

# PRAXIS

THE LIBERAL ARTS AT WORK

**Praxis Application Instructions 2008**

**Praxis Application Forms 2008**

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](http://www.smith.edu/cdo/students/praxis/guidelines.html)

**APPLICATION INSTRUCTIONS**

<b>IMPORTANT DATES</b>	1
<b>STEPS TO COMPLETE YOUR APPLICATION</b>	2-3
<b>PRAXIS CONTACT INFORMATION</b>	3

**IMPORTANT DATES**


---

**May 2, 2008** - Last day to submit completed Praxis-Funding applications for all students who are not currently on Junior Year Abroad. If you are dropping off your application you must do so before the CDO's closing time at 4:30 pm. If you are sending or faxing your application, it must be postmarked or fax-marked no later than May 2, 2008.

**Junior Year Abroad students:** You must submit your application by the last day of the spring semester of the schools you are attending.

Only **COMPLETED** applications will be accepted. 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. Do not ask your host organization to send this letter or email to the CDO separately.

**February 1, 2008** - The CDO will start accepting Praxis-Funding applications. You may submit your application any time between February 1 and May 2, 2008.

**August 29, 2008** – Last day to submit a completed Summer Activity Report. Your second Praxis payment will not be issued to you unless you have submitted this report by this date.

**In the final week or weeks of your internship** – Remind your supervisor to send a letter or email to the CDO confirming that you have worked a minimum of 220 hours, and commenting on your work performance. *There is no special form for this.* Your second Praxis payment will not be issued to you until the CDO receives this information.

---

## STEPS TO COMPLETE THE PRAXIS FUNDING APPLICATION

---

**1) Read thoroughly Section I (Guidelines) of the “Student’s Guide to Praxis Funding for Summer Internships”.** You will be responsible for the information it contains.

**2) Fill out the application form (see “Forms”, Section III).**

**3) Sign both the “Assumption of Risk Agreement” form and the “Code of Conduct”.**

**4) 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?

**5) Attach a letter or printed email from your host organization confirming that you have been offered an internship, and describing your duties and/or projects, and how you will be supervised.** Provide your supervisor with Form #1a, which clearly states all of the documentation we will need to receive regarding your internship.

**IMPORTANT:** If you are not sure if the internship or types of internships to which you are applying will qualify for Praxis funding please speak to a CDO staff, or e-mail [Praxis@smith.edu](mailto:Praxis@smith.edu) and include as much information as you can about the internship.

6) If you are getting a stipend from your host organization, attach a confirmation from the organization of the exact dollar amount of your stipend.

7) Attach an updated resume to your application, even if your host organization does not require one. [www.smith.edu/cdo/students/handouts/resume-book.pdf](http://www.smith.edu/cdo/students/handouts/resume-book.pdf)

**8) Obtain a sign-off from a faculty member.** This may be done **BEFORE or AFTER** you have completed a Praxis Funding application. Read “FACULTY SIGNATURE” (See “Praxis Guidelines & Regulations”.) If you are on Junior Year Abroad read “OVERSEAS STUDENTS & PRAXIS” to find out how to obtain a faculty sign-off.

**9) Fill out the Check List in Section III, “Forms”, to make sure your application is complete.**

**10) Make a photocopy of your application and supporting materials for your keeping.** Do not omit this step. A photocopy is your insurance against loss and will allow you to make additional photocopies for your own use. The CDO will not make photocopies for you.

**11) Obtain a CDO sign-off.**

- **For on-campus students:**

**Come to a Praxis Express** appointment to obtain a CDO sign-off (see below). Praxis Express is the fastest and easiest way to get your final funding approval. If you absolutely cannot come to an appointment you may send or drop-off your application at the CDO. Expect a turn-around time of one to two weeks.

- **For students on Junior Year Abroad or on the Twelve College Exchange:** Send or fax your application form to the CDO. JYA students should read “Overseas Students & Praxis” in the Praxis Guidelines and regulations for more information.

