OBJECTIVE
Provide SPEA students the opportunity for career exploration and to gain practical work experience by funding unpaid summer internships in the non-profit or public sectors

DESCRIPTION
 Scholarship for students who secure unpaid summer internships in the non-profit or public sector
 Internships must be a minimum of six weeks
 The program will award up to 25 scholarships of $1,200 each (posted to the student’s bursar account)
 Students will be selected through an application and committee review process

ELIGIBILITY
 Full time SPEA undergraduate or graduate students in good academic standing
 Candidates must have a graduation date on or after December, 2016
 Students must obtain CDO approval of their internship prior to applying for the scholarship*
  *NOTE: Students who have already completed the internship requirement or graduate students who are exempt from the internship requirement do not need to submit the internship for approval
 If an internship begins before summer or extends past summer, a student is eligible to apply for the GGIF as long as the internship includes at least 6 weeks during the summer

APPLICATION PROCESS

<table>
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<th>Applications Open</th>
<th>Applications Close</th>
<th>Awards Announced</th>
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<td>February 1, 2016</td>
<td>April 20, 2016</td>
<td>April 29, 2016</td>
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 Completed applications must be submitted via e-mail to speacare@indiana.edu no later than 11:00pm on Wednesday, April 20, 2016
 Candidates will be notified via e-mail by the awards announcement date
 Please submit a complete application packet containing all of the following documents:
  ✔ Completed application form
  ✔ Current resume
  ✔ Personal essay explaining how this internship will enrich your career exploration, practical experience, professional development, and enhance your academic studies
  ✔ Copy of the internship job description
 In addition, one letter of recommendation from a faculty member is required (may be e-mailed from his/her IU e-mail address or written on the department’s letterhead and sent to the CDO)

SELECTION PROCESS
 A committee comprised of CDO staff, SPEA faculty, and administration will make the selections
 Students will be selected based on their resume, faculty recommendation, and personal essay
STEPS FOR APPLYING

1. Secure an unpaid internship with a non-profit or public sector organization

2. Submit the internship for approval by the CDO if the internship is intended to meet the SPEA graduation requirement (quick link to internship approval form on speacareers.indiana.edu)

NOTE: Students who have already completed the internship requirement or who are exempt from the internship requirement do not have to submit the internship for approval

3. Complete and submit a packet of all the following documents and e-mail to the SPEA Career Development Office by 11:00pm on April 20, 2016.
   a. Application form
   b. Current resume
   c. Copy of internship job description
   d. Personal essay (1 page - include your Name and Date at the top of the page)

4. Obtain a letter of recommendation from one faculty member-this may be e-mailed from the faculty member’s IU e-mail address to speacare@indiana.edu or written on department letterhead and sent to the SPEA Career Development Office (SPEA 200)-Recommendation must be received by the April 20, 2016 deadline date

TIPS FOR WRITING THE PERSONAL ESSAY

Explain in detail why this internship is important to you:
- How it will enrich your career exploration
- What practical experience it will provide
- Why it will contribute to your professional development/career goals
- How it will enhance your academic studies
- Demonstrate good writing skills-correct spelling, punctuation, and grammar; express thoughts in a clear and organized way

TIPS FOR OBTAINING A FACULTY RECOMMENDATION

- Request the recommendation from a faculty member who knows you well and can address how you demonstrate some or all of these attributes:
  o Motivation/Initiative
  o Work ethic
  o Teamwork/Interpersonal skills
  o Strengths in written and oral communication
  o Professionalism
  o Problem solving

- When asking for a recommendation via email, write “Request for Recommendation” on the subject line
- Explain what you are applying for (SPEA CDO Greater Good Internship Fund) and why
- Provide the faculty member with a copy of your resume and internship job description
- Don’t wait until close to the deadline to request a recommendation, give the faculty member as much notice as possible – 2-3 weeks is typical
- Be sure to write a follow-up thank you note or e-mail to the faculty member