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## Center for Human Rights

### **Kenneth J. Cmiel Internship Funding Requirements and Application Form**

UICHR will evaluate the ability to fund in-person internships based on University of Iowa and UI College of Law travel restrictions and guidelines at the time of the application deadline.

The 2026 internship application materials consist of the following:

- 1.) A completed **application form** (page 3 of this document).
- 2.) **Statement of purpose** (three-page max., double-spaced, 12-point font, 1" margins).

Describe in detail the proposed internship experience.

#### **The Organization**

- *Who* is the internship with?
- *Where* is the organization located?
- *What* does the organization do and who do they serve?
- *How* is the organization's work related to the protection and promotion of human rights?

#### **The Internship**

- *What* will your responsibilities be?
- *When* is your internship?
- *Where* will it be performed? Please indicate whether your internship will be virtual, in-person, or hybrid.
- *How* will this experience further your personal or professional goals? What are your personal and/or professional objectives for this internship? Why does it matter to you?
- *How* will your work further the organization's mission in a way that fosters the promotion and protection of human rights?

Your statement of purpose should be carefully proofread for spelling, punctuation, and grammar.

- 3.) **Confirmation of agreement** from the sponsoring organization. This should be a letter signed by you and an authorized representative of the sponsoring organization, attesting to your participation in the organization's internship

program. This letter must include the internship modality (in-person, virtual, or hybrid).

In most cases, email correspondence will be accepted as long as it includes the required information. UICHR is willing to consider applications with pending letters of agreement with the understanding that the letter must be obtained and submitted before the applicant receives final approval. Exceptions such as these should be reviewed by the Cmiel program administrator ([jo-butterfield@uiowa.edu](mailto:jo-butterfield@uiowa.edu)).

4.) A detailed **budget** estimate to include:

- a. Transportation costs (travel to and from as well as day-to-day)
- b. Housing costs (single residence)
- c. Food costs (estimates)
- d. Incidentals/program fees (credit hour fees excluded)
- e. All additional sources of funding (received and pending)

All application materials must be **submitted electronically**. Please submit the writable application form on the third page of this document and the other application materials as a **single document** (PDF) to [uicHR@uiowa.edu](mailto:uicHR@uiowa.edu) **with your last name and Cmiel application in the subject line** (e.g., Smith-Cmiel application). Complete applications are **due by 5:00 pm (CT) on or before APRIL 17, 2026**. Incomplete applications will not be considered.

5.) **The funding recipient will be required to:**

- a.) Participate in a group pre-departure orientation
- b.) Participate in a debrief event during the fall semester following the award period (date TBD)
- c.) Submit a 3 to 4-page reflective essay (details to be distributed at orientation and to be submitted prior to the post-internship debrief)
- d.) Participate in at least one UICHR sponsored activity to share your experiences with other stakeholders (prospective students, board members, donors, etc.)
- e.) Write a thank you note to Stanley-UI Foundation Support Organization detailing the impact of funding.

Please contact UICHR Academic Advisor, Dr. Jo Butterfield ([jo-butterfield@uiowa.edu](mailto:jo-butterfield@uiowa.edu)) for more information.



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## 2026 Cmiel Internship Funding Application Form

Email form and application materials in a **single pdf** to [uichr@uiowa.edu](mailto:uichr@uiowa.edu) on or before **5:00 pm (CT) Friday, April 17, 2026**. Please put your last name and Cmiel internship funding in the subject line.

<b>Applicant Information</b>	
Name	
Pronouns	
UI ID number	
Home Address	
Phone	
UI College (e.g., Liberal Arts; Law, etc.)	
Major	
Year in program (e.g., senior, 2L, etc.)	
Anticipated Graduation Date	
<b>Sponsoring Organization Information</b>	
Full Name of Organization	
Organization Address	
Internship Modality (in-person; virtual; hybrid)	
Internship Dates	
Total number of hours to be worked (e.g. 4 weeks @ 40 hours = 160 hours)	
Immediate supervisor name	
Immediate supervisor email	
Immediate supervisor phone	
<b>Certification</b>	
I certify that the information that I have provided is accurate	
Date	