The Veteran Reconnect Program ∙ Austin Peay State University Office of Career Services ∙ Clarksville, TN ∙ 37044 ∙ 931-221-6544

The Austin Peay State University Spring Internship Program
Veteran Reconnect Grant Internship Stipend Guide & Application 2019

The Office of Career Services is pleased to announce that financial stipends will be awarded to select student Veterans completing unpaid internships in Fall 2019.

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 27, 2019 by 4 p.m. to the Office of Career Services (Morgan University Center, Suite 210)**

**Individual stipends of $500 available**
The APSU Fall Internship Program provides funding to offset the cost of living and related expenses for Veterans in an unpaid fall internship for any field. Students with a requisite financial need are encouraged to apply for these funds.

The 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 Fall 2019 internship course and who have obtained 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 September 30th 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 the 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 27, 2019 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 fall 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 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 the fall. 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 for the fall; 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 spring 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 Fall Intern Program Requirements

If awarded a stipend, students will be required to:

1. Post a weekly reflection on their experience, as directed by the Career Services Office
2. Participate in a panel presentation on their experience in the subsequent Spring 2020 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, 1 pm – 4 pm or Thursdays, 1 pm - 4 pm on the Ft. Campbell 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

Friday August 9, 2019

15-minute drop-in application critique sessions @ Office of Career Services

Beginning Friday, August 9th and continuing until Friday, Sept. 27th,
M-F 2:00pm – 4:00pm

Applications due to the Office of Career Services

Friday, September 27, 2019 by 4 p.m.

Interviews – Week of September 30th

Recipients Announced – Friday, October 4th

Final verification of unpaid internships – by October 17th
The APSU Fall Internship Program Application 2019

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? (i.e. travel allowance, parking subsidy, bonus)? Yes  No
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
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 Veteran Reconnect Internship Program 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 2019-2020 academic year:**

If selected to receive a program stipend, I, _______________________ agree to serve as a program ambassador during the 2019-2020 academic year. Services may include submitting to a marketing profile, attending special events, and giving presentations related to my experiences.

_________________________  ______________________  _________________
Signature                  Print Name:                  Date: