**NRT Internship Application/Report Guidelines:**

You must complete and turn in this form no later than 1 month prior to the start of your internship.

**Application Instructions:** Please address ALL categories (a.)-(g.) below. Please use this page **only** as a guideline and turn in a 1.5-2-page formal application document (Word, PDF.).

1. Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Proposed Internship Site:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Proposed Mentor(s):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Specific Dates:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. Term:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. Goals of Internship: **(**please elaborate fully on this, addressing a), b), and c) below

*Internships should provide an opportunity to a) engage with stakeholders, b) have experiential learning opportunities on topics relevant to the OSU NRT, and c) get professional training, in line with your career expectations (from IDP). Please clearly explain below how your internship will meet these goals:*

1. Budget: *(please see next page)*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Financing your internship**

*Students are allowed to receive up to $2,000 maximum combined funds for internship and research cost requests. For example, if you were awarded $1,100 in internship costs, you could apply for $900 in research funds. Please note, all requests will still need to go through the approval process. And the stipulations for the each fund solicitation still apply.*

The NRT can provide support for travel up to and from internship sites but not for living expenses such as per diem.

* Lodging for up to $600 may be considered *if the student has a compelling reason* as to why the stipend would not over lodging costs.
* Rent for Corvallis while the student is away is not an allowable expense. Internship funds must be used for internship-related travel only.
* Attending or presenting research at a conference does not fulfill the internship requirements, and therefore funding requests for attending conferences will not be considered.
* It might be advantageous to take the internship in the summer as you will still receive your stipend and will only need to be signed up for 3 credit hours.
* You MUST check with your Research Group to make sure you will still be engaged with them during your absence.

**How to register for internship**

If you are planning on taking your internship in the summer, please sign up for no more than 3 credit hours. You may take these as thesis or internship credits. If you decide to take them as internship credits, please check with your home department on the specifics of this.

*(In addition, no later than one month after the end of the internship you must complete a* ***two-page essay*** *with reflections on how the internship has provided a) experiential learning, b) engagement and other professional development opportunities (e.g., communication, project coordination, etc.), c) career opportunities-get professional training, in line with your career expectations (from IDP).*

**Please send internship application document to:**

Katherine.Hoffman@oregonstate.edu