



University of New Haven

College of Business Internship Stipend Award

Awards from this Fund will provide stipends to defray the costs related to student internships for undergraduate students matriculated in the College of Business to optimize the workplace learning experience. Selection will be made on the basis of application review by the Dean of the College of Business in conjunction with a selection committee.

The awards are made possible by BIGELOW TEA
Individual Stipends ranging from \$1,250 - \$2,500 Available

Eligibility

The award is open to returning UNH College of Business students who have completed a minimum of 30 credit hours and are in good academic standing.

Applicant Criteria

- Students are encouraged to have already secured the internship at the time of application.
- Stipends may be awarded for either credit or non-credit internships.
- Internships must be a minimum of 120 hours.
- Internships are to be conducted with non-profit organizations or for-profit businesses. Independent study projects are not accepted.
- Stipends will not be awarded to students for research positions with faculty on UNH's campus.
- Stipends will **not** be awarded to students seeking support for tuition or fee-based language study, writing institute, summer festival, or volunteer abroad programs. Fee-based internship programs will be considered.
- Students must have completed a minimum of 30 credit hours at UNH and be in good academic and university standing.

Application Procedure

Applicants must complete both the application form **and** submit the materials below to the Office of the Dean of the College of Business.

To be considered for a stipend, all students must submit a complete application, including:

- Application Form
- Personal statement
 1. Explain what motivated you to apply to 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. How will this internship supplement your UNH education or align with your current education and career goals?
- Job description from employer for the internship and employer contact information
- Name of academic advisor
- One-page resume listing prior work and/or volunteer experience and relevant coursework

Internship Requirements

If awarded a stipend, students will be required to:

1. Post a weekly blog/article on their experience
2. Have their supervisor complete an online evaluation
3. Prepare a reflective statement on their experience available to be used in university materials
4. Write a thank you letter to the program sponsors

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APPLICATION

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?

Yes

No

(i.e. parking, travel allowance, parking subsidy, completion bonus)?

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

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Policy Agreement:

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 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

Date

Waiver of confidentiality for student records:

I, _____ hereby release any academic and/or disciplinary records to be reviewed by the Internship Stipend committee.

Signature

Print Name:

Date: