

The Austin Peay State University Spring Internship Program

Veteran Reconnect Grant Internship Stipend Guide & Application 2020



The Office of Career Services is pleased to announce that financial stipends will be awarded to select student Veterans completing **unpaid** internships in Fall 2020.

It is critical that interested students *carefully* read the following requirements and application procedures. Due to the large volume of applicants, veteran students who fail to address all required components of the application will **NOT** be considered. Students are encouraged to take advantage of Career Services resources available to help them identify internships and prepare stipend applications. **DEADLINE: Friday, September 25, 2020 by 4 p.m. to the Office of Career Services either in-person (Morgan University Center, Suite 210) or via email (careerservices@apsu.edu).**

Individual stipends of \$500 available

The APSU Veteran Reconnect Grant Internship Stipend provides funding to offset the cost of living and related expenses for Veterans in an unpaid internship for any field. Students with a requisite financial need are encouraged to apply for these funds.

Stipends are made possible by the *Veteran Reconnect Grant Program* and the *Office of Career Services*

Eligibility

The stipend is open to APSU Student Veterans who are enrolled in a Fall 2020 internship course and are pursuing a fall internship.

Applicant Criteria

- Students are encouraged to have secured the unpaid internship by the application deadline, but it is not a requirement for application. Recipients of funding **MUST** confirm their internship by **October 2nd** at the latest to receive funding, or the award will go to the alternate list.
- Stipends may be awarded for **either** credit or non-credit internships.
- Internships **must be during the fall session** and must be at least 4 weeks long at a minimum of 10 hours per week.
- Internships are **to be conducted** with government, non-profit organizations, or with for-profit businesses. Independent study projects are not eligible.
- Stipends **will not** be awarded to students completing research positions with faculty on campus.
- Students who are awarded other program stipends, such as Hiring Our Heroes paid fellowship or, grant funding from Workforce Essentials etc., are **not eligible** to accept the Veteran Reconnect Grant Program stipend.
- Internships that offer small stipends to cover expenses such as commuting or housing allowance are still considered unpaid. If receiving an hourly wage the internship is considered **paid**, and students **cannot** apply for a stipend.
- Stipends will **not** be awarded to students seeking support for tuition or fee-based language study, writing institute, spring festival, or volunteer abroad programs. Fee-based internship programs **will be** considered.
- Students must have **completed a minimum** of 30 credit hours at Austin Peay State University and be in **good academic and disciplinary** standing.
- Previous recipients of the program stipend are **ineligible** to apply.

Application Procedure

Applicants must complete both the application form **and** submit the materials below to the APSU Office of Career Service by **Friday, September 25, 2020 by 4 p.m.**

To be considered for a stipend, students must submit a complete application, including:

- Application Form (included below)
- Personal Statement: Responses to Questions (see below)
- Written statement on budget and financial need
- Job description for internship and employer contact information (if secured at time of application)
- Student resume showcasing prior work and/or volunteer experience and relevant coursework

Personal Statement

Committee members will not read beyond the specified word limits.

Respond to each question in 300 or fewer words. Please include the question in your response.

1. Why do you believe this internship site is a good place to acquire experience for your career goals? Explain what motivated you to apply to and what you hope to achieve by working with the organization; include specific skills you hope to gain.
2. Describe the previous experiences that have led you to pursue this opportunity. These could include coursework, community service, employment, or personal experience.

Statement of Budget and Financial Need

This statement should specify your perceived expenses for this semester. You should address how this funding will be helpful to completing this internship.

Your statement might include information such as:

- Expenses related to moving to new city; include housing, utilities, food, etc.
- Daily transportation to and from your internship site
- Need for professional clothing
- Other considerations as to how you would benefit from this award

SAMPLE BUDGET STATEMENT

My estimated budget for the fall is approximately \$2,500.00. I have received a \$250 fellowship from my hometown Rotary Club and have about \$350 of my own money that I have saved from campus employment. I am responsible for my book expenses and spending money for the academic year, money which I would normally earn over the spring. My education is made possible by scholarships and loans, totaling almost \$25,000. The financial stipend will assist me because...

