

## Career Services Internship Award Criteria and Application



- A. Description:** The Career Services Office of Grand Valley State University is committed to increasing student participation in internships, practica, and co-ops (hereafter referred to as “internships”). As a result, this award has been established to help off-set the costs of working in unpaid internships, for students who have demonstrated financial need.
- B. Qualifications:** Candidates for the award must meet the following criteria:
1. Be in their Junior or higher undergraduate level having previously earned 55 credit hours.
  2. Enrolled as a degree-seeking student and participating in a Grand Valley State University-approved, credit-bearing, *unpaid* internship. To qualify, students must meet criteria required for internship eligibility within their academic department, and must be registered to receive academic credit for the semester in which they are completing their experience (awards will NOT be made retroactively). Preference will be given to students who intern with non-profit organizations and to those majoring in disciplines that do not require completion of an internship experience.
  3. Candidates and recipients shall be making satisfactory academic progress according to the norms established by the University.
  4. Demonstration of financial need as defined by government programs is required. Students must file the *Free Application for Federal Student Aid*.
  5. Candidates must be accepted by Grand Valley State University for enrollment or be attending the University to be eligible to receive this scholarship.
- C. Award Specifications:**
1. This scholarship will be awarded to a candidate only once. Prior recipients may not reapply.
  2. ***Recipients of the award will be obligated to pay back all of the monies awarded within 30 days of occurrence if for any reason they:***
    - ***Withdraw/drop their academic credit for the experience.***
    - ***Quit or are terminated from their internship work site.***
- C. Application Procedure:** Candidates for this scholarship will make application on forms available from the Grand Valley State University Career Services Office. ***Each candidate must also include a copy of his/her resume with a completed application.*** The application deadline is the first day of the second week of classes for the semester in which the student is completing his/her internship.
- D. Selection:** The recipients will be chosen by a Career Services Selection Committee in collaboration with the Financial Aid Office of Grand Valley State University.

**CAREER SERVICES INTERNSHIP  
AWARD APPLICATION**



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

Student Number: \_\_\_\_\_ Major: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Did you complete the Free Application for Federal Student Aid (FAFSA) for this school year?  Yes  No

Name of Internship Organization: \_\_\_\_\_

Is this a non-profit organization?  Yes  No

Will you receive any pay (hourly wage OR stipend) from the organization?  Yes  No

Organization's Web Site Address: \_\_\_\_\_

Name of Internship Supervisor: \_\_\_\_\_

Supervisor's Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Internship Start Date: \_\_\_\_\_ Expected End Date: \_\_\_\_\_

Average number of hours you will work each week as an intern: \_\_\_\_\_

Academic department you will receive credit through: \_\_\_\_\_

Name of your faculty internship coordinator: \_\_\_\_\_

Have you already registered to receive credit for this experience?  Yes  No

Briefly describe your post-graduate career goals: \_\_\_\_\_

If you receive this award, what do you plan to use the funds for? \_\_\_\_\_

**Please attach a copy of your resume** and return application materials to Career Services 206 STU or 116B DeVos Center (Fax: 616-331-2070). Contact Career Services with any questions at (616)331-3311 or [career@gvsu.edu](mailto:career@gvsu.edu). The application deadline is the first day of the second week of classes for the semester in which the student is completing his/her internship. Additional copies are available at [www.gvsu.edu/careers](http://www.gvsu.edu/careers).