THE CAS INTERNSHIP STIPEND PROGRAM
A Service of the Career Resource Center

The goal of the CAS Internship Stipend Program is to provide SUNY New Paltz students with the opportunity to gain valuable experiential education without sacrificing needed income. CAS Internship Stipend funds offer monetary support for undergraduates who secure internship opportunities to investigate career options, further develop career-related skills, and link classroom learning to the world of work. These funds enable students to participate in career-related experiences, regardless of financial constraints.

The CAS Internship Stipend Program is a highly selective and competitive program that offers a limited number of scholarship stipends up to $2,000 for the fall and spring semesters to students involved in a semester-long internship or student teaching placement. Students will receive the stipend in two installments, one at the beginning and the other towards the midpoint of the internship. This stipend applies to (1) only credit bearing, (2) non-paid or low paying internships and (3) experiences that are career related. This is a non-tuition award that can be used for transportation costs and/or to purchase professional attire, food, or other expenses associated with the experience including rent, telephone, utilities, etc. The Faculty Advisory Council of the Career Resource Center, including a CAS board representative, are responsible for selecting the recipients of the CAS Internship Stipends.

Student Eligibility

- Full-time matriculated undergraduate student attending SUNY New Paltz
- Declared major in one of the academic degree programs at SUNY New Paltz
- Demonstrated financial need
- Must be in good academic standing with the University and a minimum GPA of 2.5 or higher depending upon department requirements
- Meet university and your academic department requirements for participation in an internship, including completion of 61 or more credits before the internship begins
- The internship must be credit bearing and non-paid or low paying

Application Procedure

All Applicants are asked to submit:

- A completed application form available from the Career Resource Center, HUM 105 or online at http://www.newpaltz.edu/careers
- Supporting documentation of financial need including bank statement (see budget worksheet in part III for list)
- A copy of your student semester bill for that time period (select ‘view invoice’ in my.newpaltz.edu and print)
- A copy of a current unofficial transcript
- A one-page, typed personal statement supporting your request for a CAS Stipend and why this internship experience is important to your career and/or academic objectives
- A written financial statement in essay form and typed (separate from your personal statement) as described on the budget worksheet (part III, section 4)
- A copy of your Estimated Family Contribution (EFC) score from your ‘student aid report’ at https://fafsa.ed.gov
- A brief description of your major responsibilities or a job description and organization profile
- Sign CAS Internship Agreement with Release Indemnification and Hold Harmless Agreement and also a Photography release form (sign both in the Career Resource Center when handing in the application.)

Complete application packets (application form, documentation of financial need, unofficial transcript, essays, internship description, and sponsoring organization agreement) must be received by 4 p.m. on the following deadline dates:

- Fall 2024 deadline: Fri. August 30, 2024
- Spring 2024 deadline: Fri. December 6, 2024

If you have questions about this application, please contact the Career Resource Center at 845-257-3265. Drop off the completed application packet to the Career Resource Center, HUM 105.

*SUNY New Paltz students are only eligible to receive this internship stipend award ONCE in their college career.
THE CAS INTERNSHIP STIPEND PROGRAM APPLICATION – PART I

Check the semester for which you are applying: ☐ Fall ☐ Spring Year __________

Student Applicant Information

Name_________________________________________ Expected Grad Date____________________________________

Major ____________________________________________

Banner ID ____________________________ School Email ____________________________

Street Address (during experience)
__________________________________________________________

City ____________________________ State __________ Zip________________________

Cell Phone ____________________________

U.S. Citizen? ☐ Yes ☐ No If No, Country of Citizenship ____________________________

Visa #__________________________________________

Internship/Fieldwork/Student Teaching Site__________________________________________________________

Site Supervisor who will oversee your activities__________________________________________________________

Internship/Fieldwork/Student Teaching Site Address__________________________________________________________

City ____________________________ State __________ Zip________________________

Phone__________________________ Email__________________________________________

Organization Type (Please check) ☐ for profit ☐ non-profit ☐ public service ☐ school ☐ other ________________

Receiving Academic Credit? ☐ Yes ☐ No (*Mandatory for eligibility) How many credits? ________

Duration/Dates of the internship _________________ to _________________ Number of hours per week ______

If I am unable to complete my internship, I agree to refund the entire amount provided by the CAS internship program. Should my internship be cancelled for reasons beyond my control, I agree to return remaining funds as agreed upon.

The information that I have submitted is true and correct. I understand that any misrepresentation of the information submitted will disqualify me from consideration. I understand that the information contained in this application is confidential and will only be shared with the members of the CAS Internship Stipend Selection Committee. I also understand that if I receive assistance, my name, photo and internship site, but not any amount I receive, may be made public. I may also be asked to participate in educational or promotional programs related to my internship experience.

