

## Internship Scholarship Application

**Purpose:** The Internship Scholarship Fund was established in 2013. The mission of the scholarship is to provide financial assistance to full-time or half-time students who successfully participate in internship programs with Manitowoc-area nonprofit agencies. These scholarships are based on financial need, academic performance, leadership potential, and impact of the internship. Scholarships are awarded annually, provided funds are available.

**General Criteria:** To qualify for an internship at UW-Manitowoc, students are expected to have met these requirements prior to the internship:

- Maintain a GPA of 2.75 or better
- Complete 24 or more credits by the start of the internship
- Participate in a resume review and mock interview with Learning Center staff.
- Obtain an internship with a recognized Manitowoc community partner

Applicants need verification from the campus Internship Coordinator, Laura Apfelbeck, to show they have followed these steps and completed the internship with one of our participating nonprofit agencies. Scholarships will be paid to the educational institute, not directly to the student.

1. Submit a log of hours, verified by the on-site internship supervisor.
2. Attach the original position description for this internship
3. Apply for the scholarship within 1 month of completing the internship
4. Complete a minimum of 20 hours at the internship site.
5. Submit an official transcript.
6. Include the verification form from the Internship Coordinator
7. Demonstrate a need for financial assistance.
8. Include a recommendation letter from the direct (on-site) supervisor for the internship.
9. Write a personal statement detailing what was learned from the experience, including a statement of the community impact of this internship, and the impact of the internship on future career goals. (1000 word limit)
10. Applicants must be a citizen or legal permanent resident of the United States.
11. Student must have completed the current year's Federal Student Aid Application (FAFSA).
12. Applicants must identify the institution they will attend the following semester.

**Submission:** Submit materials to Student Affairs, Founders Hall 120 on or before the deadline.

**Scholarship Renewal:** Students are eligible to apply for this scholarship each year, each application adhering to the same criteria.

Apfelbeck, Laura 2/12/2014 11:20 AM

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## **Deadlines**

Summer Internships: Submit materials by September 1.

Fall Internships: Submit materials by December 30.

Spring Internships: Submit materials by June 1.

## **Scholarship Awards**

- Recipients will be notified in October for summer internships, February for fall internships, and July for spring internships.
- Award amounts will vary depending on the total number of hours committed to the project; with an approximate calculation of \$10 per hour, with upper limits dependent upon the number of qualified applicants in a given year.
- Applicants must be accepted as full-time or half-time students at an accredited college, university, or technical college program for the upcoming academic semester. If scholarship money is awarded, this is the only program that will receive the funds on behalf of the applicant.

## Cover Sheet: Application for Internship Scholarship

Name: \_\_\_\_\_

Address \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP \_\_\_\_\_

My intended major is \_\_\_\_\_

Internship Site \_\_\_\_\_

Beginning Date of Internship: \_\_\_\_\_ Ending Date: \_\_\_\_\_

Total number of hours served at this site: \_\_\_\_\_

Internship Supervisor's Name \_\_\_\_\_ Phone \_\_\_\_\_

Next semester, I plan to enroll at \_\_\_\_\_

I plan to complete my degree at \_\_\_\_\_

I hereby release the above information for confidential use by the Internship Scholarship  
Committee.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Charles E. Clark 2/5/2014 6:45 PM

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