



The CASE Summer Internship Program

The CASE Summer Internship Program provides funding support for MBAs seeking to apply their business skills to the social sector through a summer internship, enabling Fuqua students to learn about the rewards and challenges of social sector management without making a significant financial sacrifice. In addition, the program enables organizations that otherwise could not afford to hire MBA student interns to benefit from students' expertise in areas such as finance, management consulting, strategic planning and marketing.

The program is managed by the Center for the Advancement of Social Entrepreneurship (CASE). The Duke MBA Net Impact Club (NIC) spearheads student fundraising efforts for the Summer Internship Fund (SIF) and provides input on the strategic direction of the program.

ELIGIBILITY

Applicants to the CASE Summer Internship Fund must be current full-time first-year students in good academic standing at the Duke Fuqua School of Business. Second-year graduating students are not eligible.

Also, the organization for which you work as a summer intern:

- Must be a nonprofit organization (501(c)(3)), public sector organization or nongovernmental organization (NGO). Social purpose businesses (revenue-generating businesses operated by nonprofit organizations that directly serve the mission of that organization) are also eligible. Internships with for-profit businesses, even those with a social mission, are not eligible for funding through this scholarship program.
- Must provide a clearly defined public benefit or service.
- May not have the promotion of a particular political party or candidacy as its core mission.
- May not be primarily religious in nature, but may have a religious affiliation.
- Must be a paid internship. In some cases, the fund may be able to match travel or living allowances where no salary is offered.

CASE reserves the right to make a final decision regarding the eligibility of organizations.

FUNDING AND AVAILABILITY

The Net Impact Club and CASE share responsibility for raising funds for this program. Funds are distributed to students from the CASE Summer Internship Fund (SIF), supported by Net Impact Club fundraising campaigns and events as well as additional funding from donors and grantors via CASE.

The goal of the program is to provide awards to supplement the salaries students receive from summer employers to bring the total amount of compensation from all sources to \$800/week for up to 10 weeks. CASE regards financial support from the host organization as a very important sign of commitment to the applicant. As this is a matching award, CASE expects that hiring organizations pay a minimum of \$400/week, though exceptions to this requirement will be considered on a case-by-case basis. If students applying to the CASE Summer Internship Fund expect to receive a salary of less than \$400 per week from the organization, we ask the organization to supply additional information justifying the salary level in their sponsorship letter. Examples might include: operating budget of organization; salary schedules for other graduate-school interns or similar level employees in the organization; cost to organization if project was done on a consulting basis; or cost of living difference if organization is based in a developing country. This information will be reviewed carefully by the Selection Committee in the decision process.

Students who are awarded a CASE Summer Internship will receive up to \$400 per week. The maximum award from the CASE Summer Internship Program is \$4,000 per participant per summer. These funds will be disbursed directly to the recipient by check in either June or July, or can be applied as tuition credit in the fall if preferred. Students may also apply to the Fuqua Financial Aid Office for the Class of 1990 Nonprofit and Small Business Internship Award, but total summer compensation from all sources may not exceed \$8,000.

The number and funding level of CASE Summer Internship Fund recipients will depend on the funds available each year. The Selection Committee reserves the right to partially fund internships in order to increase the number of people benefiting from the program. Should additional funds become available, awards may also be increased beyond stated maximums.

SELECTION

The Selection Committee is composed of faculty and staff of CASE. Selection is based on the following questions and criteria:

- Does the organization provide a clearly defined public benefit or service?
- Is the internship well-defined, with adequate supervision and clearly specified deliverables?
- Will the internship require skills and knowledge consistent with a MBA education?
- Will the project(s) make a significant impact on the organization?
- Does the sponsoring organization have financial need, and has the organization made a sufficient commitment to the program by funding the internship to the maximum of its ability? (Employers are asked to contribute a minimum of \$400/week. Exceptions are made on a case-by-case basis.)

APPLICATION PROCESS & TIMING

Applicants must have an offer in writing from an eligible organization before applying for the CASE Summer Internship Program. **Anyone wanting to be considered for summer internship funding must submit an application on or before midnight on Sunday, April 8.** The application consists of an online form and supplemental materials that need to be submitted via email.

If you have an internship you intend to accept:

- Complete the online application including information about your internship (employer, salary, duration, etc.) available at www.caseatduke.org/mba/financialaid
- **Submit supporting materials via email** to Ruth Tolman (rt10@duke.edu):
 - Your current **resume**
 - The **job offer or letter from the hiring organization** indicating your salary and supervisor.
 - Brief **essay** (one page), explaining:
 - Your involvement at Fuqua and in the community and your career objectives
 - The internship opportunity accepted (briefly describe the organization and how your position (including the specific activities you will perform) will serve the needs and goals of the organization as well as your personal development)

If you DO NOT have an internship offer by April 8:

- Complete the online PRE-application with as much information about your potential internship(s) as possible. This will help the selection committee better gauge the demand for summer funding. Pre-application available at www.caseatduke.org/mba/financialaid
- *Once you have an internship offer, submit the full application and supporting materials as directed above as soon as possible.*

The selection committee will begin reviewing applications after the application deadline. Decisions will be made within 2-3 weeks. *NOTE: Only complete applications (those with an offer) will be moved onto review for funding. Incomplete or pre-applications will be held in the queue until offer is received and submitted to Ruth Tolman.*

Funds are only awarded after internships are confirmed. If you are selected as a CASE Summer Fund recipient, you must confirm your acceptance of the award in writing to Ruth Tolman at ruth.tolman@duke.edu within one week of notification.

REQUIREMENTS OF SUMMER INTERNSHIP FUND RECIPIENTS

Participants in the CASE Summer Internship Program will be required to meet the following obligations:

- Work at your chosen agency for 8-10 weeks during the summer of 2012.
- Submit a 2-3 page internship report to CASE before the first week of classes of the Fall 2012 term describing your experience. This report may be used in whole or in part in the CASE newsletter or website, NIC website, or in other publications promoting the Fuqua School of Business.
- Participate in activities promoting the CASE Summer Internship Program in the academic year following the internship, especially in helping promote and fundraise for the Summer Internship Fund (SIF). Recipients are expected to play an active role in supporting fundraising efforts as part of the SIF leadership team either in their first or second year.

QUESTIONS?

If you have any questions about the CASE Summer Internship Program, please contact CASE Assistant Director Ruth Tolman at ruth.tolman@duke.edu.