UNDERGRADUATE CREDIT-BEARING INTERNSHIP AWARD GUIDELINES AND APPLICATION

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

Susquehanna Bank has generously contributed funds to Millersville University to support undergraduate students who choose to provide service to the community in the form of an internship in a nonprofit or government agency. This enables Experiential Learning and Career Management (ELCM) to offer an award to selected students who are completing a credit-bearing internship during the year in an unpaid position at a nonprofit or government agency. This is a one-time, non-renewable award.

The Starbrad Excellence in Science Award has generously contributed funds to the University to support undergraduate students who are majoring in one of the natural sciences, preferably Chemistry. This enables Experiential Learning and Career Management to offer an award of $1,000 to a selected student who is completing a credit-bearing internship in the summer and demonstrates financial need. This is a one-time, non-renewable award.

The application deadline for the Starbrad award is 9:00 a.m., Monday, April 29, 2019.

The application deadline for the Susquehanna Bank award is a rolling application process for the spring and fall terms; and the summer term deadline is 9:00 a.m., Monday, April 29, 2019.

Please indicate to which Award you are applying:
_____ Starbrad Excellence in Science Award
_____ Susquehanna Bank Award

Eligibility Requirements:
- Must have completed 60 credits 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, summer, credit-bearing internship where the student will complete the sponsoring academic department’s minimum requirement for internship hours and demonstrate financial need (**Starbrad**)
- Must have a confirmed, unpaid credit-bearing internship with 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
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
2. A letter of recommendation from a faculty member in your department (sent directly to Michele Boté at michele.bote@millersville.edu).
3. Confirmation the internship is registered for academic credit for the summer (ELCM will confirm)

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. Confirmation the internship is registered for academic credit (ELCM will confirm)
____ ONE Copy of the Above (if submitting via paper form)

Deadline:
One copy of the completed application must be submitted to Experiential Learning and Career Management electronically by MONDAY, April 29, 2019 by 9:00 a.m. For Summer Starbrad and Susquehanna Bank Awards. Rolling application process for Susquehanna Bank Award for Fall and Spring semesters

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 & M-ID#: _________________________________________________________________

MU Address: ___________________________ Home Address: ___________________________

_____________________________ ______________________________
_____________________________ ______________________________
_____________________________ ______________________________

Local Phone: ___________________________ Mobile Phone: ___________________________

Most used Email: ________________________________

Academic Information
Credits earned as of Fall 2018: ______  Credits in-progress SP19: _______  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 & Career Management electronically by MONDAY, April 29, 2019 by 9:00 a.m. For Summer Starbrad and Susquehanna Bank Awards. Rolling application process for Susquehanna Bank Award for Fall and Spring semesters
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?