

**DESIGN YOUR OWN (DYO) INTERNSHIP &**

**TRAVEL AWARD APPLICATION**

**PART 1 - STUDENT INFORMATION**

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

MTA email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Major/Minor(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Anticipated Date of Graduation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Birth (D/M/Y): \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_\_

CGPA (Cumulative Grade Point Average): \_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Country of Citizenship: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please select the grant you are applying for:**

* Bombardier International Travel Grant (*must complete part 5*)
* Bourne Internship in the Arts
* Bradbrooke Smith Internship in Canadian Studies
* Cedric Ritchie Global Engagement Award (*must complete part 5*)
* Craighead & Cherry Innovation Grant
* Democracy, Civil Liberties, and Human Rights Awareness Internship
* L.R. Wilson Internship in Public Policy and Public Service
* Mansbridge Internship (*must complete part 5*)

**PART 2 – YOUR INTERNSHIP PLAN**

Host Organization Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organization Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email address:

Internship Title:

Start Date: End Date:

Please provide a description of the organization and the work/project that you hope to accomplish while there. (500 words or less)

How does this internship relate to your academic program of study and your future goals? (500 words or less)

Outline of how you will track your learning throughout the summer:

Please describe the knowledge and skills you hope to develop through this experience as they relate to your personal and interpersonal development

**PART 3 – YOUR BUDGET**

Only use the fields required. Explain the calculations + justification clearly. Feel free to add additional budget line items.

|  |  |  |
| --- | --- | --- |
| Account | Expense | Justification |
| Accommodation |  |  |
| Accounting and other professional services |  |  |
| Capital expenses (equipment) |  |  |
| Marketing and promotions |  |  |
| Maintenance |  |  |
| Permits or licensing |  |  |
| Office supplies |  |  |
| Research and development |  |  |
| Salary |  |  |
| Supplies (materials for production) |  |  |
| Telephone |  |  |
| Travel |  |  |
| Web hosting |  |  |
| Program Fees |  |  |
| Other: |  |  |

Total amount required: \_\_\_\_\_\_\_\_\_\_\_

**PART 4 – APPLICATION CHECKLIST**

* Fill out full Application
* Fill out draft budget
* Attach an up-to-date copy of your resume
* Attach a letter from your host organization confirming their willingness to host you through the duration of your internship
* Fill out International Award Application (if applicable)

Applications will be collected and submitted through the online experiential learning platform: [experience.mta.ca](https://experience.mta.ca/home.htm)

*If you have questions about your DYO application please contact the Experiential Learning and Career Development Office by emailing* *careers@mta.ca* *or room #203 in the Wallace McCain Student Centre.*

**PART 5 – INTERNATIONAL TRAVEL APPLICATION**

Please enter your proposed travel dates:

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Please indicate approximate (or exact) date of departure*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Please indicate approximate (or exact) date of return*

Please describe how you think this experience will push you beyond your usual comfort zone

INTERNATIONAL TRAVEL APPLICATION REQUIREMENTS:

I agree to:

* Attend a Pre-Departure Orientation
* Attend an Internship Orientation
* Complete a debrief survey about your experience upon your return
* Complete a summary report and donor thank you-card upon your return and submit to the International Centre
* Give a public lecture or presentation about your experience upon your return

The statements contained in this application are true and accurate to the best of my knowledge.

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

*If you have questions about the international component of your DYO application please contact the International Centre by emailing* *studyabroad@mta.ca* *or room #208 in the Wallace McCain Student Centre.*