

# Washington, D.C. Scholarship for Summer Internships

Completed Application Due by 5:00 p.m. on Friday, March 3, 2023 to [careers@ithaca.edu](mailto:careers@ithaca.edu)

## ABOUT THE SCHOLARSHIP

This scholarship will be awarded to one **current first-year, sophomore or junior student** who has an **UNPAID OR PAID** internship in the Washington, D.C. area for the summer of 2023. **This award ranges between \$1,500-\$1,600.** The internship may be credit bearing or non-credit bearing. The recipient will be in good academic & judicial standing, possess a cumulative GPA of 3.0 or higher and will demonstrate financial need as determined by Student Financial Services.

## TIMELINES

- **Internships DO NOT need to be secured by the March 3, 2023 deadline;** however, if selected for this scholarship you will be required to submit an internship confirmation letter by April 3, 2023.
- Students can expect to be notified of the determinations made by May 1, 2023.
- Disbursement of funds is coordinated by Financial Aid. Students can expect disbursement by July 1, 2023.

## REQUIREMENTS

- **In order to be considered, applications must be complete** (use the checklist on the next page).
- **Student(s) selected to receive this scholarship will be required to:**
  - Meet with a Career Coach by the end of the Spring semester to discuss planning and preparation for your internship and best practices for completion.
  - Agree to participate in a short video after your internship, reflecting on your experience for promotional purposes
  - Sign a permission form giving Career Services permission to post your name and internship for promotional purposes
- Student must be in good judicial standing, possess a cumulative GPA of 3.0 or higher, not transfer to another school during/immediately after internship, and demonstrate financial need as determined by the Office of Student Financial Services. Permission to share judicial standing with Office of Career Services:  
Signature \_\_\_\_\_

## APPLICATION REVIEW

The selection committee will review applications on the following criteria:

- Personal Statement:
  - Relevance of experience: to what extent do the experience(s) demonstrate relevance to career goals?
  - Articulation of “why”: compelling rationale as to why this experience and financial support matter
- Resume Quality
- Financial Need
  - Students are required to fill out a FAFSA by March 3, 2023. For international students, a completed CSS file through Student Financial Services can be substituted.
  - Internship Expense Form: It is best to specify, as accurately as possible, how much funding is needed to complete your internship. We expect students to submit a reasonable and realistic budget. Expenses that greatly exceed our ability to help could be deemed as an unfeasible internship.

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Name: \_\_\_\_\_ Graduation Date: \_\_\_\_\_  
Student ID #: \_\_\_\_\_ GPA: \_\_\_\_\_  
Major: \_\_\_\_\_ Minor: \_\_\_\_\_  
E-Mail: \_\_\_\_\_ Cell or Local #: \_\_\_\_\_  
Permanent Address: \_\_\_\_\_ Faculty Advisor's Name: \_\_\_\_\_

Local Address: \_\_\_\_\_

Name of the organization where you will be interning, if known, and whether it is remote or in-person: \_\_\_\_\_

Approximate dates of the internship: \_\_\_\_\_

Approximate hours per week: \_\_\_\_\_

Is this internship being taken for credit?  YES  NO  
Does your academic program require an internship for credit?  YES  NO  
Does your internship site require this internship to be for credit?  YES  NO  
Does this internship provide payment to you?  YES  NO

If yes, please describe type of payment and amount: \_\_\_\_\_ Do  
you have a completed FAFSA on file in the Office of Financial Aid for the 2023-24 academic year?  
YES  NO

**Note: Scholarship applicants are required to have a FAFSA filed by March 3, 2023.** (International students may still apply)

## **Application packets must include the following to be considered for this scholarship:**

- \_\_\_\_\_ This completed form (*If you are still in the application stage for an internship by **March 3**, you must answer the above questions for each internship to which you are applying*).
- \_\_\_\_\_ A 250 word essay describing why you should be considered for the scholarship, including how your internship relates to your career goals.
- \_\_\_\_\_ A copy of your resume. Please have your resume critiqued in Career Services prior to submission.
- \_\_\_\_\_ Completed Internship Expense summary form
- \_\_\_\_\_ A letter from the internship host site verifying your internship and stating the agreed dates of participation

*If you have not secured an internship yet, you will be required to submit an internship confirmation letter by **April 3, 2023** or the offer may be rescinded.*

Signature \_\_\_\_\_ Date \_\_\_\_\_

The decisions made by the scholarship committee are final. Recipient/Runners-Up/Applicants will be notified of their status by May 1, 2023 and the recipient's award will be contingent upon final Financial Aid processing.

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## INTERNSHIP EXPENSE SUMMARY

### Instructions:

Use this template to structure your itemized budget for your internship. The categories listed are included to give you a better understanding of the types of expenses you can anticipate. You may add relevant expenses not currently listed here.

Please keep in mind that in most cases, we are **not** able to provide funding to cover the entire cost of an internship experience.

In addition to the itemized budget, please provide information about any compensation you are receiving from your internship site and/or other funding you have received or for which you have applied.

It is best to specify, as accurately as possible, how much it will cost you to complete your internship. We expect students to submit a reasonable and realistic budget. Expenses that greatly exceed our ability to help could be deemed as an unfeasible internship.

Itemized Budget		
Expense	Amount Anticipated	Description (if needed)
Housing		
Food		
Public Transportation		<i>e.g. bus pass</i>
Mileage		<i>e.g. commuting from State College, PA to Altoona, PA</i>
Airfare		
Other		
<b>TOTAL</b>		

Your Salary/Compensation	
Payment Rate	<i>e.g. \$10.00 Hourly for 20 hours per week</i>
Other Compensation	<i>e.g. relocation stipend, housing stipend</i>
<b>Total Summer Earnings</b>	

Other Funding Sources		
Type	Status (e.g. applied to, received, etc.)	Amount
<i>e.g. Schreyer Honors College Grant</i>		
<i>e.g. Department Award</i>		