**2022 MIP SUMMER FUNDED INTERNSHIPS POLICY**

MIP intends for students to work in a professional capacity the summer between their first and second years. Students are encouraged to locate summer internships that provide work experience within MIP areas of specialization focusing on international policy issues. If a summer internship is unpaid or minimally funded (i.e. $2,500 or less), MIP provides up to a $6,000 stipend for internships that comply with the 2022 MIP Summer Funded Internships criteria. Students who secure opportunities that meet the eligibility criteria should apply for funding. The application period opens on February 24 and extends through June 30. Students should also apply for other funding for the summer (e.g., scholarships, fellowships, internship payments, programs etc.)
Note, other Stanford funding (e.g. fellowships, internship stipends, programs etc.) and minimally compensated positions, however, will count against and reduce the $6,000 stipend.

Given the continuing uncertainty associated with COVID, MIP may relax criterion on a case-by-case basis. Students are still encouraged to consider applying if, for example, the internship does not meet MIP’s criteria for professional experience or may not meet all of the other MIP criteria. Contact Maeve Richard, MIP Careers, [mljr@stanford.edu](http://mljr@stanford.edu) to discuss.

The 2022 policy contains provisions that may not apply in future years, given COVID considerations. This policy is subject to change due to evolving university policies and unforeseen circumstances. In particular, the [Stanford Travel Policy](https://healthalerts.stanford.edu/covid-19/travelers/) may be updated. As of February 16, fully vaccinated faculty, staff, postdocs, and graduate students are permitted to travel both domestically and internationally. All unvaccinated travelers, however, must be approved for a [travel exception](https://app.smartsheet.com/b/form/570bf50baea5401cbaf9400dacf928c8) submitted no later than four weeks prior to the proposed departure date.

**ELIGIBILITY CRITERIA**

* Student eligibility:
	+ First-year MIP student
	+ In good academic standing **[[1]](#footnote-1)**
	+ Continuing towards the completion of the MIP degree following the completion of the funded internship
* Eligible Internships:
	+ Internships must have a job description, meaningful supervision, and substantive professional work responsibilities relevant to MIP studies.
	+ Internships must be unpaid or minimally funded, that is internship compensation is less than $2,500.
	+ Internships may be in person or virtual, subject to updates in the Stanford Travel Policy.
	+ Internship work parameters:
		- Minimum of 10 weeks, acceptable range: 10 – 12 weeks
		- Minimum of 30 hours per week, acceptable range 30 – 40 hours a week
		- 2022 summer work period that begins after the end of the Spring quarter and ends at the beginning of the Autumn quarter

**APPROVAL AND FUNDING CRITERIA**

* Approved 2022 Summer Internship Funding application package, which includes a statement that the stipend will only be used for the purposes specified in this policy.
* Any income actually received from other Stanford sources (e.g. fellowships, internship stipends, programs etc.) for the internship and minimally compensated positions, will count against and reduce the MIP stipend.
* Not eligible for funding: independent research, coursework, training.

**MIP SUMMER INTERNSHIP PROCESS AND REQUIREMENTS**

* Students should seek out other sources of funding, compensation opportunities, and rely on those first.
* Email Maeve [mljr@stanford](http://mljr@stanford.edu) and request a personalized Google folder and an application form link.
* Students submit the **2022 MIP Summer Funded Application Google Form**, which requests internship details and specifies student funding requirements. Students will be asked to enter estimates of summer 2022 living expenses (e.g. lodging, food, home office expenses, personal expenses, utilities/phone, travel expenses, and insurance as applicable.) Many of the questions are required. Prior to starting the form, review this blank copy of the [Google form](https://drive.google.com/file/d/15TnoC2SG3NCnul3N-z0ev-Z1ulhj9bs-/view?usp=sharing).
* Other documents that must be submitted by uploading them to your designated Google folder are: **Email/letter from your supervisor outlining internship details**, a signed copy of the **2022 Stanford University Assumption of Risk Release of Claims and Hold Harmless Agreement**, and a signed copy of this **Policy**. When you upload all of the required documents, email Maeve mljr@stanford.edu to let her know your package is complete.
* MIP will contact the internship supervisor to confirm internship details. A committee composed of MIP faculty and staff will review the completed applications and and make an approval decision. The targeted timing on sharing the decision is one week, subject to receiving the supervisor’s confirmation.
* Students whose applications are approved will receive a stipend totaling 80% of the approved funding amount. MIP will fund the amount no earlier than one month before the internship start date.
* International students are responsible for reviewing the [MIP CPT Policy](https://drive.google.com/file/d/1kYfEPlSEvQtadLVhEojtr3i7oK7gTizo/view?usp=sharing) and following up with any issues and questions and consulting the Bechtel International Center to understand any visa/immigration implications of your planned summer activities.
* Halfway through the internship, MIP will contact the supervisor to confirm that the internship is progressing as planned. MIP will also check in at the end of the internship.
* If over the course of the summer, the actual internship does not meet the approved terms, the student must inform MIP. Depending on the circumstances, MIP may request the student to return all or a portion of the stipend.
* The student must submit a blog post, [described here](https://docs.google.com/document/d/1k8mJLPkoxPqlayG9fXaeJ_14ieQXujSN/edit?usp=sharing&ouid=109916900447110661475&rtpof=true&sd=true), no later than 2 weeks following the end of the internship by uploading the blog and if applicable an image release and consent form to your designated Google folder. MIP will release the remaining 20% of the stipend within one week following receipt of the blog post.
* Students are responsible for any tax liabilities connected to stipend payments. Please see [Link #1](https://ee.stanford.edu/student-resources/student-payroll) and [Link #2](https://fingate.stanford.edu/paying-people/student-payments-graduate-and-undergraduate#anchor-20496) for more detailed information about tax considerations and how it applies to students receiving department financial support.
* We will process the stipends through [GFS](https://gfs.stanford.edu/). Please sign up for direct deposit in Axess to ensure smooth delivery of funds. It usually only takes a few days for the funds to be deposited in your account once the stipend is approved.

**ACKNOWLEDGEMENT**

I have reviewed the MIP Summer Funding Policy and agree to abide by the requirements set out in this document. I understand that my failure to abide by these requirements may result in penalties up to and including a hold on enrollment and the reimbursement of stipend payments.

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

Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. This condition may be waived by the Associate and Assistant Directors for Academic and Student Affairs. [↑](#footnote-ref-1)