



INTERNSHIP CENTER

Eberly Science and Technology Center, Room 230

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SUMMER 2012 INTERNSHIP AWARD Guidelines and Application

The purpose of the Cal U Internship Award is to supplement the expenses of undergraduate students, currently enrolled at California University of Pennsylvania, who otherwise might be unable to afford to participate in a for-credit internship.

General Eligibility Requirements:

- Must have junior or senior standing during the semester of the internship and be currently enrolled as a California University of PA student; Associate Degree students may apply during the last year of their two-year program
- Students from all majors may apply
- Must have a 3.0 GPA or higher at the time of application
- Must have secured a for-credit academic internship strongly connected to the academic/career goals and major
- Must be accepted for the internship by the site
- Must have secured a non-paid or low-paying internship (under \$1,000 per semester)
- Must demonstrate financial need by including the budget worksheet as part of the application

Deadlines:

Completed applications are due by **4:00 p.m. on FRIDAY, APRIL 27, 2012.**

Checklist for items that **MUST** be in the Packets (See next page for further instructions):

- Completed Internship Award Application Form (attached)
- Internship Award Questionnaire (300 word maximum)
- Faculty Letter of Recommendation
- Current Transcript (unofficial is acceptable)
- Budget Proposal (attached)
- Current Resume

*Please proofread the document carefully. **To be competitive, applications should be at a professional level, with correct grammar and no typos.***

The above must be submitted **in its entirety** to Karen Primm, Internship Center, Eberly Science and Technology Center, Room 230.

Awards:

Amount and number of awards may vary each semester. Award minimum is \$500.

Application Requirements:

Please follow the directions below. Submit **SIX** stapled copies of your completed Internship Award application packet to Karen Primm, Internship Center. This packet must include the following (*except where noted*) to be considered for the Internship Award.

1. Internship Award Application (attached).
2. Internship Award Questionnaire (attached).
3. A letter of recommendation from your faculty advisor or faculty internship supervisor. (*This letter must be sent directly from the faculty member to Karen Primm, Internship Center*).
4. A current transcript.
5. A budget proposal (see attached form).
6. A current resume.

Other considerations:

- Please do not tie your plans to winning these very competitive awards; it's important to make alternative plans in the event you are not selected.
- While students who have previously been awarded funds may reapply, preference will be given to new applicants.
- If selected, the Internship Award is solely applicable to the experience described and cannot be transferred to a different internship.
- Financial Aid income limit cutoffs do not necessarily apply; this is for all students, regardless of parents' income, who nevertheless couldn't afford to do an internship.

Selection Process:

Applications will be reviewed by a selection committee and evaluated based upon how well a student has matched the eligibility requirements. Students will receive results via e-mail as soon as a decision has been made.

INTERNSHIP AWARD APPLICATION

Contact Information

Full Name: _____

Cal U Address:

Home Address:

Cal U Phone: _____

Mobile Phone: _____

Cal U E-mail: _____

Academic Information

Class Standing: Junior Senior Last year of Associate Degree Program

Grade Point Average: _____

Faculty Advisor: _____

Faculty Supervisor for this Internship: _____

Major: _____

Internship Information

Internship Site: _____

Internship Site Address:

Internship Site Website:

Internship On-Site Supervisor Name/Title: _____

Supervisor's E-mail: _____

Supervisor's Phone: _____

Semester of your internship: Spring Summer Fall 20

INTERNSHIP AWARD QUESTIONNAIRE

1. Describe the internship:

2. How does this internship relate to your academic and career goals?

3. How do you hope to contribute to the organization?

4. How will you benefit from the Internship Award Fund? How will it be used?

5. Why do you need financial support from the Internship Award Fund?

INTERNSHIP AWARD BUDGET PROPOSAL

This budget worksheet is provided in order to help you draft a budget and will be used by the Award Committee in the review process. This award is designed to assist with your expenses, not completely cover all of your costs.

The “Projected Income” column should reflect any monetary amounts you and your family expect to contribute to meet the costs of participating in the internship, as well as any other funding you have received. Preference will be given to students who can demonstrate that they have made an effort to find alternative sources of funding.

The “Projected Expenses” column should reflect expected expenses you have researched which will be incurred while participating in the internship.

Projected Income		Projected Expenses	
Internship Wages before taxes		Transportation: airfare, daily commuting costs	
Family Contribution		Housing	
Student Contribution		Food	
Other (gifts, other awards)		Other	
Total		Total	
Projected Income Minus Projected Expenses:			

Where will you live during your internship (home, with friend, with alumni, rented apartment, etc.)?

Describe any transportation costs listed above:

Other information that will help the committee: