

Summer 2018 Internship Scholarships Packet

Jack and Karen Horrell Nonprofit Internship Scholarship

Student Eligibility Requirements:

- Approved for an **UNPAID summer internship** in a **nonprofit/social welfare/social service organization**.
- Current Berry College undergraduate, regardless of academic field of study, continuing Berry enrollment for at least one semester after the end of the internship.
- Internship will provide a minimum of 240 hours of on-site work during the summer.
- Berry academic internship credit is not a requirement
- Final written evaluation of the experience to be submitted and shared with the donor.

Selection Criteria: A college committee will select the recipients based on (1) strength of the applicant's application, essay, and recommendation; and (2) degree to which the nonprofit internship supports the connection between the student's academic interests, professional goals or personal development. Rationale for why scholarship funds are important should also be evident. Scholarships will normally range from \$1500 – \$2000. The number of awards/amounts will be determined by the application and selection process. Funds will be issued in two installments, half prior to the internship and the remaining amount after formal proof of internship completion from the organization. Funds will be issued directly to the student. Recipients should know that there will be tax implications with this scholarship since it is being paid directly to the student.

Terms and Conditions: Jack and Karen Horrell Nonprofit Internship Scholarship recipients must complete the entire internship as described in their application materials. Failure to complete the internship will be considered a material breach of the program requirements subjecting the student to forfeiture or repayment of the scholarship funds. Exceptions to the forfeiture/repayment requirement will be granted only in extreme and unusual circumstances as determined by the Jack and Karen Horrell Nonprofit Internship Scholarship Selection Committee in its sole discretion. These funds are awarded for the internship described in the Jack and Karen Horrell Nonprofit Internship Scholarship application and may not be transferred to any other internship.

Academic Internship Paperwork/Approval: If desired, approval for academic internship credit requires a separate application and approval process; including a faculty internship advisor, syllabus and Internship Learning Agreement. Not required for an award under this Scholarship.

Jim Clark Internship Academic Tuition Scholarship

Student Eligibility Requirements:

- Approved to **cover tuition costs for three academic credits** related to an **UNPAID summer academic** internships.
- Interns must be receiving Berry academic credit (requires completion of at least 60 credit hours prior to Summer 2018 and a minimum GPA of 2.6) for an **unpaid** summer academic internship.
- Interns are expected to work a minimum of 240 internship hours.
- Current Berry College undergraduate, regardless of academic field of study, continuing Berry enrollment for at least one semester after the end of the internship.

- The intern will keep a bi-weekly log/reflective journal of learning experiences throughout the internship.
- Interns will complete a written evaluation of the internship highlighting their accomplishments, personal growth, and how the experience has affected their future career expectations. This will be presented to the donor.

Selection Criteria: A college faculty and staff committee will select the recipients based on two primary criteria: (1) strength of the applicant's application, resume, and recommendation; and (2) degree to which the internship supports the connection between the student's academic interests and/or career goals. Rationale for why academic credit is important for the success of the internship should also be evident. At least four (4) scholarship awards will be available.

Terms and Conditions: Jim Clark Internship Scholarship recipients must complete the entire internship as described in their application materials. Failure to complete the internship will be considered a material breach of the program requirements subjecting the student to forfeiture or repayment of the scholarship funds. Exceptions to the forfeiture/repayment requirement will be granted only in extreme and unusual circumstances as determined by the Jim Clark Internship Scholarship Selection Committee in its sole discretion. These funds are awarded for the internship described in your Jim Clark application and may not be transferred to any other internship. Multiple scholarships are available.

Academic Internship Paperwork/Approval: All proposed academic internships must complete the separate academic internship paperwork process (including proposed syllabus and learning agreement) and secure a faculty academic internship advisor. The Berry College Internship Learning Agreement must be submitted to and approved by the Provost before final approval of scholarship funds can be awarded. If you have questions about either process, please contact the Berry Career Center for details.

