

## Summer 2024 Internship Scholarships Packet

### Jack and Karen Horrell Nonprofit Internship Scholarship

#### **Student Eligibility Requirements:**

- Approved for an **UNPAID summer internship** in a **nonprofit/social welfare/social service organization**.
- Current Berry College undergraduate, regardless of academic field of study, continuing Berry enrollment for at least one semester after the end of the internship
- Internship will provide a minimum of 240 hours of on-site work during the summer
- Berry **academic internship credit is not a requirement**
- Final written evaluation of the experience to be submitted and shared with the donor

**Selection Criteria:** A college committee will select the recipients based on (1) strength of the applicant's application, essay, and recommendation; and (2) degree to which the nonprofit internship supports the connection between the student's academic interests, professional goals or personal development. Rationale for why scholarship funds are important should be evident. Scholarships normally range from \$1000 – \$2000. The number of awards/amounts will be determined by the application and selection process.

Funds will be issued in two installments, half prior to the internship and the remaining amount after proof of internship completion from the organization. Funds will be issued directly to the student. **Recipients should understand that there will be tax implications with this scholarship since it is paid directly to the student.**

**Terms and Conditions:** Jack and Karen Horrell Nonprofit Internship Scholarship recipients must complete the entire internship as described in their application materials. 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 requirement will be granted only in extreme and unusual circumstances as determined by the Jack and Karen Horrell Nonprofit Internship Scholarship Selection Committee in its sole discretion. These funds are awarded for the internship described in the Jack and Karen Horrell Nonprofit Internship Scholarship application and may not be transferred to any other internship.

**Academic Internship Paperwork/Approval:** If desired, approval for academic internship credit requires a separate application and approval process; including a faculty internship advisor, syllabus and Internship Learning Agreement. Not required for an award under this Scholarship.

### Jim Clark Internship Academic Tuition Scholarship

#### **Student Eligibility Requirements:**

- Approved to **cover tuition costs for three academic credits** (\$375) related to an **UNPAID summer academic** internship
- Interns must be receiving Berry academic credit (requires completion of at least 60 credit hours prior to Summer 2024 and a minimum GPA of 2.6) for an **unpaid** summer academic internship, any major
- Interns are expected to work a minimum of **240 internship hours**
- Current Berry College undergraduate, regardless of academic field of study, continuing Berry enrollment for at least one semester after the end of the internship
- The intern will keep a bi-weekly log/reflective journal of learning experiences throughout the internship
- Interns will complete a written evaluation of the internship highlighting their accomplishments, personal growth, and how the experience has affected their future career expectations. This will be presented to the donor.

**Selection Criteria:** A college faculty and staff committee will select the recipients based on two primary criteria: (1) strength of the applicant's application, resume, and recommendation; and (2) degree to which the internship supports the connection between the student's academic interests and/or career goals. Rationale for why academic credit is important for the success of the internship should also be evident. This scholarship is applied directly to the student's tuition account at the beginning of the summer for tuition costs. The number of awards vary based on the quality of applications.

**Terms and Conditions:** Jim Clark Internship Scholarship recipients must complete the entire internship as described in their application materials. 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 requirement will be granted only in extreme and unusual circumstances as determined by the Jim Clark Internship Scholarship Selection Committee in its sole discretion. These funds are awarded directly into the student's tuition account for the internship described in your Jim Clark application and may not be transferred to any other internship. Multiple scholarships are available.

**Academic Internship Paperwork/Approval:** All proposed academic internships must also complete the separate academic internship paperwork process (including proposed syllabus and learning agreement) and secure a faculty academic internship advisor. The Berry College Internship Learning Agreement must be submitted to and approved by the Provost before final approval of scholarship funds can be awarded. If you have questions about either process, please contact the Berry Center for Personal & Professional Development for details.

