

URBAN STUDIES SUMMER FELLOWSHIP INFORMATION

The Urban Studies Summer Fellowship aims to provide Stanford undergraduates with the opportunity to complement their academic studies with a full-time, paid, internship experience. Although preference will be given to Urban Studies majors, all Stanford undergraduates are eligible to apply. (Urban Studies majors are required to complete an internship as part of their course of study. Although students are encouraged to complete their internship in the spring quarter while enrolled in Urban Studies 201B, not all are able to do so. This summer internship will allow majors the opportunity to complete their required internship hours as well as engage in a summer-long full-time position addressing urban issues.)

PROGRAM EXPECTATIONS

To be eligible for an internship students need to identify and secure the support of both an on-site supervisor and a faculty mentor who together would guide the internship experience. (If the student does not already have a specific site in mind, Urban Studies staff can help in identifying a suitable organization.) Students are to identify an internship site that fits their interests and major course of study. The internship sites need to be with government agencies or non-profit organizations committed to public service, public policy, community development or research on urban issues. Students are expected to work for a minimum of 40 hours per week for 8 weeks during the summer at the internship site.

Summer interns are required to submit regular progress reports to identify challenges and accomplishments during the course of the internship experience. They are expected to participate in a mix of on-line and face-to-face sessions with their faculty mentors and other interns over the course of the summer. At the conclusion of the internships, all students will complete a final report about their internship activities and experiences. Upon returning to school in the fall, Urban Studies will organize an internship forum to allow students to share their experiences with other interns, faculty, community members, and interested students. Fellows are also encouraged to participate in the Symposium of Undergraduate Research and Public Service (SURPS) in the Fall.

All interns will participate in an ongoing evaluation process designed for the internship. This process will include both a mid-term and final evaluation between the student and the community mentor/supervisor. In addition, the program administrator will conduct a mid-term interview with the community supervisor and a concluding interview with the student.

PRE-FIELD PREPARATION

Fellowship recipients are required to enroll in an appropriate preparation course in the Spring quarter. During the spring quarter students will also work with Urban Studies staff to identify and confirm a faculty mentor and an internship site.

SELECTION CRITERIA

Priority is given to undergraduate students:

- In the Urban Studies major
- In their junior year working on an honors thesis or senior project addressing urban issues.
- In the Urban Studies minor
- Whose proposed summer fellowship articulates a strong interest in urban issues.

TIMELINE

December - February: Urban Studies will host information sessions reviewing fellowship expectations and application requirements. Applications will be available during this time on-line, at the Urban Studies website: <http://urbanstudies.stanford.edu>.

Mid – Late February: Applications are due through the Urban Studies website.

Prior to Spring Break: Students notified about the status of their application.

STIPEND

Urban Studies summer fellows will receive \$5200 during the course of their internship. This stipend is meant to support a student's full time commitment to their 8 week summer internship. Students should not hold part-time jobs or other paid positions during this time. Funds should be used for expenses associated with the internship including housing, travel, supplies and equipment purchases. Students are expected to submit a budget of estimated costs during the spring quarter. Upon confirmation of a student's partnering organization, an additional \$500 honorarium will be provided to the organization for their supervising and mentoring services.

Following University policy, the Urban Studies Summer Fellowship can not fund travel to countries on the State department's travel warning list. For more information please see:

http://travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html

QUESTIONS

Please contact Michael Kahan, Associate Director of the Urban Studies Program, mkahan@stanford.edu with any questions.