Note: this statement needs to reflect *why* this funding is integral to completing your internship.



Interviews

Finalists will take part in an individual interview. In the interview, students should be prepared to explain in greater detail their personal statement responses and the relevance of the internship to their future academic/career plans. This is an important opportunity to demonstrate your ability to describe this internship in a persuasive and succinct manner.

APSU Spring Intern Program Requirements

If awarded a stipend, students will be required to:

1. Post a weekly reflection on their experience, as directed by the Office of Career Services
2. Participate in a panel presentation on their experience in the subsequent semester
3. Be available for a profile on their experience to be used in university marketing materials
4. Agree to attend various university functions as representatives of the Veteran Reconnect Grant program
5. Write a thank you letter to the program sponsors

Timeline

To assist students in preparing application materials, the Office of Career Services will be available during walk in hours (Thursdays, 9 a.m. - Noon on the APSU main campus). Students are strongly encouraged to take advantage of these opportunities as these awards are limited. Students should have completed a rough draft of their application prior to walk-in.

Begin accepting applications
Monday, August 24, 2020

Applications due to the Office of Career Services
Friday, September 25, 2020 by 4 p.m.

Interviews – ***Week of September 28th to October 2nd***

Recipients Announced – ***Friday, October 9th***

Final verification of unpaid internships – ***by October 16th***



Austin Peay State University Office of Career Service
Morgan University Center, Suite 210
Clarksville, TN · 37044
931-221-6544

APSU Internship Stipend Application 2020



To complete the application please answer the following:

Name: _____ Student ID # _____

Campus Address: _____

Home Address: _____

Telephone Number: _____

Email Address: _____

Major: _____ Minor: _____

Academic Advisor: _____

Year: _____ # Credits Completed: _____

GPA: _____

U.S. Citizen: Yes No If 'No', country of citizenship: _____

Internship Site/Organization Name: _____

Organization Address: _____

On-site Supervisor: _____ Title: _____

Supervisor phone: _____ Email: _____

Expected hours per week: _____

Date Internship begins: _____ Ends: _____

Organization Type: For profit Non-Profit Gov't/Public

Have you been accepted for this internship? Yes No

Have you previously held this same position? Yes No

Is it a paid position? Yes No

Are you receiving any benefits? Yes No

(i.e. travel allowance, parking subsidy, bonus)?

If yes, please explain: _____

Have you begun searching/applying for an internship? Yes No

Is an internship required in your academic major? Yes No

Will you be receiving course credit for this internship? Yes No

Have you previously received credit for an internship? Yes No

APSU Internship Stipend Application 2020



Personal Statement

Statement of Budget and Financial Need

Policy Agreement:

If I am unable to complete my internship for reasons within my control, I agree to refund the entire amount provided by the internship program. Should my internship be cancelled for reasons beyond my control, I agree to return any remaining funds as agreed upon by program director.

The information that I have submitted is true and correct. I understand that any misrepresentation of the information submitted will disqualify me from consideration. I understand that the information contained in this application is confidential and will only be shared with the members of the APSU Internship Stipend Selection Committee. I also understand that if I receive assistance, my name, photo and internship site may be made public. I may also be asked to participate in educational or promotional programs related to my internship experience.

Signature _____ Print Name: _____ Date _____

Waiver of confidentiality for student records:

I, _____ hereby release any academic and/or disciplinary records to be reviewed by the selection committee.

Signature _____ Print Name: _____ Date: _____

Agreement to serve as a program ambassador during 2020-2021 academic year:

If selected to receive a program stipend, I, _____ agree to serve as a program ambassador during the 2020-2021 academic year. Services may include submitting to a marketing profile, attending special events, and giving presentations related to my experiences.

Signature _____ Print Name: _____ Date: _____

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