



INTERNSHIP SCHOLARSHIP INFORMATION

Eligibility Requirements for all Internship Scholarships

- You must be a current UVSC undergraduate at the time of your internship & registered for credit.
- The internship must involve substantive and supervised work related to your academic major, area of concentration or the liberal arts experience.
- The internship must involve a minimum of 1 credit hour successfully completed within the applicable semester.
- In the event a student does not complete the minimum requirements, or does not submit all required forms, he/she will be obligated to return either a full or a pro-rated portion of the scholarship award to the Internship Scholarship Fund.
- Must have a minimum cumulative GPA of 2.5 and be in good academic standing.
- You are ineligible if you have already been the recipient of the internship scholarship

How to Apply

1. Complete the *Internship Scholarship Application* (see attached).
2. Attach an *Unofficial Transcript* to your application.
3. Complete and attach the *Internship Scholarship Proposal*.
See the attached Scholarship Application for more information on the Internship Scholarship Proposal.

* The completed scholarship packet must be turned into the Career Services and Student Employment front office in BA 113 by May 21st, 2008 at 5:00 p.m. You may also fax your completed application to 801-863-8051 before the deadline. If you fax your application, please also send an e-mail to edwardry@uvsc.edu to ensure that your fax was received. Late applications will not be accepted.

Awards and Distribution

Awards generally range from \$200 - \$600 and amounts are decided based on internship scholarship proposal, internship applicability to major, academic progress, and career focus. Final determinations and scholarship money cannot be released until all internship paperwork is completed and turned in to the appropriate department.

Contact

For additional questions, please contact Ryan Edwards at edwardry@uvsc.edu or 801-863-6589.



INTERNSHIP SCHOLARSHIP APPLICATION

The completed application must include:

- ___ Internship Scholarship Application Form (typed or printed legibly).
- ___ Unofficial Transcript.
- ___ Internship Scholarship Proposal.

Personal Information

Name: _____

Year in school: Freshman Sophomore Junior Senior (circle)

Mailing Address: Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ UV ID#: _____

E-mail Address: _____ Major(s): _____

UV Internship Coordinator: _____ Emergency Contact #: _____

What is the course number of the internship you are registered for? _____

Projected Expenses

- Please answer the following questions based on estimated expenses while on-site at your internship.

Will you be paying for your own housing during the semester? Yes _____ No _____

If so, how much will your housing be during your internship? \$ _____/week

Food: \$ _____/week

Local commuting to and from place of internship (bus fare, subway, etc): \$ _____/week

Air Travel (if needed) to internship: \$ _____

Total projected expenses for the DURATION of your Internship \$ _____

Financial Information

- The following questions must be answered completely in order to be considered for funding.

Will you be moving out of your home area for your internship? Yes _____ No _____

Please briefly describe your living arrangements during your internship:

Do you expect to receive any payment for your internship (i.e., wages, housing or stipend)?

Yes _____ No _____

If yes, please explain and **give amount**:

Other projected income during internship: \$ _____ /week

Have you previously received a UVSC Internship Scholarship? Yes _____ No _____

If yes, when and how much? _____

Are you currently receiving work study? Yes _____ No _____

Employer Information

Contact Name: _____ Organization Name: _____

Address: _____ Phone Number: _____

Are you currently employed with this employer? Yes No

Internship Requirements Agreement

I understand that I am obligated to return any internship scholarship money that I have received if I do not complete all internship requirements satisfactorily, or if I have falsified any information on my application materials.

Signature _____ **Date** _____



INTERNSHIP SCHOLARSHIP PROPOSAL

Instructions

The Internship Scholarship Proposal is designed to determine several factors regarding your internship to assist the Internship Scholarship Committee in designating funds. You will answer several questions in a paragraph format and attach these responses to your application.

Guidelines:

- Responses must be type written and include your full name at the top of the page.
- Please include the full question before your answer.
- Each answer is to be one paragraph, no more than 200 words in length.
- Your proposal should be concise and professional and answer the questions clearly.

Internship Scholarship Proposal Questions

1. Describe your internship. Please include where it is located, what your responsibilities will be, and what you hope to learn from this experience.
2. Explain how this internship fits into your academic and/or future career plans.
3. Explain how this funding will assist you in your professional goals.
4. Explain your academic progress and achievements.

Contact

Please remember that the completed Internship Application Packet is due to Career Services and Student Employment by Wednesday, May 21st at 5:00 p.m. The packet must be complete in order to be considered. You will be contacted by mail of the decision within one month of the application deadline.

If you have any further questions, please contact Ryan Edwards at edwardry@uvsc.edu or 801-863-6589

Thank you and good luck with your internship!