Board of Visitors Internship Scholarship

Student Eligibility Requirements:

- Approved for an **UNPAID academic credit summer internship in any discipline.**
- Interns must be receiving Berry academic credit (requires completion of at least 60 credit hours prior to Summer 2018 and a minimum GPA of 2.6) for an unpaid summer academic internship.
- Current Berry College undergraduate, regardless of academic field of study, continuing Berry enrollment for at least one semester after the end of the internship.
- Internship will provide a minimum of 240 hours of on-site work during the summer.
- Final written evaluation of the experience to be submitted and shared with the donor.

Selection Criteria: A college committee will select the recipients based on (1) strength of the applicant's application, essay, and recommendation; and (2) degree to which the internship supports the connection between the student's academic interests, professional goals or personal development. Rationale for why scholarship funds are important should also be evident. One scholarship is available and will normally range from \$1000 – \$1200.

Terms and Conditions: Board of Visitors Endowed Internship Scholarship recipient must complete the entire internship as described in their application materials. Failure to complete the internship will be considered a material breach of the program requirements subjecting the student to forfeiture or repayment of the scholarship funds. Exceptions to the forfeiture/repayment requirement will be granted only in extreme and

unusual circumstances as determined by the Board of Visitors Endowed Internship Scholarship Selection Committee in its sole discretion. These funds are awarded for the internship described in the Board of Visitors Endowed Internship Scholarship application and may not be transferred to any other internship.

Academic Internship Paperwork/Approval:

All proposed academic internships must complete the separate academic internship paperwork process (including proposed syllabus and learning agreement) and secure a faculty academic internship advisor. The Berry College Internship Learning Agreement must be submitted to and approved by the Provost before final approval of scholarship funds can be awarded. If you have questions about either process, please contact the Berry Career Center for details.

Application process for all three scholarships:

- 1. Application Form and Proposal** (Page 4 of this packet)
- 2. Current Resume**
- 3. Budget worksheet** (Page 5 of this document)
- 4. Statement from Internship Site Supervisor/Nonprofit organization:** A signed document, which verifies the internship position, states your responsibilities, confirms that your internship is unpaid and offers a description of the organization.
- 5. Letter of Recommendation:** Please give the recommendation form (page 6 of this document) to a Berry College faculty or staff member for their recommendation. They should submit their signed and sealed recommendation directly to the Career Center by **Monday, April 2, 2018.**

It is the ongoing policy of Berry College to afford equal employment opportunity to qualified individuals regardless of race, color, religion, gender, national origin, age, physical or mental handicap, veteran status, and/or whether or not they are disabled veterans; and to conform to applicable laws and regulations.

Deadline: Complete applications are due **Monday, April 2, 2018** to the Career Center, 310 Krannert Center. The recommendation form must be signed by your reference and sealed and sent to the Career Center, Box 495005. Late applications will not be reviewed.

Notification of selection will be no later than Friday, April 13, 2018.

Any questions should be directed to the Berry College Career Center at (706) 236-2292 or 310 Krannert Center.

Summer Internship Scholarships Application Form

All scholarships will be awarded to students participating in UNPAID internships

To be completed by the Applicant:

Last Name	First Name	Middle Initial
Berry ID number _____ Berry PO Box # _____ Current Telephone: () _____		
Permanent Address: _____		
Street	apt.	City
state	zip	
Anticipated Month/Year of Graduation: _____ Declared Major(s): _____		
Internship Site: _____		
Internship Site Address: _____		
Street	City	State
Zip		
Name of Internship Site Supervisor/contact: _____		

Site Supervisor Email	Internship Site Telephone	
Internship duration: Beginning _____ ending _____ Total Hours: _____		

I would like to be considered for the following: (you may apply for one/two/three based on internship criteria)

- _____ **Jack and Karen Horrell Non-Profit Internship Scholarship (general expenses; Non-profit; academic or non-academic credit)**
- _____ **Jim Clark Academic Tuition Internship Scholarship (academic internship tuition)**
- _____ **Board of Visitors Endowed Internship Scholarship (general expenses; academic credit/any discipline)**

Proposal:

On a separate page, please describe the number of hours you plan to intern, the duties/projects assigned and how this internship is related to your academic interests, professional goals or personal development interests. Please address your desire for academic credit and the need for scholarship assistance for tuition costs (Clark) or how you would use the funds to subsidize summer costs (Horrell and Board of Visitors).

