

## CAREER DEVELOPMENT RESOURCES FOR STUDENTS ON FINANCIAL AID

### I. General Advising & Counseling

- One-on-one appointments available with Career Advancement advisers to discuss any aspect of your professional development (identifying potential career fields, writing resumes and cover letters, etc.)
- Schedule appointments online through UChicago Handshake ([uchicago.joinhandshake.com](https://uchicago.joinhandshake.com)) or by calling (773) 702-7040
- 15-minute walk-in appointments available Monday through Friday during the quarter starting at 3:00pm (last appointment begins at 4:45pm)

### II. Industry-Specific Resources

- Career Advancement offers a series of “UChicago Careers in…” (UCI) pre-professional programs to help students prepare for careers in specific industries
- Currently 8 programs (learn more at <https://careeradvancement.uchicago.edu/uchicago-careers-in>):
  1. UCI Business: Business Career Services Program
  2. UCI Education Professions
  3. UCI Entrepreneurship
  4. UCI Health Professions
  5. UCI Journalism, Arts, & Media
  6. UCI Law
  7. UCI Public Policy & Service
  8. UCI STEM
- All offer individualized advising with industry experts, professional development workshops, and networking events
- Sign up for program listhosts to learn about upcoming events and relevant job and internship opportunities; you can register at: <https://uchicago.joinhandshake.com/articles/636>

### III. Jeff Metcalf Internship Program

**\*IMPORTANT:** To be eligible for Metcalf internships and many unpaid internship grants, you need to first schedule a resume review with a Career Advancement counselor and sign a policy agreement form. When you make your appointment, say that you’re interested in getting activated for on-campus recruiting.

- Program website: <https://careeradvancement.uchicago.edu/jobs-internships-research/metcalf-internship>
- Paid, substantive internships during summer and academic year with minimum stipend of \$4,000
- Internships posted on rolling basis throughout the year; many have deadlines in late January and early February
- All Metcalf internships are posted in UChicago Handshake
- Contact: Valerie Schoonover, [vschoonover@uchicago.edu](mailto:vschoonover@uchicago.edu)

## IV. Other UChicago Internship Programs

### Human Rights Internship Program

- Program website: <http://humanrights.uchicago.edu/internships>
- Awards \$5,000 for internships with human rights organizations both domestically and internationally
- Apply in autumn quarter for an internship in the following summer
- Second and third years are eligible
- Contact: Tara Peters, [tepeters@uchicago.edu](mailto:tepeters@uchicago.edu)

### Institute of Politics

- Program website: <http://politics.uchicago.edu/pages/internships>
- Several different summer and academic year internship programs with both political/government organizations and the IOP itself
- Contact: Karnika Iyengar, [karnika@uchicago.edu](mailto:karnika@uchicago.edu)

### University Community Service Center: Summer Links Program

- Program website: <http://ucsc.uchicago.edu/page/summer-links>
- Provides summer internships with social justice organizations and weekly seminars on relevant social issues
- \$4,000 internship stipend plus 50% discount for summer housing at International House (\$875: this amount is deducted from the \$4,000 stipend)
- First, second, and third years are eligible
- Application deadline: January 25, 2016

### Wanxiang Ambassador Fellows Program

- Program website: <https://careeradvancement.uchicago.edu/jobs-internships-research/internships-externships>
- Six-week cultural immersion experience in Hangzhou, China
- All students complete a self-directed research project connected to the program
- No stipend, but all expenses paid
- Application opens around early February and closes in late February
- Contact: Jeannette Daly, [jdaly@uchicago.edu](mailto:jdaly@uchicago.edu)

## V. Finding Internships Outside of UChicago Programs

### UChicago Handshake

- Link: [uchicago.joinhandshake.com](http://uchicago.joinhandshake.com)
- Click “Jobs” under the “Explore” section on the lefthand side of the screen
- All internships offered through Career Advancement and many outside of the University are posted here

### Going Global

- Link: <https://uchicago.joinhandshake.com/articles/611>
- Database of international jobs/internship opportunities plus detailed guides on professional culture of specific countries

### Nationwide Internship Consortium

- Link: <https://uchicago.joinhandshake.com/articles/604>
- Register for an account with your UChicago e-mail

### University Career Action Network

- Link: <https://uchicago.joinhandshake.com/articles/603>
- Register for an account with your UChicago e-mail

### Other Databases

- Careerbuilder.com
- Idealist.org
- Indeed.com
- LinkedIn

## **VI. What if I Don't Have Any Experience Yet?**

### Externships

- Program website: <https://careeradvancement.uchicago.edu/jobs-internships-research/alumni-board-of-governors-externship>
- Provides 1-5 day job shadow opportunities with UChicago alumni, parents, and friends during University break periods (Winter, Spring, and Summer)
- All undergraduates eligible
- Drawback: externships are unpaid, and students are responsible for any travel expenses
- Applications open at beginning of quarter and close around 4<sup>th</sup> or 5<sup>th</sup> week; all externships posted in UChicago Handshake
- Contact: Chiara Montanari, [chiararam@uchicago.edu](mailto:chiararam@uchicago.edu)