## **Board of Visitors Internship Scholarship**

### **Student Eligibility Requirements:**

- Approved for an **UNPAID academic credit summer** internship in **any discipline**
- Interns must be receiving Berry academic credit (requires completion of at least 60 credit hours prior to Summer 2024 and a minimum GPA of 2.6) for an unpaid summer academic internship. Funds will be deposited into the student's tuition account
- Current Berry College undergraduate, regardless of academic field of study, continuing Berry enrollment for at least one semester after the end of the internship
- Internship will provide a minimum of 240 hours of on-site work during the summer
- Final written evaluation of the experience to be submitted and shared with the donor

**Selection Criteria:** A college committee will select the recipients based on (1) strength of the applicant's application, essay, and recommendation; and (2) degree to which the internship supports the connection between the student's academic interests, professional goals or personal development. Rationale for why scholarship funds are important should also be evident. **Each approved scholarship of \$250** is available and will be applied directly to the student's tuition account for course related costs.

**Terms and Conditions:** Board of Visitors Endowed Internship Scholarship recipient must complete the entire internship as described in their application materials. 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 requirement will be granted only in extreme and unusual circumstances as determined by the Board of Visitors Endowed Internship Scholarship Selection Committee in its sole discretion. These funds are awarded to the student's tuition account for the internship described in the Board of Visitors Endowed Internship Scholarship application and may not be transferred to any other internship.

**Academic Internship Paperwork/Approval:** All proposed academic internships must also complete the separate academic internship paperwork process (including proposed syllabus and learning agreement) and secure a faculty academic internship advisor. The Berry College Internship Learning Agreement must be submitted to and approved by the Provost before final approval of scholarship funds can be awarded. If you have questions about either process, please contact the Berry Center for Personal & Professional Development for details.

### **Application process for all three scholarships:**

- 1. Application Form (page 4 of this packet) and Proposal**
- 2. Updated Resume**
- 4. Statement from Internship Site Supervisor/Non profit supervisor:** A signed document, that verifies the internship position, states your responsibilities, confirms your internship is unpaid and provides a description of the organization.
- 5. Berry Faculty Letter of Recommendation:** Please give the recommendation form (page 6 of this packet) to a Berry College faculty or staff member. They should submit their signed and sealed recommendation directly to the Center for Personal & Professional Development to [Internships@berry.edu](mailto:Internships@berry.edu).
- 6. Budget worksheet (Horrell scholarship application only - Page 5 of this packet)**

It is the ongoing policy of Berry College to afford equal employment opportunity to qualified individuals regardless of race, color, religion, gender, national origin, age, physical or mental handicap, veteran status, and/or whether or not they are disabled veterans; and to conform to applicable laws and regulations.

**Deadline:** Your complete applications are due **MONDAY, APRIL 8TH, 2024** to the Center for Personal & Professional Development (CPPD). Email your applications to [Internships@berry.edu](mailto:Internships@berry.edu) with a cc to [Mledbetter@berry.edu](mailto:Mledbetter@berry.edu).

Late application submissions will not be reviewed. Notification of selection will be no later than **TUESDAY, APRIL 23, 2024**.

**Any questions should be directed to Mecole Ledbetter, Associate Director of Employer Development and Internships @ [mledbetter@berry.edu](mailto:mledbetter@berry.edu) or call Mecole at (706) 236-1757. Her office is located at 316 Krannert.**

## Summer Internship Scholarships Application Form

All scholarships will be awarded to students participating in **UNPAID** internships

### To be completed by the Applicant:

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Last Name	First Name	Middle Initial		
Berry ID # _____	Berry PO Box # _____	Phone (    ) _____		
Permanent Address: _____				
Street	Apt.	City	State	Zip
Anticipated Month/Year of Graduation: _____		Declared Major(s): _____		
Internship Site: _____				
Internship Site Address: _____				
Street	City	State	Zip	
Name of Internship Site Supervisor: _____				
Site Supervisor Email		Internship Site Telephone		

Internship duration: Beginning \_\_\_\_\_ ending \_\_\_\_\_ Total Hours: \_\_\_\_\_

### I would like to be considered for the following: (you may apply for one/two/three based on internship criteria)

\_\_\_\_\_ Jack and Karen Horrell Non-Profit Internship Scholarship (**general expenses; must be interning with Non-profit organization; can be used for academic or non-academic credit internships**)

\_\_\_\_\_ Jim Clark Academic Tuition Internship Scholarship (**Any discipline, to cover academic internship tuition only**)

\_\_\_\_\_ Board of Visitors Internship Scholarship (**Any discipline, to cover academic internship tuition only**)

### Proposal:

**On a separate page**, please describe the duties/projects assigned and how this internship is related to your academic interests, professional goals or personal development interests. Please address your desire for academic credit and the need for scholarship assistance for tuition costs (Clark/Board of Visitors) or how you would use the funds to subsidize other summer costs (Horrell).