---

### **PRAXIS EXPRESS APPOINTMENTS for CDO SIGN-OFF**

**Praxis Express** is a fifteen-minute appointment with a CDO staff member. At the appointment you will have your application reviewed and approved “on-the-spot”, or get immediate feedback on what part/s of your application needs to be strengthened or changed in order to be eligible for funding. Call x4055 to make an appointment.

Bring to your appointment your completed Praxis application form (minus CDO sign-off), your written statements, a signed “Assumption of Risk” form, a signed “Code of Conduct” form, a letter or email from your host organization, your resume and your faculty sign-off (unless your faculty adviser has emailed the CDO directly with his/her sign-off). Please staple these materials together.

---

### **PRAXIS CONTACT INFORMATION**

For general information or questions:

**Email:** [Praxis@smith.edu](mailto:Praxis@smith.edu)  
**Phone:** (413) 585-2582  
**Fax:** (413) 585-2596. (att: Praxis)  
**Mail:** Praxis  
Career Development Office  
Smith College  
Northampton, MA 01063

**PRAXIS APPLICATION FORMS**  
(Includes all forms needed for application.)

---

The forms included in this section are:

- #1 Handout “Praxis Information for Host Organizations”. Give this form to host organizations that wish to understand how Praxis funding works.
- #1a Supervisor Form. Give this document to your supervisor so that she/he can draft a letter confirming your internship, describing your projects, and detailing how you will be supervised.

**Forms that must be included in your Praxis-Funding application:**

- #2 Praxis-Funding Application form
- #3 Faculty Sign-Off (unless your professor has emailed [Praxis@smith.edu](mailto:Praxis@smith.edu) with a “sign-off”) CDO Sign-off (usually the last form to be signed; bring the rest of your application to a Praxis Express appointment in order to get a CDO sign-off)
- #4 Voluntary Assumption of Risk Agreement
- #5 Code of Conduct
- #6 Praxis Application Checklist

**DO NOT FORGET TO COMPLETE YOUR WRITTEN STATEMENTS and attach them to your application (see “Applications instructions,” Steps to fill out your application”).**

**Forms for use upon arrival at your internship:**

- #7 Letter to your internship supervisor  
**IT IS VERY IMPORTANT THAT YOU GIVE THIS LETTER TO YOUR SUPERVISOR WHEN YOU BEGIN YOUR INTERNSHIP.** The letter describes the information that your supervisor must forward to the CDO at the end of your internship, and also requests that your supervisor help you to fill out a learning contract at the beginning of your internship. Please remember that you cannot receive your second Praxis payment until your supervisor has forwarded the requested information about your internship.
- #8 Learning contract  
Fill out with your supervisor in the beginning of your internship. Keep for your own reference.

**Form for use upon your departure from the internship:**

**Summer Activity Report Form**

This form is not included in the “Forms” section. Please access it at ([www.smith.edu/cdo/students/praxis/summeractivity.html](http://www.smith.edu/cdo/students/praxis/summeractivity.html)). Complete this form and submit it online. If you do not have access to the Internet, email [Praxis@smith.edu](mailto:Praxis@smith.edu), and we will forward you the hard copy. **The deadline for submitting your report is Friday, August 29, 2008.**

**Do not forget to remind your supervisor that he/she must email or send a letter confirming that you have completed a minimum of 220 work hours, and commenting on your work performance. *There is no special form for this.***

**Second Praxis installments will be paid only when both these items have been received.**

(Form #1)

***Instructions to student:*** Give this handout to your internship supervisor, or to host organizations that wish to know more about Praxis summer internship funding.

**Praxis: The Liberal Arts at Work**  
**Smith College's Summer Internship Funding Program**  
**Facts for Host Organizations**

---

Smith College's summer internship funding program, "Praxis: The Liberal Arts at Work" pays stipends to Smith students who work at qualified, unpaid summer internships related to their career and/or academic interests.