Statement of Affirmation:

On my honor as a student at Berry College, I certify that I have provided accurate information on this application. I understand that Berry faculty and staff, in considering me for an award, will review my application and supporting documents. I consent to that review. If awarded, I understand that I must work with the Career Center to complete the requirements of the internship and the scholarship. I understand that I must complete the internship described in this application if I am awarded and accept the grant, or face forfeiture/ repayment of any funds received.

Signature of Applicant

Date

Application packet must be submitted together to Berry College Career Center by **Monday, April 2, 2018**. Incomplete and late applications will not be considered. Final notification of scholarship selection will be no later than Friday, April 13, 2018.

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Berry College Career Center (706)236-2292

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Estimated Budget for Summer 2018 Internship

Name: _____

Home address: _____

Internship Organization: _____

Internship City/State/Country: _____

Total days of work: _____

Please provide your budget for this summer internship:

	YES	NO	Explanation, if needed	Estimated summer cost to you
Travel				
Will you be living at home?				
Daily Commute: _____ miles				
Daily Parking				
Public transportation				
Flight to/from location				
Other transportation costs? Please explain				
Housing (if not living at home)				
Required Internship Program fee?				
Academic Tuition cost (\$125/credit hour)				
TOTAL COSTS				

Have you received a Berry summer internship scholarship in the past? YES/NO

Have you applied for other scholarship/grant assistance (student abroad/research, crowding funding, or other support) for this internship?

YES/NO If yes, what?

Have you received verification of any other summer funding amounts?

YES/NO If yes, what amount has been granted?

Summer Internship Scholarship Recommendation Form

Applicant: Please select which scholarship (one or both) for which you wish to be considered and give this Recommendation Form to a Berry faculty or staff member to complete.

Reference: This form should be returned directly to the Berry Career Center, PO Box 495005, Mount Berry, Georgia 30149 by **Monday, April 2, 2018.**

Applicant Name (please print): _____

Reference Name (please print): _____ Title: _____

(Please sign): _____

The applicant is applying for:

_____ **nonprofit internship scholarship (Horrell)** designated for students who have secured an **unpaid summer internship in a nonprofit/social welfare/social service organization.**

_____ **summer academic tuition scholarship (Clark)** to cover **cost of unpaid 3 credit hour academic internship scholarship for general expenses (Board of Visitors)** related to **unpaid academic internship in any discipline**

Faculty/Staff: Please respond to the following questions for this applicant. If necessary, attach an additional page to this form.

1. How long and under what circumstances have you known the applicant?
2. How is this internship related to the student's academic, professional or personal development interests?
3. Please rate the applicant according to the following criteria:
5=Outstanding 4=Above Average 3=Average 2=Below Average 1=Poor N/A = not applicable
_____ Dependability
_____ Ability to work with others
_____ Initiative
_____ Interest in nonprofit organizations and work (if applicable)
4. How prepared is this applicant to successfully complete an internship (check one)?
_____ Outstanding, more than qualified
_____ Good, better than many
_____ Weak, should be discouraged
5. Please evaluate the extent to which the candidate is prepared to make the most of this experience. Describe relevant strengths and weaknesses.
6. Please share any additional information that may assist the committee in evaluating the applicant.

Thank you! Please submit this form to the Berry Career Center, PO Box 495005 by Monday, April 2, 2018.