### Student Employment

- Program website: [https://studentemployment.uchicago.edu/index\\_jobs.php](https://studentemployment.uchicago.edu/index_jobs.php)
- Academic year work opportunities posted on a rolling basis
- All on-campus employment jobs also posted in UChicago Handshake
- Federal Work-Study students are in high demand!
- You can access your FWS award materials through your my.uchicago.edu account
- Contact: Allison Jackson, [alijackson@uchicago.edu](mailto:alijackson@uchicago.edu)

### Treks

- Program website: <https://careeradvancement.uchicago.edu/jobs-internships-research/treks>
- Travel with groups of students to visit a series of employers in a particular city or region during University break periods (Winter Break, College Break Day, Spring Break, September)
- In most treks, Career Advancement pays for housing, some meals, and ground transit during trek
- Students usually responsible for travel to and from trek destination and transit from airport, but students with financial need can apply to have these costs covered; more details at <https://careeradvancement.uchicago.edu/jobs-internships-research/assistance-travel-costs>
- View list of upcoming treks at <https://careeradvancement.uchicago.edu/jobs-internships-research/apply-upcoming-treks>

- Contact: Merideth Snead, [treks@uchicago.edu](mailto:treks@uchicago.edu)

## VII. Grants for Unpaid Internships and Research Opportunities

### *General Grants*

#### Dean's Fund for Student Life

- Program website: <http://deansfund.uchicago.edu/>
- Supports wide range of student projects
- Higher probability of success requesting funds for research rather than internships
- Most grants range between \$750 and \$1,500
- Applications reviewed on monthly basis
- Contact: Régine Enuson, [rdesruis@uchicago.edu](mailto:rdesruis@uchicago.edu)

#### International Experience Grant

- Program website: <https://careeradvancement.uchicago.edu/jobs-internships-research/international-experience-grants>
- Funds summer internships and research opportunities outside of the United States
- Maximum grant is \$5,000; average grant is \$3,500
- All undergraduate students eligible
- Application opens in early Winter Quarter and closes in early Spring Quarter
- Contact: Chiara Montanari, [chiaram@uchicago.edu](mailto:chiaram@uchicago.edu)

#### PRISM Research Grant

- Program website: <https://careeradvancement.uchicago.edu/jobs-internships-research/prism-grant-guidelines>
- Provides funding for academic research projects over the summer
- Maximum grant is \$2,500; average grant is \$1,500
- First through third year students studying a PRISM major (Anthropology, Art History, Cinema and Media Studies, Comparative Human Development, English, History, Philosophy, Political Science, Psychology, Sociology) are eligible
- Application opens in early Winter Quarter and closes in early Spring Quarter
- Contact: Jeannette Daly, [jdaly@uchicago.edu](mailto:jdaly@uchicago.edu)

#### Seidel Scholars PRISM Grant

- Program website: <https://careeradvancement.uchicago.edu/jobs-internships-research/seidel-prism-grants>
- Provides \$4,000 for a non-academic project in the summer connected to your major (e.g., English major writing a novel)
- First through third year students studying a PRISM major (Anthropology, Art History, Cinema and Media Studies, Comparative Human Development, English, History, Philosophy, Political Science, Psychology, Sociology) are eligible
- Application opens in early Winter Quarter and closes in early Spring Quarter
- Contact: Jeannette Daly, [jdaly@uchicago.edu](mailto:jdaly@uchicago.edu)

#### Summer Action Grant

- Program website: <https://careeradvancement.uchicago.edu/jobs-internships-research/international-experience-grants>
- Funds summer internships and research opportunities in the United States
- Maximum grant is \$3,500; average grant is \$1,500
- First through third years are eligible
- Application opens in early Winter Quarter and closes in early Spring Quarter
- Contact: Chiara Montanari, [chiaram@uchicago.edu](mailto:chiaram@uchicago.edu)

### *Thematic & Industry-Specific Grants*

#### **Academic Departments**

- Some academic departments offer research and travel grants: check the website of your department and those in related disciplines!

#### **Entrepreneurship**

##### College New Venture Challenge

- Program website: <https://research.chicagobooth.edu/nvc/collegenvc>
- Provides seed funding for teams of students to develop a start-up
- Year-long process: application will be posted to link above when it is open
- Contact: Jerry Huang, [jhuang@uchicago.edu](mailto:jhuang@uchicago.edu)

#### **Health & Medicine**

##### Katen Scholars Program

- Program website: <https://careeradvancement.uchicago.edu/uchicago-careers-in/health-professions>
- Provides \$4,000 grants for research projects on health, medicine, and science
- All undergraduates eligible
- Application deadline is mid-Winter Quarter

##### MCAT Preparatory Course Scholarship

- Program website: <https://careeradvancement.uchicago.edu/uchicago-careers-in/health-professions>
- MCAT course offered each quarter: students apply for both the class and financial aid in the preceding quarter
- Course and materials typically cost \$1,700: depending on exact level of financial need, students are eligible for a course discount between \$500 and \$1200
- ALL students will need to pay at least \$500
- Contact: Joni Krapec, [krapec@uchicago.edu](mailto:krapec@uchicago.edu)

