

# Intern Scholarship Program

## Application Guide

### Program Description

Students interested in a non-paying or low-paying (<\$1,000/semester) internship and requesting a scholarship may be eligible for the Intern Scholarship Program. This program is designed to provide financial assistance to the student while gaining valuable work experience in their field of study. Scholarship awards may be given up to \$1,000/fall or spring semester and up to \$1,500 for summer.

### The Intern Scholarship Applicant Must

- Apply for internships and secure a job offer. For assistance in internship search strategies, contact your Career Consultant at (817) 257-2222.
- Complete the Intern Scholarship Application located online at <https://careers.tcu.edu/intern-scholarship-application/>.
- As part of your application, you must include your resume, respond completely to all questions and submit a job description and proof of your internship from your employer. You must have an offer letter accompanying the application.
- Once your application is granted, you must complete the Agreement and Training form within the specified timeframe. If you don't timely complete it, your award may be rescinded.
- You are required to complete an evaluation of your experience upon completion of your internship.
- You are required to write a thank you letter to the individual or foundation that provided the funds for your scholarship.

### Process and Timeline

- Application Deadline
  - Contact the Career Center for most up-to-date information.
- An Advisory Committee will review applications and grant scholarships based on Scholarship Award Criteria mentioned below. Applicants will be notified by email by Financial Services of the committee's decision.
- Students will receive 100% of the scholarship disbursement through deposit into their TCU student account by TCU Financial Services Office in Sadler Hall. If the student has an outstanding balance owed to TCU, the award will be applied to that amount.
- Completed Agreement and Mandatory training form will be emailed to the student recipient and is due within three days of notification of award.
- Final Evaluation will be emailed to the student recipient and is due one week after conclusion of internship.
- Send "Thank You" letter to the scholarship provider

### Scholarship Award Criteria

- Relationship of internship proposal to the future career goals of the student
- Substance of the written proposal
- General academic performance (probation precludes awards)
- Length and location of internship
- Financial need during internship
- Scholarship funding availability

### Eligibility

- Must be a current TCU undergraduate student enrolled in classes for both the current academic year (Fall and Spring semesters). At this time, there are no funds available for graduate students.
- Secured an internship external to TCU departments, programs, or direct supervision
- Can provide verification of job offer and job description
- Host organization is a credible operating entity and not family owned or directed

- Experience must be well supervised by someone (non-family) with enough relevant expertise to ensure the internship will be an educational experience

### **Monitor Application Status**

Applications will be processed as quickly as possible and patience is requested. If notification has not been received within two weeks after submission, a student may check on the status of their application by emailing the Career Center (Laura Chaney at [L.j.chaney@tcu.edu](mailto:L.j.chaney@tcu.edu)).

### **Report Your Internship**

Report your internship by visiting <http://tcu.12twenty.com>.