The Praxis summer internship funding program is mutually beneficial - to the employer who gets an extra pair of helping hands and to the Smith student who gains experience and insight into a career field.

Smith students with qualified, unpaid summer internships receive stipends of \$2,000 from Smith to help them with internship-related expenses.

If you would like to hire a student summer intern funded by Smith College, please notify the student no later than May 1, 2008 that you are accepting her application for an internship with your organization. Please forward her an e-mail or letter by that date confirming your offer and describing what she will be doing and how she will be supervised.

Since the beginning of the program, supervisors have been highly impressed with the caliber of their Smith student interns, praising them for their competence, motivation, flexibility and adaptability, and for their skills in such areas as communication, writing, researching, analyzing, problem-solving, presentation and computer knowledge.

To qualify for a Praxis stipend, a Smith student must be accepted to an internship that:

- ✓ lasts a minimum of 220 hours,
- ✓ offers her work assignments that are needed by the workplace *and* that help her meet her learning objectives,
- ✓ allows her significant career exploration and learning opportunities,
- ✓ is supervised by a permanent, paid staff member with relevant expertise, and who meets face-to-face with the intern a minimum of once a week,
- ✓ takes place at the work site (students may not work remotely from home or from other off-site locations).

Our students understand and expect to do clerical work (as, in fact, *all* staff do) ***in combination*** with more substantive, career-specific assignments, with the balance of their time being on the latter.

Please note that Smith students may only receive Praxis funding at work sites where summer interns are not normally paid. If you have other summer interns who are paid in your department, division or unit, this student would not be eligible for a stipend from the Praxis program.

If you have any questions about Smith College's Praxis summer internship funding, please call the Career Development Office at (413) 585-2582, or email [praxis@smith.edu](mailto:praxis@smith.edu).

(Form #1a)



## Smith College's Summer Internship Funding Program

### To be completed by the Internship Supervisor

Please describe the projects that your Praxis intern will be working on in as much detail as possible. How will her time be divided among different tasks?

Please describe how your Praxis intern will be supervised and evaluated throughout her appointment. What kind of meetings will she attend with you or other members of your staff?

Does your institution have a formal internship program set up? If so, does the program have a website? Please include the URL.

*Please draft your letter on official letterhead or in the body of an email and submit it directly to your Praxis intern.*

### If you have any questions about the Praxis funding process, please contact:

Praxis

Smith College Career Development Office

84 Elm Street, Northampton, MA 01063

Phone: 413.585.2582

Email: [praxis@smith.edu](mailto:praxis@smith.edu)

---

(Form #2, page 1)

## APPLICATION FOR PRAXIS SUMMER INTERNSHIPS FUNDING 2008

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 February 1 and May 2, 2008.**

Name \_\_\_\_\_  
Last First Middle  
Class \_\_\_\_\_ Citizenship \_\_\_\_\_ Date: \_\_\_\_\_

Major/s (if declared, otherwise state intended) \_\_\_\_\_

Smith College Box # \_\_\_\_\_ Campus Ext. \_\_\_\_\_ Email \_\_\_\_\_

Home address \_\_\_\_\_

Home telephone \_\_\_\_\_ 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

**Application (page 2)**

- Have you read the Students' Guide to Praxis Funding for Summer Internships?  Yes  No
- Are you presently receiving need-based grant aid from Smith College?  Yes  No
- Have you previously received and used a Praxis stipend?  Yes  No
- Will you be working at an internship funded by a Smith program other than Praxis?  Yes  No
- For ADA Comstock Scholars:  
Will you have a minimum of 64 earned credits by the end of the Spring Semester?  Yes  No
- **For rising seniors:**  
Do you anticipate having a credit shortage by the end of the spring '08 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, 2008.**
- 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.**

**Signature:** \_\_\_\_\_ **Student ID:** \_\_\_\_\_

## 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?

(Form#3)

**Faculty & CDO Staff Signatures**

To the student: Please print your name \_\_\_\_\_  
Last First MI

**Faculty Sign-Off**

To faculty member:

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 \_\_\_\_\_

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

If you prefer, you may email this information to [Praxis@smith.edu](mailto: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 circle the missing item/s.

