain during my internship, including without limitation, bodily injury including death or loss of property.

I understand that this internship may include activities and/or conditions with risks and dangers different from those that might normally be anticipated on the Smith College Campus. I understand that participation in the internship may be potentially dangerous, and that I may be injured, including severe and/or permanent injury or death, and/or loss of or damage to personal property as a result of participation in the internship. Therefore, I assume all risks related to the internship, whether known or unknown.

My signature below indicates that I have read and freely signed this agreement, which shall take effect as a sealed instrument.

IMPORTANT: READ ENTIRE AGREEMENT BEFORE SIGNING.

Signature _____

Date ____/____/____ (month, day, year) **99#** _____

Name _____
(Print)

CODE OF CONDUCT FOR PRAXIS-FUNDED INTERNS

Please read carefully and sign

1. I understand that I am acting as an ambassador of Smith College to my host organization and I agree to act respectfully and professionally throughout my internship.
2. I will follow my host organization's rules and regulations (e.g., hours of work, holidays, dress code, etc.)
3. I will be dependable, considerate, honest, trustworthy, and cooperative when dealing with others.
4. I will immediately notify the Praxis Funding Director if any change in my internship status is anticipated, or if a serious dilemma arises.
5. I will not engage in conducting personal business during work hours.
6. I will be punctual.
7. I will strive to complete all assignments and responsibilities in a reliable and efficient manner.
8. I will strive to maintain and enhance my personal effectiveness by improving my skills and acquiring new knowledge.
9. I will seek feedback from my supervisor(s), and strive to improve my performance.

Signature _____ Date _____

Name _____

(Print)