

College of ACES Policy and Leadership Intern Scholarship

This scholarship application is intended to support policy and leadership internship experiences in Fall, Spring, and Summer terms to qualified students who **meet the following criteria:**

- Must be an undergraduate student enrolled for at least one semester in the College of ACES at the University of Illinois. Students participating in an internship after graduation do not qualify and students must be returning to the University of Illinois as an enrolled student in the fall or spring term following the internship.
- By the time of the internship, must have earned at least 30 credit hours (sophomore status).
- Must **secure an internship** related to the public policy making process at the Federal or State level prior to applying.
- Must agree to **complete a written evaluation of the completed internship** highlighting accomplishments, personal growth, and how the experience has affected future career aspirations.
- If you're an ACE department student, you must agree to **participate in future ACE policy internship recruitment and leadership activities (e.g. "The DC Initiative" coffee hour)**.
- Must agree to **write a thank you letter to the donor** of the scholarship including an account of the internship experience. A copy of this thank you letter must be shared with your departmental advising office.

Internship Positions must meet the following criteria:

- Internship must be at least **40 hours per week** or full-time equivalent.
- Internship duration must be a **minimum of eight weeks**.
- Internship must relate to public policy and provide experience on at least one aspect of the policy process of the Federal or State government.
- Internship may be **paid or unpaid**; priority is given to unpaid internships.

Selection of scholarship recipients will be based upon the following criteria:

- the quality of the application's application, resume and essays
- the degree to which the internship relates to federal or state policy matters

The terms and conditions for receipt of a scholarship are:

- The recipient must successfully complete the entire internship described in their application materials, as confirmed by the College of ACES. Failure to complete the internship will be considered a material breach of the program requirements, subjecting the student to forfeiture or repayment of the scholarship funds. Exceptions to the forfeiture/repayment requirements will be granted only in extreme and unusual circumstances as determined by the College of ACES.
- Funds will be officially distributed to the recipient in one installment at the beginning of the term in which the recipient completes the internship.

The College of ACES is committed to equal employment opportunity and affirmative action. To fulfill this commitment, the College administers its programs, procedures and practices without regard to age, color, disability, marital status, national or ethnic origin, political affiliation, race, religion, gender, sexual orientation, veteran status, and family medical or genetic information.

Scholarship Application

Support for these scholarships is provided through:

- The Douglas D. and Nancy Mueller Sims College of ACES Policy and Leadership Intern Scholarship Fund (for domestic ACE students only) and
- The Dr. Robert and Hazel Spitze Public Policy Internship Scholarship Fund (for all ACES students)

These funds are intended to help students experience the unique processes of American government and its related organizations and agencies in internship positions where financial compensation is minimal or non-existent. Applicants must file this application in accordance with the following deadlines: **May 1 (summer); July 1 (fall semester); and December 1 (spring semester).**

1. Name: _____
Last First Middle

Campus Address: _____ Local Phone: _____

Home Address: _____

City/State/Zip: _____

UIN: _____ Email address: _____

Are you a U.S. Citizen? (circle one) YES NO

2. Academic Major, Concentration: _____

Total Credit Hours earned as of this date: _____

Cumulative GPA as of this date: _____

Do you intend to enroll for academic credit for this internship? _____

If yes, what course(s) will you register for (e.g.: ACE 293)? For how many credits? _____

Which faculty member will supervise your work and authorize credit for your internship?

3. Describe the internship that you will be completing and attach a copy of the notification letter (or email) you received offering you the position. Please provide as much detail as possible with regard to a description of the position.

4. What salary will you receive? \$ _____ per _____.

5. Please provide an itemized list of costs that you will incur by participating in this internship (e.g.: housing, transportation, meals).

6. Attach to this application a brief letter of support/endorsement from your advisor or a professor knowledgeable of your work and this opportunity.

7. Please provide a brief essay (200-300 words) expressing why you are interested in this internship program and what you plan to do with the experience.

This scholarship is awarded in consultation with the donor family. Your application, including your name and GPA information, as well as financial aid eligibility, might be shared with donors or their representatives. Every effort is made to ensure confidentiality. Please read the following statement carefully, and understand that if you do not authorize release of this information it could impact your eligibility for this scholarship.

By selecting "Yes" below, I am authorizing the College of ACES to release my application, including my name and GPA information, as well as financial aid eligibility, to outside donors, the University of Illinois Foundation, and to other authorized University of Illinois officials.

_____ Yes _____ No

I certify that statements contained in this application are complete and accurate.

Signature

Date

Please return completed form to:
ACE UNDERGRADUATE PROGRAMS DEPARTMENT
304 Mumford Hall, MC-710
1301 W. Gregory Drive.
Urbana, IL 61801-3605