

## **RUTLEDGE INTERNSHIP AWARD APPLICATION Guidelines and Application**

The purpose of the Rutledge Family Internship Award is to provide financial assistance to students who are from southwestern Pennsylvania and wish to pursue meaningful career-related internship experienced (for credit only) 150 miles from campus who would otherwise not be able to afford to do so.

### **Eligibility Requirements:**

- Must reside in Southwestern Pennsylvania.
- Minimum overall GPA of 3.0.
- Students from all majors may apply.
- Must have secured a for-credit academic internship connected to the academic/career goals and major.
- Must be accepted for the internship by the site, which must be located at least 150 miles from California University of PA.
- Must have secured a non-paid or low-paying internship.
- Must demonstrate financial need by including the budget worksheet as part of the application.

### **Deadlines:**

Completed applications are due two weeks before the start of the semester. Please contact the Internship Center at [InternCtr@calu.edu](mailto:InternCtr@calu.edu) or 724-938-1578 for the exact deadline date.

### **Checklist** (See next page for further instructions):

- Completed Internship Award Application Form (attached)
- Internship Award Questionnaire (300-word maximum)
- Faculty Letter of Recommendation
- Current Transcript (**unofficial**)
- Budget Proposal (attached)
- Current Resume

*Please proofread the document carefully. **To be competitive, applications should be at a professional level, with correct grammar and no typos.***

The above must be submitted **in its entirety** to Meaghan Clister, Internship Center, Natali Student Center, Suite 138.

## **Awards:**

The amount and number of awards may vary each semester. Award minimum is \$500.

## **Application Requirements:**

Please follow the directions below. The Rutledge Internship Award packet **must** include the following (*except where noted*) to be considered for the Internship Award.

1. Internship Award Application (attached).
2. Internship Award Questionnaire (attached).
3. A letter of recommendation from your faculty advisor or faculty internship supervisor.  
(*This letter must be sent directly from the faculty member to Meaghan Clister, Internship Center*).
4. A current transcript (unofficial).
5. A budget proposal (see attached form).
6. A current resume'.

## **Other considerations:**

- Please do **not** tie your plans to winning these very competitive awards; it's important to make alternative plans in the event you are not selected.
- While students who have previously been awarded funds may reapply, preference will be given to new applicants.
- If selected, the Rutledge Internship Award is solely applicable to the experience described and cannot be transferred to a different internship.
- Financial Aid income limit cutoffs do not necessarily apply; this is for all students, regardless of parents' income, who nevertheless couldn't afford to do an internship.

## **Selection Process:**

Applications will be reviewed by a selection committee and evaluated based upon how well a student has matched the eligibility requirements. Students will receive results via e-mail as soon as a decision has been made.

# INTERNSHIP AWARD APPLICATION

## Contact Information

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

Cal U Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Home Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

Cal U Email: \_\_\_\_\_

## Academic Information

Class Standing:     Junior     Senior     Last year of Associate Degree

Graduation Date: \_\_\_\_\_    Grade Point Average: \_\_\_\_\_

Faculty Advisor: \_\_\_\_\_

Major: \_\_\_\_\_

Minor: \_\_\_\_\_

## Internship Information

Internship Site: \_\_\_\_\_

Internship Site Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Internship Site Website:

\_\_\_\_\_

Internship Employer Supervisor: \_\_\_\_\_

Supervisor's Email: \_\_\_\_\_

Supervisors Phone: \_\_\_\_\_

Semester of your internship:     Spring     Summer     Fall    Year: \_\_\_\_\_

## INTERNSHIP AWARD QUESTIONNAIRE

1. Describe the internship:

2. How does this internship relate to your academic and career goals?

3. How do you hope to contribute to the organization?

4. How will you benefit from the Internship Award Fund? How will it be used?

5. Why do you need financial support from the Internship Award Fund?

## INTERNSHIP AWARD BUDGET PROPOSAL

This budget worksheet is provided in order to help you draft a budget and will be used by the Award Committee in the review process. This award is designed to assist with your expenses, not completely cover all of your costs.

The “Projected Income” column should reflect any monetary amounts you and your family expect to contribute to meet the costs of participating in the internship, as well as any other funding you have received. Preference will be given to students who can demonstrate that they have made an effort to find alternative sources of funding.

The “Projected Expenses” column should reflect the expected expenses you have researched which will be incurred while participating in the internship.

<b>Projected Income</b> <i>(Any monies that you/your family can contribute)</i>		<b>Projected Expenses</b> <i>(The estimated costs of each item during your internship)</i>	
Internship Wages before taxes		Transportation: airfare, daily commuting costs	
Family Contribution		Housing	
Student Contribution		Food	
Other (gifts, other awards)		Other	
<b>Total of Projected Income:</b>		<b>Total of Projected Expenses:</b>	
<b>Projected Income Minus Projected Expenses:</b>			

Where will you live during your internship (home, with a friend, with alumni, rented apartment, etc.)?
Describe any transportation costs listed above:
Other information that will help the committee: