MSL3000Y Internship Funding

Funding for the internship has been made available via the endowed funds generously provided by the Rebanks and Campbell Fellowships.

- These funds have conditions that must be met for students to be eligible.
- The Faculty does not impose these conditions, the University does when the fellowships are first established. The iSchool must comply with these conditions.
- The amount we can give students is dependent on the interest accrued in the previous year, thus we cannot guarantee funds until the University informs us of the final amount in March each year.
- Recipients must have been identified as having financial need based on the University's criteria. Students must fill out an OSOTF Needs Assessment Form and the Faculty will allocate the funds according to the criteria of each award.

Fellowships available:
Recipients must have been identified as having financial need based on the University's criteria. Students wishing to apply for this fellowship must fill out an OSOTF Needs Assessment Form.

- **Rebanks Family Fellowship** - Awarded to Museum students doing an internship at a small-sized Canadian museum, gallery or historic site. The organization must be a member of the CMA or an accredited provincial association.
  - Awards: Up to five (5) fellowships valued @ $1,800 each.

- **Vivian and David Campbell Family Foundation Summer Training Fellowship**
  - Awards: Up to twenty-six (26) fellowships valued @ $1,800 each.

Additional requirements for Rebanks and Campbell fellowships:

a) Before funds are released, students must provide the Letter of Agreement confirming there will be no stipend/salary or monetary incentive given to them via the internship.
b) All students receiving internship fellowships must provide, upon return from their placements, a one page executive summary and two photos depicting work done at their internship. The one-page summary should include:
   - Name of the organization,
   - Type of work done,
   - Relevant museum/information courses, and
   - How the experience has contributed (or will contribute) to achieve the student's future goals.

This material may be used for promotional/publicity purposes. This report should be sent to Kathleen O'Brien (kathleen.obrien@utoronto.ca). Details to follow.

c) You must acknowledge the award on Internship Presentation Day.
d) You agree that you will be prepared, if it proves necessary, to have lunch with one of the donors.

Applications – you can fill one online, print it and drop it off in the main office (BL211) no later than 5 pm, Friday, March 25th, 2016. If you have any questions regarding these forms, please let me know.

Rebanks Family Fellowship Application
Students wishing to be considered for this fellowship must attach the following additional information to their application:

- Institution where they’ll be doing their internship (museum, gallery or historic site)
- Size of the institution in terms of permanent employees
• Confirm that the institution is a member of the Canadian Museums Association or an accredited provincial association
• Length, in terms of weeks, of the summer placement

Arranging Internship Finances for Rebanks and Campbell Fellowships

1) University policy states that if a student has an outstanding balance, all university funds paid to the student will go first to clear out that balance. Thus, if students owe any money they may not receive the full value of their allocated internship stipend.

2) It is essential that students have all their information up-to-date on ACORN. Funds are deposited in the student's bank account, so they need to have this information entered on ACORN. A student's contact information (mailing address, etc.) also needs to be up-to-date. If students have not entered their bank information on ACORN, a cheque will be mailed out to their mailing address. This procedure takes longer (at least four weeks) and in some cases cheques have been lost due to incomplete mailing addresses.

3) Student Services will start processing fellowship payments in mid-April, depending on students' departure dates and signed contracts. Student Services will send out an email indicating when the stipends have been processed, and students may check their accounts on ACORN. Please note that payments are only processed once a week, on Thursday night.

February 12, 2016