

## English Department Internship Grants: Important Information

English Department Internship Grant funds are awarded in Fall, Spring, and Summer semesters according to availability. Currently available grant funds are described on the [English Department Internship Website](#) under "Financial Assistance for Internships."

Please note that each fund specifies types of internships eligible (i.e., journalism, publishing), which may include eligible sites.\* These specifications are designated by our generous funders, who often give in relation to personal/professional experiences of their own. The English Department is constantly seeking to expand funding possibilities for internship students in order to diversify the criteria of available funds.

**\*For Summer 2025, we have additional grant funding available from the English Department Endowment for those internships that may not fit existing grant funds' criteria, so please apply and specify "Endowment Funds" in your cover letter!**

**Please submit the completed application and attachments by following this link:**

[https://pitt.co1.qualtrics.com/jfe/form/SV\\_a4TUijMWNFLTzam](https://pitt.co1.qualtrics.com/jfe/form/SV_a4TUijMWNFLTzam).

**The deadline is 11:59pm Tuesday, May 6, 2025, but early applications will be prioritized, so the earlier you submit your materials, the better.**

### GUIDELINES

#### Student Criteria

- Must be English major (including DNID), minor, or certificate student, including PPW, Children's Literature, Public Communication of Science and Technology, and Disability Studies
- Must have GPA of 3.0 or higher
- Students may typically only receive ONE English Department Internship grant during their time at Pitt
- Must provide internship summary, materials, and thank-you for funder at end of grant term

#### Site Criteria

- Internship must align with student's curricular requirements (see second page of [Learning Agreement](#))
- Site and site-work must align with criteria given by funder ([see descriptions on website](#), under "Financial Assistance for Your Internship")

#### Application process

- Internships must be acquired before submitting the completed application.
- Recommendations must be from professional relationships—not peer, friend, or family connections. This can be from a previous internship, job, or class. Letters from professors should address relevant work skills. You will upload the recommender's first and last name, as well as their email address, and our automated system will email them the request for a letter, including a

link where they can submit their letter. Please reach out to your recommender in advance to let them know about the automated email, early submission preference, and May 6 deadline.

- Applications will be reviewed by Internship Coordinator and/or Internship and Undergraduate Placement Committee; award notifications will be communicated as soon as possible.

## **APPLICATION INFORMATION**

You will submit the following information (by clicking through [the Qualtrics form](#)):

### **Student Information**

Name:

PeopleSoft Number:

Email:

Phone:

Address:

### **Academic Information**

Major(s):

Minor(s):

Certificate(s):

GPA:

Expected Graduation Date:

Status (full-time or part-time):

Career objective:

### **Internship Information**

Semester:

Name of internship:

Location (include location of organization and whether internship is in-person, remote, or a combination):

Description of organization:

Number of hours/week and how many weeks:

Paid or unpaid (if paid, please include rate/details):

Credit or not for credit:

Supervisor's name:

    Phone number:

    Email:

## APPLICATION MATERIALS

Please submit the following documents with this application (by clicking through [the Qualtrics form](#)):

1. **An email from your internship supervisor** describing your internship and verifying the number of hours and weeks you will be working.
2. **A résumé** that outlines your academic and work experience, particularly in the fields of journalism, public relations, film, advertising, or publishing.
3. **A letter** to the selection committee explaining:
  - The grant(s) you are applying for and how your internship work aligns with the criteria given for that grant
  - Why you applied for this internship
  - Your duties at the internship
  - How it will help you achieve your career objectives
  - Why you believe you are an excellent candidate to receive a grant.
  - Your financial need for this grant and how it will affect your acceptance of an internship
  - Any other factors we should consider in making our decision, including, if you wish, your membership in an underrepresented group.
4. **Three samples of your work.** These can be from newspapers, magazines, press releases, film, or class assignments.
5. **A letter of recommendation from a teacher or a supervisor who knows your work.** This can be from a previous internship, job, or class. Letters from professors should address relevant work skills. You will upload the recommender's first and last name, as well as their email address, and our automated system will email them the request for a letter, including a link where they can submit their letter. Please reach out to your recommender in advance to let them know about the automated email, early submission preference, and May 6 deadline.

Contact Internship Coordinator Jeff Heinzl at [engintern@pitt.edu](mailto:engintern@pitt.edu) with questions.

### Resources:

- A consultation at the [Pitt Writing Center](#) can help you address questions you have about your resume or cover letter.
- The [Pitt Career Center](#) can review your job materials via both scheduled and drop-in appointments.
- Find resume prep guidance and resume examples at [Career Central](#) from the Pitt Career Center.