SUMMER INTERNSHIP FAQ

Please read with care BEFORE contacting the Columbia Aging Center for additional information about the Robert N. Butler Summer Internship Program.

Frequently Asked Questions

Where can I find application guidelines?
Right here! http://tinyurl.com/CACButlerInternships

Does the Columbia Aging Center provide financial support to Butler interns?
Yes, thanks to the generosity of the family of aging pioneer Dr. Robert N. Butler, our interns receive $4,000 for their 10-week summer internships.

When is the application deadline for the Robert N. Butler Summer Internships?
Applications are due by email to cmh2197@columbia.edu by Friday, January 8, 2016 by 5 p.m. EST. This is a firm deadline; there are no exceptions.

I am not a Columbia University student; may I apply?
We regret that these positions are uniquely for Columbia undergraduates. If you are a junior or senior in one of the undergraduate programs in a Columbia school, you are eligible.

I am not yet in my third year of undergraduate study; may I apply?
No, these positions require that you are a junior at the time you submit your application, ie. January 2016. If you are not yet a junior, please consider applying next year. Conversely, if you have already graduated by January 8,2016, you are not eligible. You must be a junior or a senior Columbia student as of January 8, 2016 to apply.

May I send my recommenders’ letters to you?
No, letters of recommendation must arrive via email directly from the recommender. These are due on January 8, 2016. Please make sure the two people you ask are aware of that deadline. They should submit their letters to our Senior Science and Strategy Officer, Caitlin Hawke: cmh2197@columbia.edu. When choosing a reference, consider asking someone who can comment on your academic/professional performance and pursuits, character and maturity such as a professor, advising dean, or work/volunteer supervisor. Each letter of recommendation may be submitted either on letterhead or in the body of an email and must be sent directly from the individual who writes it. You must fill in the names and email
addresses of your reference writers in our form “Robert N. Butler Summer Internship Application Cover Sheet” located [here](http://www.tinyurl.com/cacsummerintern).

Should I contact you to find out if my recommendation letters have been received?
No, we will let you know. If you do not hear from us, you may consider your application complete and under consideration.

When will I be notified about an interview?
Only finalists will be contacted for an interview. By mid-February, finalists will be notified and invited to participate in an interview. Final selection should take place by early March. Non-finalists should receive news by the end of February. Please do not contact the Center for updates.

If I haven’t heard anything, who should I contact?
Again, please do not contact the Center for updates. You will be notified as soon as there is news about your application status.

When are final notifications about acceptance into the program?
Final decisions will be made by March 31, 2016. You will receive an offer letter via email if you are accepted into the program.

When will the internship begin?
To help interns gain the most from their experience this summer, our Butler cohort will all start on the same date shortly after the end of the Spring 2016 semester in the second half of May 2016.

What is the duration of the internship?
Internships are for exactly 10 weeks.