### Statement of Affirmation:

On my honor as a student at Berry College, I certify that I have provided accurate information on this application. I understand that Berry faculty and staff, in considering me for an award, will review my application and supporting documents. I consent to that review. If awarded, I understand that I must work with the Center for Personal & Professional Development to complete the requirements of the internship and the scholarship. I understand that I must complete the internship described in this application if I am awarded and accept the grant, or face forfeiture/ repayment of any funds received.

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Signature of Applicant

Date

Application packet must be submitted together to Berry College Center for Personal & Professional Development **by MONDAY, APRIL 8TH, 2024**. Incomplete and late applications will not be considered. Final notification of scholarship selection will be no later than MONDAY, APRIL 19, 2024.

**Estimated Budget for Summer 2024 Internship** (Required for Horrell Scholarship only)

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

Home address: \_\_\_\_\_

Internship Organization: \_\_\_\_\_

Internship City/State/Country: \_\_\_\_\_

Total days of work: \_\_\_\_\_

Please provide your budget for this summer internship:

	YES	NO	Explanation, if needed	Estimated summer cost to you
<b>Travel</b>				
Will you live at home?			Daily commute _____ miles	
Daily Parking				
Public transportation				
Flight to/from location				
Other transportation costs? Please explain				
<b>Housing</b> (if not living at home)				
<b>Required Internship Program fee?</b>				
<b>Academic Tuition cost (\$125/credit hour)</b>				
<b>TOTAL COSTS</b>				

Have you received a Berry summer internship scholarship in the past? YES/NO

Have you applied for other scholarship/grant assistance (student abroad/research, crowding funding, or other support) for this internship?

YES/NO If yes, what?

Have you received verification of any other summer funding amounts?

YES/NO If yes, what amount has been granted?

## Summer Internship Scholarship Faculty Recommendation Form

**Applicant:** Please select below which scholarship you wish to be considered for. Then give this Recommendation Form to a Berry faculty or staff member to complete.

**Reference:** Return this form directly to Berry Center for Personal & Professional Development (CPPD), PO Box 495005 by **MONDAY, APRIL 8TH, 2024.**

Applicant Name (please print): \_\_\_\_\_

Reference Name (please print): \_\_\_\_\_ Title: \_\_\_\_\_

(Please sign): \_\_\_\_\_

**The applicant is applying for:**

\_\_\_\_\_ **Nonprofit** internship scholarship (Horrell); money helps to cover costs associated with an unpaid summer internship in a nonprofit/social welfare/social service organization

\_\_\_\_\_ Summer **academic internship tuition** scholarship (Clark); covers tuition for three (3) credit hours of an unpaid academic internship, any discipline

\_\_\_\_\_ Summer **academic internship tuition** scholarship (Board of Visitors); funds go toward tuition costs related to an unpaid academic internship, any discipline

**Faculty/Staff:** Please respond to the following questions for this applicant, you may attach an additional page.

1. How long and under what circumstances have you known the applicant?
2. How is this internship related to the student's academic, professional or personal development interests?
3. Please rate the applicant according to the following criteria:  
5=Outstanding 4=Above Average 3=Average 2=Below Average 1=Poor N/A = not applicable  
\_\_\_\_\_ Dependability  
\_\_\_\_\_ Ability to work with others  
\_\_\_\_\_ Initiative  
\_\_\_\_\_ Interest in nonprofit organizations and work (if applying for the Horrell Scholarship)
4. How prepared is this applicant to successfully complete an internship (check one)?  
\_\_\_\_\_ Outstanding, more than qualified  
\_\_\_\_\_ Good, better than many  
\_\_\_\_\_ Weak, should be discouraged
5. Please evaluate the extent to which the candidate is prepared to make the most of this experience. Describe relevant strengths and weaknesses.

6. Please share any additional information that may assist the committee in evaluating the applicant.

**Thank you! Please submit this form to the Berry Center for Personal & Professional Development, [Internships@berry.edu](mailto:Internships@berry.edu) and cc Mecole Ledbetter at [mledbetter@berry.edu](mailto:mledbetter@berry.edu)**