

# PRAXIS

THE LIBERAL ARTS AT WORK

**Praxis Application Instructions 2012**

**Praxis Application Forms 2012**

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)

# Facts you need to know!

- 1. Praxis deadline is Thursday, May 3, 2012. 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 3, 2012.
- 2. Your faculty signature must be your Premajor or Major advisor (no exceptions).**
- 3. Qualified internships must be at organizations not affiliated with Smith College.**
- 4. Traveling Abroad (Internships outside the U.S. only):**
  - a. Junior Year Abroad students:** You must submit your applications from **February 1<sup>st</sup> 2012 through the last day of your spring semester abroad or by Thursday, May 3, 2012, whichever occurs later.**
    - 1. REQUIRED:** Completion and copies of both International SOS Personal Travel Locator (PTL) Registration and Waiver form must be attached to application in order to receive funding even in home country (**no exceptions**).
    - 2. Please read and follow directions to register your PTL and complete the waiver form by going to the Short-Term Travel Preparations page:**  
[http://www.smith.edu/world/shorttermtravel\\_travelprep.php](http://www.smith.edu/world/shorttermtravel_travelprep.php)
- 5. Field School:** Students may use Praxis Funds to defray the cost of credits/tuition associated with geology, archaeology & other comparable field schools. However, credits may not be transferred to Smith and counted towards the student's degree.
- 6. Applications:** Only **COMPLETED** applications will be accepted. Additionally, the CDO **MUST** receive the **Supervisor Confirmation Form and a letter on official letterhead or email sent to [praxis@smith.edu](mailto:praxis@smith.edu)** from your host organization confirming that you have been offered an internship and describing your duties and supervision must be attached to your application. All communications from organizations must be submitted in English or translated by a faculty member.
- 7. End of Internship:** Upon completion of your internship a letter on official letterhead or email sent directly to [praxis@smith.edu](mailto:praxis@smith.edu) from your host organization confirming that you have worked a minimum of 220 hours, and commenting on your work performance. Confirmation must be in English or translated by the department chair prior to submission. You must also complete the **Summer Activity Report** ([www.smith.edu/cdo/students/praxis](http://www.smith.edu/cdo/students/praxis)), and (\*if required) a Thank You Letter all of the above documents are due **no later than Friday, August 31, 2012.** **Your second Praxis payment will not be issued to you until the CDO receives this information.**
- 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.
- 9. Check your Smith email often!** All Praxis communications (including important deadline reminders) will be conducted via your Smith email account. If you are absolutely unable to access email you must provide an alternative means of communication.
- 10.** 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).

# 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. Obtained your **Supervisor Confirmation Form and an attached letter on official letterhead** 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. Traveling Abroad? Attached **copies of SOS International Registration (PTL) AND Waiver form? (Internships outside the U.S. only)**
- 10. Obtained a sign-off from a faculty adviser?
- 11. Made a photocopy of your application and supporting materials for your own files?
- 12. **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 Reception, Help Desk, or call X4055 to sign-up.**

For CDO use only:	
Org. _____	Stipend Amt. _____
Pl. _____	

**APPLICATION FOR PRAXIS  
SUMMER INTERNSHIPS FUNDING 2012**

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 3 and May 3, 2012.**

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 \_\_\_\_\_ Premajor/Major Adviser \_\_\_\_\_

**INTERNSHIP INFORMATION** (Contact information must be completely accurate.)

Name of organization \_\_\_\_\_

Organization home page: \_\_\_\_\_

Address \_\_\_\_\_  
Street
city
state
zip code

Supervisor's name \_\_\_\_\_

Supervisor's title \_\_\_\_\_

(print clearly)

E-mail \_\_\_\_\_ Tel. \_\_\_\_\_

Is your supervisor a Smith College alumna? Yes  No

Is this a Global Engagement Seminar through Smith? Yes  No  If yes, please indicate location \_\_\_\_\_

Is this internship associated with a concentration? Yes  No  If yes, please indicate concentration \_\_\_\_\_

Have you been awarded a Smith Grant to fund this internship in addition to Praxis? Yes  No   
 If yes, Fund Name \_\_\_\_\_ Dept./Office \_\_\_\_\_ Amount \$ \_\_\_\_\_

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)

Is your internship abroad and not in your home country? Yes  No

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

<b>For CDO use only:</b>	Data entered in Student Fund Application	_____
Data entered by CDO staff: _____	Data entered in Placement Tracking	_____
Staff initials                      date	Data entered in Organization	_____

1. Is this course associated w/field school? Yes  No   
**(Credits may not be transferred to Smith College if Praxis Funds are used)**
2. Have you read the Students' Guide to Praxis Funding for Summer Internships? Yes  No
3. Are you presently receiving need-based grant aid from Smith College? Yes  No
4. Have you previously received and used a Praxis stipend? Yes  No
5. Have you completed both the International SOS (PTL) registration and waiver form? Yes  No   
**(required only for internships outside the U.S.)**
6. 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 '12 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. I will be paid the second Praxis stipend installment of \$200 only after I have submitted a Summer Activity Report and a Thank You letter (if required) to the CDO, and after my internship supervisor has submitted a letter confirming that I worked a minimum of 220 hours **by Friday, August 31, 2012.**
4. If you have not supplied the necessary documents confirming that you completed your internship by the deadline date of **Friday, August 31, 2012,** 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 full amount of Praxis funding that you received thus far and you will forfeit your final \$200 stipend payment if all information is not received.**
5. If you withdraw from Smith College at any point after receiving a Praxis grant, you will be charged the full amount of the funding you were awarded.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Advisor & CDO Staff Signatures

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

### Pre-major/ Major 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 \_\_\_\_\_

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)

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### Career Development Office Sign-Off

Is the application complete? YES  NO

If yes, was the student given notification letter? YES  NO

If no, please check the missing item/s from the list below:

#### Missing information on application form:

- Faculty sign-off  
 Written statements  
 Supervisor Confirmation Form and letter or 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  
 International SOS Registration (PTL) and Waiver Form (\*if required)

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.



## **Supervisor Confirmation Form**

**To be completed by the Internship Supervisor:**

Name of Organization \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_

Telephone \_\_\_\_\_

Supervisor  
Name/Title \_\_\_\_\_

**Please clearly print**

Are you a Smith College alumna? \_\_\_\_\_ Class Year \_\_\_\_\_

Organization Homepage/website \_\_\_\_\_

Student Intern \_\_\_\_\_  
**First Name** **Last Name**

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

Supervisor  
Signature \_\_\_\_\_ Date \_\_\_\_\_  
**Signature Required**

### **Confirmation information required:**

Please submit a letter on official letterhead or email directly to [Praxis@smith.edu](mailto:Praxis@smith.edu).

- Describe the projects that your Praxis intern will be working on in as much detail as possible.
- How will your Praxis intern's 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 your Praxis intern attend with you or other members of your staff?

If you have any questions about Praxis, please contact:

Kimberly Lebron  
Praxis  
Career Development Office  
Smith College  
84 Elm Street  
Northampton, Ma. 01063  
Phone: 413.585.2582  
Email: [praxis@smith.edu](mailto:praxis@smith.edu)

# 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?

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

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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 2012 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)