#### **Journalism, Arts, & Media:**

##### Student Creativity Grants

- Program website: <http://arts.uchicago.edu/uchicago-arts-grants-funding/student-creativity-grants>
- Funds original artistic and creative projects from individual students and RSOs
- Grants range between \$1,500 and \$7,500
- Applications are reviewed quarterly: Winter deadline is January 22, and Spring deadline is April 22

- Contact: Cassandra Dunn, [cdunn@uchicago.edu](mailto:cdunn@uchicago.edu)

#### Student Fine Arts Fund

- Program website: <https://arts.uchicago.edu/uchicago-arts-grants-funding/student-fine-arts-fund>
- Funds artistic projects “that would not normally receive support from another organization” for individual students and RSOs
- Maximum grant is \$1,500
- Applications are reviewed quarterly: Winter deadline is January 22, and Spring deadline is April 22
- Contact: [sfaf@lists.uchicago.edu](mailto:sfaf@lists.uchicago.edu)

#### UChicago Arts Summer Student Fellowships

- Program website: <https://arts.uchicago.edu/uchicago-arts-grants-funding/uchicago-arts-student-summer-fellowships>
- Provides \$1,500 grants to support the development of original artistic projects during summer break
- Application deadline is April 15
- Contact: Cassandra Dunn, [cdunn@uchicago.edu](mailto:cdunn@uchicago.edu)

#### UCI Journalism, Arts, & Media Grants

- Program website: <https://careeradvancement.uchicago.edu/uchicago-careers-in/journalism-arts-media>
- Provides grants during the academic year (up to \$1,500 per application cycle; no more than \$5,000 for entire academic year) and during the summer (\$4,000) for unpaid internships in journalism, arts, and media
- Applications reviewed on a monthly basis
- Search “UCIJAM” in the “Jobs” section on UChicago Handshake
- Contact: Yaniv Kleinman, [ykelinman@uchicago.edu](mailto:ykelinman@uchicago.edu)

### **Public Policy and Service**

#### Engaged Research Support Grant

- Program website: <http://chicagostudies.uchicago.edu/ERSG>
- Provides funds for research projects (both summer and academic year) on urban issues that directly engage with the community
- Maximum grant is \$500
- Applications accepted on rolling basis until funds are used up

#### Institute of Politics Summer Stipend

- Program website: <http://politics.uchicago.edu/pages/summer-internships>
- Provides \$2,000 grants for unpaid internships in politics, policy, and related fields
- Applications typically due in Spring Quarter
- Contact: Karnika Iyengar, [karnika@uchicago.edu](mailto:karnika@uchicago.edu)

#### UCI Public Policy & Service Academic Year Grants

- Program website: <https://careeradvancement.uchicago.edu/uchicago-careers-in/public-policy-service>

- Provides grants of \$500 for students who have secured unpaid, academic year internships with the Chicago Council on Global Affairs, Mayor’s Office, or the National Immigrant Justice Center
- To request this, submit your request and proof of employment to Nora Feely at [nkf@uchicago.edu](mailto:nkf@uchicago.edu)

## STEM

### UCISTEM Grants

- Provides grants up to \$1,500 for unpaid laboratory research opportunities during the academic year and the summer
- Applications will be posted in late February or early March with deadline at end of March
- Contact: Tara Ford, [taraford@uchicago.edu](mailto:taraford@uchicago.edu)

## Study Abroad

\*Deadline for all Study Abroad grants is February 12, 2016

### African Studies Research Grant

- Program website: <http://study-abroad.uchicago.edu/programs/african-studies-research-grant>
- Provides \$4,000 grants to third-year students conducting research in Africa for at least 8 weeks during the summer
- Contact: Elana Kranz, [ekranz@uchicago.edu](mailto:ekranz@uchicago.edu)

### Foreign Language Acquisition Grants

- Program website: <http://study-abroad.uchicago.edu/programs/foreign-language-acquisition-grant-flag>
- Provides \$3,000 grants for summer language study abroad
- Contact: Elana Kranz, [ekranz@uchicago.edu](mailto:ekranz@uchicago.edu)

### Third-Year International Travel Grant

- Program website: <http://study-abroad.uchicago.edu/programs/third-year-international-travel-grant>
- Provides \$3,000 grants for third year students to conduct summer research outside of the United States
- Contact: Elana Kranz, [ekranz@uchicago.edu](mailto:ekranz@uchicago.edu)

## VIII. What if I Can’t Get Any Funding?

- Good to prepare for this contingency and have a back-up plan
- The farther in advance you plan, the more flexibility you’ll have
- Possible options:
  - Focus on opportunities in geographic areas where you could live with family/friends and eliminate or reduce living expenses
  - Negotiate part-time hours with unpaid internship/research opportunity and take on part-time, paid job
  - If possible, save a portion of wages during academic year in “internship fund” to be applied to living expenses during summer
  - Research third-party grant providers
  - Personal fundraising campaign