- Application form
- Missing information on application form:  
\_\_\_\_\_
- Faculty 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 \_\_\_\_\_

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

(Form #4)

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 2008 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) **Smith Student ID#** \_\_\_\_\_

**Name (printed)** \_\_\_\_\_

**(Form #5)**

**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) \_\_\_\_\_

---

**(Form # 6)**

**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. Completed and attached your written statements?
5. 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.
6. (ONLY FOR STUDENTS RECEIVING STIPENDS FROM HOST ORGANIZATIONS)  
Attached a statement from your host organization confirming your employer-paid stipend?
7. Attached your resume? (Even if the organization does not require one.)
8. Obtained a sign-off from a faculty adviser?
9. Made a photocopy of your application and supporting materials for your own files?
10. **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.**

(Form #7)

**INSTRUCTIONS TO STUDENT:** Give this letter to your supervisor as soon as you arrive at your workplace.



Summer 2008

Dear Internship Supervisor,

We are delighted that you have chosen a Smith College student to work for you this summer as an intern. This is a special opportunity for her to apply her theoretical knowledge in the “real world” and to explore career options. We are confident that you will enjoy working with her.

Your intern has been awarded a stipend through Smith College’s new summer internship funding initiative, “Praxis: The Liberal Arts at Work”. Praxis stipends are given to qualified students with substantive and promising summer internships such as the one you are sponsoring. Funding decisions are made by faculty and staff. Praxis interns are expected to work a minimum of 220 hours at their internships.

At the end of your student’s internship would you please send, email (Praxis@smith.edu) or fax a letter containing:

- 1) a confirmation that the intern worked a minimum of 220 hours
- 2) your comments on the intern’s work performance.

Your letter is an essential piece in our follow-up of internships performed by our Praxis-funded students. A student cannot receive the final payment of her Praxis stipend until your letter is received.

We have also asked all our students with Praxis summer internship stipends to complete “learning contracts” at the beginning of their internships. Students often find that these documents are useful in helping them clarify what they may expect from the internship and what will be expected of them. Would you mind taking a few minutes with your intern to look over this contract, and to make sure that it reflects the main features of her internship?

We are most grateful to you for your cooperation in both these matters.

Thank you very much for selecting a Smith student as a summer intern. We are so pleased that our students are able to work with organizations such as yours, where they can contribute their skills while observing and learning from knowledgeable and dedicated professionals.

Sincerely,  
Praxis Funding Program  
Career Development Office  
Smith College

(Form #8)

**Smith College Internship Learning Contract  
For Praxis-funded Interns**

**(For student and supervisor use only. No need to return to the CDO)**

To all Praxis-funded interns: Complete this with your supervisor within the first week of your internship. You do not need to send it to the CDO.

**Please address the following areas on a separate sheet of paper:**

- 1. Job Description:** Describe in as much detail as possible your role and responsibilities while on your internship. List duties, hours, projects to be completed, deadlines, etc., if relevant.
- 2. Supervision and Evaluation:** Describe in as much detail as you can the supervision to be provided. Include what kind of instruction, assistance, consultation, etc., you will receive, and from whom you expect to get it. Note when and how you will be evaluated and who will do it.
- 3. Learning Objectives:** List what you intend to learn through this experience. Include the specific internship goals you established. Include projects, research, report writing, seminars, interviews, etc., that you will do while working, relating them to what you intend to learn and what you've learned in the classroom.

**Agreement:** This contract may be terminated or amended by intern or internship supervisor at any time upon written notice, which is received and agreed to by the other party.

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_