

Washington, D.C. Scholarship for Summer Internships

Completed Application Due by 5:00 p.m. on Friday, March 8, 2019 to Career Services (101 Muller Center)

ABOUT THE SCHOLARSHIP

This scholarship will be awarded to one **current first-year, sophomore or junior student** who has an **UNPAID OR PAID** internship in the Washington, D.C. area for the summer of 2019. **This award ranges between \$1,500-\$1,600.** The internship may be credit bearing or non-credit bearing. The recipient will be in good academic & judicial standing, possess a cumulative GPA of 3.0 or higher and will demonstrate financial need as determined by Student Financial Services.

TIMELINES

- **Internships DO NOT need to be secured by the March 8, 2019 deadline;** however, if selected for this scholarship you will be required to submit an internship confirmation letter by April 12, 2019.
- Students can expect to be notified of the determinations made by May 1, 2019.
- Disbursement of funds is coordinated by Financial Aid. Students can expect disbursement by July 1, 2019.

REQUIREMENTS

- In order to be considered, applications must be complete (use the checklist on the next page).
- **Student(s) selected to receive this scholarship will be required to:**
 - Meet with a Career Coach by the end of the Spring semester to discuss planning and preparation for your internship and best practices for completion.
 - Agree to participate in a short video after your internship, reflecting on your experience for promotional purposes
 - Sign a permission form giving Career Services permission to post your name and internship for promotional purposes
- Student must be in good judicial standing, possess a cumulative GPA of 3.0 or higher and demonstrate financial need as determined by the Office of Student Financial Services.

APPLICATION REVIEW

The selection committee will review applications on the following criteria:

- Personal Statement:
 - Relevance of experience: to what extent do the experience(s) demonstrate relevance to career goals?
 - Articulation of “why”: compelling rationale as to why this experience and financial support matter
- Resume Quality
- Financial Need
 - Students are required to fill out a FAFSA by March 8, 2019. For international students, a completed CSS file through Student Financial Services can be substituted (this is something typically filled out by first year students).
 - Internship Expense Form: It is best to specify, as accurately as possible, how much funding is needed to complete your internship. We expect students to submit a reasonable and realistic budget. Expenses that greatly exceed our ability to help could be deemed as an unfeasible internship.

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Name: _____ Graduation Date: _____
Student ID #: _____ GPA: _____
Major: _____ Minor: _____
E-Mail: _____ Cell or Local #: _____
Permanent Address: _____ Faculty Advisor's Name: _____

Local Address: _____

Name of the organization where you will be interning (if known):

Approximate dates of the internship: _____

Approximate hours per week: _____

Is this internship being taken for credit?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Does your academic program require an internship for credit?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Does your internship site require this internship to be for credit?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Does this internship provide payment to you?	<input type="checkbox"/> YES	<input type="checkbox"/> NO

If yes, please describe type of payment and amount: _____

Do you have a completed FAFSA on file in the Office of Financial Aid for the 2019-20 academic year?
 YES NO

*** Note: Scholarship applicants are required to have a FAFSA filed by March 8, 2019.**
(International students may still apply)

Application packets must include the following to be considered for this scholarship:

_____ This completed form (*If you are still in the application stage for an internship by March 8, you must answer the above questions for each internship to which you are applying*).

_____ A 250 word essay describing why you should be considered for the scholarship, including how your internship relates to your career goals.

_____ A copy of your resume. Please have your resume critiqued in Career Services prior to submission.

_____ Completed Internship Expense summary form

_____ A letter from the internship host site verifying your internship and stating the agreed dates of participation. *If you have not secured an internship yet, you will be required to submit an internship confirmation letter by April 12, 2019 or the offer may be rescinded.*

Signature _____ Date _____

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The decisions made by the scholarship committee are final. Recipient/Runners-Up/Applicants will be notified of their status by May 1, 2019 and the recipient's award will be contingent upon final Financial Aid processing.

INTERNSHIP EXPENSE SUMMARY

Instructions:

Use this template to structure your itemized budget for your internship. The categories listed are included to give you a better understanding of the types of expenses you can anticipate. You may add relevant expenses not currently listed here.

Please keep in mind that in most cases, we are **not** able to provide funding to cover the entire cost of an internship experience.

In addition to the itemized budget, please provide information about any compensation you are receiving from your internship site and/or other funding you have received or for which you have applied.

It is best to specify, as accurately as possible, how much it will cost you to complete your internship. We expect students to submit a reasonable and realistic budget. Expenses that greatly exceed our ability to help

Itemized Budget		
Expense	Amount Anticipated	Description (if needed)
Housing		
Food		
Public Transportation		<i>e.g. bus pass</i>
Mileage		<i>e.g. commuting from State College, PA to Altoona, PA</i>
Airfare		
Other		
TOTAL		

Your Salary/Compensation	
Payment Rate	<i>e.g. \$10.00 Hourly for 20 hours per week</i>
Other Compensation	<i>e.g. relocation stipend, housing stipend</i>
Total Summer Earnings	

Other Funding Sources		
Type	Status (e.g. applied to, received, etc.)	Amount
<i>e.g. Schreyer Honors College Grant</i>		
<i>e.g. Department Award</i>		

could be deemed as an unfeasible internship.