____________________________________________________________________________

Signature ____________________________ Date ____________________________

Name_________________________________________

Expected Grad Date__________________________

Major ____________________________________________

Banner ID ____________________________ School Email ____________________________

Street Address (during experience)
__________________________________________________________

City ____________________________ State __________ Zip________________________

Cell Phone ____________________________

U.S. Citizen? ☐ Yes ☐ No If No, Country of Citizenship ____________________________

Visa #__________________________________________

Internship/Fieldwork/Student Teaching Site__________________________________________________________

Site Supervisor who will oversee your activities__________________________________________________________

Internship/Fieldwork/Student Teaching Site Address__________________________________________________________

City ____________________________ State __________ Zip________________________

Phone__________________________ Email__________________________________________

Organization Type (Please check) ☐ for profit ☐ non-profit ☐ public service ☐ school ☐ other ________________

Receiving Academic Credit? ☐ Yes ☐ No (*Mandatory for eligibility) How many credits? ________

Duration/Dates of the internship _________________ to _________________ Number of hours per week ______

If I am unable to complete my internship, I agree to refund the entire amount provided by the CAS internship program. Should my internship be cancelled for reasons beyond my control, I agree to return remaining funds as agreed upon.

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____________________________________________________________________________

Signature ____________________________ Date ____________________________
THE CAS INTERNSHIP STIPEND PROGRAM APPLICATION – PART II

Student Intern/Student Teacher Name ______________________________

<table>
<thead>
<tr>
<th>Internship Site Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>On-Site Supervisor</td>
</tr>
<tr>
<td>Email</td>
</tr>
<tr>
<td>Address</td>
</tr>
<tr>
<td>City</td>
</tr>
<tr>
<td>Phone</td>
</tr>
<tr>
<td>Duration/Dates of Internship</td>
</tr>
</tbody>
</table>

☐ Check to verify this is an un-paid or low paying internship.

__________________________________________________
Signature of On-site Supervisor                      Date

<table>
<thead>
<tr>
<th>Faculty Supervisor Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty Supervisor ________________ Title ___________</td>
</tr>
<tr>
<td>Department ________________________________________</td>
</tr>
<tr>
<td>University Address ________________________________</td>
</tr>
<tr>
<td>Phone __________________________ Email ______________</td>
</tr>
<tr>
<td>Fax ________________________________</td>
</tr>
</tbody>
</table>

☐ Check to verify student eligibility to receive credit for this internship. # of credits ________

Duration/Dates of Internship __________ to __________ Academic Semester/yr __________

__________________________________________________
Faculty Signature                               Date

*Halfway through the semester, Beth King, Employer Relations Specialist in the Career Resource Center, will make contact with both the intern and the internship sponsor for a status update prior to releasing the second installment of funds. Ms. King will contact the faculty supervisor to ensure that the internship was completed at the end of the indicated time period.*
**BUDGET WORKSHEET – PART III**

Complete all four sections of the following budget worksheet for the period for which you are applying. **Verifying documentation of your expenses and income, where denoted by an asterisk (*) is required and should be attached.** Documentation may include a student accounts invoice, copy of your financial aid package, copy of your bank statement, copy of a rent check or lease agreement, W2 form or pay stub, a letter from your employer stating your salary, copy of a loan repayment bill and/or a letter from your parents or legal guardians outlining their financial support. If you have applied for scholarships, fellowships, grants, or loans and are still waiting for the results please indicate what you estimate to receive and note when you will be able to provide verification. Please note that the Selection Committee cannot finalize its decision without having a complete picture of your financial circumstances.

All figures are based only on the semester for which you are applying:

- □ Spring (5 months)
- □ Fall (5 months)
- Year _____________

### 1. Expenses for the semester

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition and fees*</td>
<td>$________</td>
</tr>
<tr>
<td>Books &amp; Supplies</td>
<td>$________</td>
</tr>
<tr>
<td>Housing costs*</td>
<td>$________ per month x _____ months = $________</td>
</tr>
<tr>
<td>Loan repayments*</td>
<td>$________ per month x _____ months = $________</td>
</tr>
<tr>
<td>Food</td>
<td>$________ per month x _____ months = $________</td>
</tr>
<tr>
<td>Telephone</td>
<td>$________ per month x _____ months = $________</td>
</tr>
<tr>
<td>Transportation</td>
<td>$________ per month x _____ months = $________</td>
</tr>
<tr>
<td>Clothing &amp; Personal items</td>
<td>$________ per month x _____ months = $________</td>
</tr>
<tr>
<td>Expected medical</td>
<td>$________ per month x _____ months = $________</td>
</tr>
<tr>
<td>Other</td>
<td>$________</td>
</tr>
</tbody>
</table>

**Grand Total Expenses = $________**

### 2. Income for the semester

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic scholarships</td>
<td>$________</td>
</tr>
<tr>
<td>Student loans</td>
<td>$________</td>
</tr>
<tr>
<td>Other loans</td>
<td>$________</td>
</tr>
<tr>
<td>Grants</td>
<td>$________</td>
</tr>
<tr>
<td>Family contributions</td>
<td>$________</td>
</tr>
<tr>
<td>Savings</td>
<td>$________</td>
</tr>
<tr>
<td>Employment</td>
<td>$________</td>
</tr>
<tr>
<td>Other income</td>
<td>$________</td>
</tr>
</tbody>
</table>

**Grand Total Income = $________**

### 3. Total Financial Need (Grand Total Income - Grand Total Expenses) = $________

### 4. Written financial statement- Please attach a brief, typed statement describing your financial reasons for applying for a stipend from Campus Auxiliary Services (CAS). Do you or your family have extenuating circumstances? Please feel free to share any personal information that would influence the committee’s decision. All submissions will remain confidential.