

CAREER CENTER INTERNSHIP SCHOLARSHIPS: 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

Can I apply for the Internship Scholarship even if I am not enrolled in an internship class?

Yes, you can.

I am a sophomore and will be completing an internship over summer before the start of my junior year. Can I apply?

Yes, you can apply and will be considered. You will not receive an offer until your final grades have been entered onto your transcript and you can prove that you have completed 60 or more credit hours.

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 written for your internship. Imagine you do not have an internship lined up yet and are applying for the internship you have now. This cover letter should be addressed to your supervisor.

What does the position description entail?

You can reference examples of position descriptions via the internship scholarship webpage. In the event that you did not receive one from your internship site, please write your own position description based on conversations with your supervisor. Please be as detailed as possible.

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 will be sent to them from The Branch to complete which will serve as the equivalent.

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

Individuals qualifying for both Rex Breeden and Focus Indiana will be considered for both scholarships but are not eligible to receive both. Individuals do not need to 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, however, you will have to complete things such as reporting your experience on Handshake, the Goals Sheet, and the Site Touch Point twice; one for each internship/with each site supervisor. Remember that you can only receive this scholarship once.

Are student teaching or clinical experiences eligible for these scholarships?

Unfortunately student teaching and clinical experiences are not eligible to apply for the scholarship.

Can I receive the scholarship more than once?

No, every student can only receive an Internship Scholarship once. Should you complete more than one internship during your undergraduate time, you could apply every time as long as you have not receive an Internship Scholarship.

What if my internship is not 200 hours long?

Unfortunately you will not be able to apply if you are not able to complete a minimum of 200 hours.

What should I expect from the interview?

This is a regular interview, treat it as any other professional interview. This means you should come dressed in business casual and/or professional clothing. Do not wear jeans, sweatpants, tennis shoes, pajamas or drive in the car during your interview.