CAREER CENTER INTERNSHIPS: **FREQUENTLY ASKED QUESTIONS**

Do I have to have an internship secured before I apply for the scholarship?

Yes, your internship must be secured by the application deadline

What is required of my site supervisor if I receive the scholarship?

Supervisors will partake in a brief phone conversation with the Career Center Internship Coordinator halfway through your internship. They will also be required to set goals with the intern and fill out an evaluation survey.

What is required of my faculty sponsor if I receive the scholarship?

They serve as a point of contact if the internship experience does not meet your expectations or you do not meet the expectations of the site.

Who do I write my cover letter to? Can I use the cover letter I used to apply for my internship?

The cover letter should be unique to the scholarship. You should address your letter to the Career Center Internship Coordinator and state why you deserve the scholarship and how this internship will help you develop as a professional. Refer to the link below for cover letter writing tips.

What does the position description entail?

You can reference examples of position descriptions via the internship scholarship webpage.

If I’m not doing this for credit do I need a faculty signature? Who should I go to for this?

Yes, a faculty supervisor is required for both credit and not-for-credit internship scholarships. We advise that you use any current or past professor of yours or your academic advisor.

If my references write more than what is required by the application, will that help my application?

References or letters of recommendation are not required as part of the application. However, a recommendation form provided with the application will serve as the equivalent.

Can I fill out an application for both Rex Breeden and Focus?

Individuals qualifying for both Rex Breeden and Focus will be considered for both scholarships but are not eligible to receive both. Individuals need not submit more than one application.

Can I do more than one internship to reach the 200 hours requirement?

Yes, you can split up the 200 hours between multiple internships. Remember that you can only receive one scholarship one time only.

Are student teaching or clinical experiences eligible for these scholarships?

The Internship Scholarship Programs were developed through a grant to support student internships in business, industry, nonprofit organizations, and public agencies. Although the programs do support internships for students working in the business or administrative side of health care, they do not support clinical experiences for students preparing to be health care providers. Additionally they do not support student teaching experiences. Although we are sympathetic to the financial needs of students that are completing their clinical or student teaching experiences, these scholarships are not a pool of funding that we can use to support them.