

**Millersville University
Internships & Civic Engagement Services**

**2008 SUMMER INTERNSHIP AWARD
Guidelines and Application**

Due to the availability of a unique funding opportunity the Office of Internships & Civic Engagement Services (Internship Office) is able to offer Internship Awards of \$1,000 to selected students who are interning this summer in an unpaid position.

Eligibility Requirements:

- Must have completed 60 credits and be currently enrolled as a student at Millersville University
- Students from all majors may apply
- Must have a GPA of 2.5 or higher at the time of application
- Must register for the internship which will be strongly related to their major/career goals
- Must have secured an approved non-paid internship
- Internship must be a minimum of 15 hours a week for at least 14 weeks

Deadline:

Completed application must be submitted to the Internship and Civic Engagement Services Office by **4:00 p.m. on Friday, April 30, 2008**

Application Requirements:

Please follow the directions below and turn in **five** stapled copies of your completed Internship Award Application packet to the Internship & Civic Engagement Services Office by the deadline.

1. Internship Award Application (attached)
2. A letter of recommendation from a faculty member in your department (sent directly to Diane Fleishman)
3. A letter or e-mail from the employing agency; packet may be submitted if you are still waiting for this, however, award will be provisional until this is received
4. A copy of your job description, which may be taken from CAPLine
5. A current résumé

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.

Check List:

- _____ Completed Internship Award Application Form
- _____ Faculty Letter of Recommendation sent to Diane Fleishman
- _____ Current Transcript
- _____ Internship Organization Letter of Intent
- _____ Current Résumé
- _____ Five Copies of the Above

*Five copies of the above-listed documents must be submitted to the Internship & Civic Engagement Services Office on the third floor of Lyle Hall by **4:00 p.m. on Friday, April 30, 2008.***

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

INTERNSHIP AWARD APPLICATION

Contact Information

Full Name: _____

MU Address:

Home Address:

Local Phone:

Mobile Phone:

Most Frequently-used E-mail: _____

Academic Information

Credits earned as of 12/07: _____ Grade Point Average: _____

Faculty Advisor: _____

Major: _____

Internship Information

Internship Site: _____

Internship Site Address:

Internship Site Website:

Internship On-Site Supervisor Name/Title: _____

Supervisor's E-mail: _____

Supervisor's Phone: _____

Salary: _____ Stipend: _____

Hours per Week: _____

INTERNSHIP AWARD QUESTIONNAIRE

(you may write your answers here or type your answers on a separate sheet, if preferred.)

1. Describe the internship:

2. How does this 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?