UNDERGRADUATE CREDIT-BEARING INTERNSHIP AWARD GUIDELINES AND APPLICATION

Experiential Learning & Career Management offers TWO award opportunities to undergraduate students registered to complete unpaid credit-bearing internships during the summer term. These awards are one-time, non-renewable stipends.

The **Starbrad Excellence in Science Award** assists student interns who are majoring in one of the natural sciences, preferably Chemistry.

The **Susquehanna Bank Award** supports student interns in any major who choose to provide service to the community in the form of an internship in a nonprofit or government agency.

Please indicate to which Award you are applying:

____ Starbrad Excellence in Science Award

____ Susquehanna Bank Award

**Eligibility Requirements:**

- Must have completed 60 credits by the end of the Spring 2017 semester (May 19, 2017) and be currently enrolled as an undergraduate student at Millersville University
- Must have a GPA of 2.5 or higher at the time of application
- Must have a confirmed, unpaid summer, credit-bearing internship where the student will complete the sponsoring academic department’s minimum requirement for internship hours (**Starbrad**)
- Must have a confirmed, unpaid summer, credit-bearing internship at a nonprofit or government agency where the student will complete the sponsoring academic department’s minimum requirement for internship hours (**Susquehanna Bank**)
- Evidence that the student has registered the internship for academic credit with Experiential Learning & Career Management
- Must register for the internship, which will be strongly related to their major/career goals

**Deadline:**
Completed application must be submitted to Experiential Learning and Career Management electronically by **MONDAY, MAY 1, 2017.**

**Application Requirements:**
Please follow the directions below and email your completed Internship Award Application packet to Experiential Learning & Career Management by the deadline to Michele Boté, Assistant Director for Experiential Learning, at michele.bote@millersville.edu.

1. Undergraduate Internship Award Application (attached)
2. A letter of recommendation from a faculty member in your department (sent directly to Michele Boté at michele.bote@millersville.edu).
3. A letter or e-mail from the employing agency confirming they have hired you as an intern and you have accepted the internship position, too (your packet may be submitted if you are still waiting for this; however, award will be provisional until this is received and registration is scheduled).
4. A copy of your job description, which may be taken from Career Connection
5. Current transcript (unofficial is fine/download from MAX before access is restricted because of grades processing at the end of the spring term).
6. A current resume
**Selection Process:**

Applications will be reviewed by a selection committee and evaluated by how well a student has matched the eligibility requirements. Students will receive notification via email as soon as a decision has been reached. Please note both awards are one-time, non-renewable awards.

**Check List:**

___ 1. Completed Internship Award Application Form

___ 2. Faculty Letter of Recommendation sent to Michele Boté

___ 3. Letter or e-mail from the employing agency confirming they have hired you as an intern (and you have accepted the internship position, too)

___ 4. Copy of job description

___ 5. Current transcript (Unofficial transcripts from MAX are acceptable)

___ 6. Current resume and scheduled registration session

___ **ONE** Copy of the Above (if submitting via paper form)

*One copy of the above must be submitted to Experiential Learning & Career Management by **4:00 p.m. MONDAY, May 1, 2017.** Email submission is suitable.*

*Proofread the application carefully. To be competitive, an application should be at a professional level, with correct grammar and spelling.*
UNDERGRADUATE INTERNSHIP AWARD APPLICATION

Contact Information
Full Name: _________________________________________________________________

MU Address: _______________________________________________________________

Home Address: _____________________________________________________________

_______________________________________    _______________________________________

_______________________________________    _______________________________________

_______________________________________    _______________________________________

Local Phone:  ___________________________________________  Mobile Phone:  __________

Most used Email: ____________________________________________________________

Academic Information
Credits earned as of April, 2017: ________  Credits in-progress: _______   Overall GPA: _________

Faculty Advisor: ____________________________________________________________

Major: _______________________________________________________________________

Internship Information
Internship Site: _____________________________________________________________

Internship Site Address:    Internship Site Website:
____________________________________    _________________________________________

____________________________________

Internship On-Site, Employer, Supervisor Name/Title: ________________________________

Supervisor’s E-mail: ____________________________________________________________

Supervisor’s Phone: ____________________________________________________________

Hours per Week: ______________________________

Deadline: Completed application must be submitted to Experiential Learning and Career Management electronically by MONDAY, MAY 1, 2017.
1. Describe the internship and how it relates to the employer’s organization’s mission.

2. How does the internship relate to your academic/career goals?

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

4. How will you benefit from the Internship Award?