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, 2018
- 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>
<thead>
<tr>
<th>Applications Open</th>
<th>Applications Close</th>
<th>Awards Announced</th>
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</thead>
<tbody>
<tr>
<td>February 5, 2018</td>
<td>April 20, 2018</td>
<td>April 30, 2018</td>
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- Completed applications must be submitted via e-mail to Megan Boris, mtboris@iu.edu no later than 5:00pm on Wednesday, April 20, 2018
- Candidates will be notified if they received a GGIF award 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 (max 600 words) 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, a letter of recommendation from a SPEA faculty member is required – it may be e-mailed from his/her IU e-mail address to mtboris@iu.edu or written on the department’s letterhead and dropped off in person at the CDO

SELECTION PROCESS
- A committee comprised of SPEA staff, faculty, and administration will make the selections
- Awards are based on these criteria: personal essay (50%), faculty recommendation (25%), and resume (25%)

NOTE: You can make an appointment with a SPEA CDO career advisor to review your resume and/or essay to ensure you are competitive for the GGIF
STEPS FOR APPLYING

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

2. Complete and submit a packet of all the following documents:
   a. Application form
   b. Current resume
   c. Copy of internship job description
   d. Personal essay (600 word max - include your name and date at the top of the page)
   e. send via e-mail to: Megan Boris, mtboris@iu.edu, by 5:00pm on Wednesday April 20, 2018

3. Obtain a letter of recommendation from one faculty member-this may be e-mailed from the faculty member’s IU e-mail address to Megan Boris, mtboris@iu.edu, or written on department letterhead and sent to the SPEA Career Development Office (SPEA 200)-Recommendation must be received by the April 20, 2018 deadline date.

NOTE: Applying for the GGIF is separate from the SPEA internship approval process. If you are also using this internship to meet the SPEA degree requirement, submit an internship approval request through SPEACareers.

TIPS FOR WRITING THE PERSONAL ESSAY

Explain in detail why this internship is important to you:
   a. How it will enrich your career exploration
   b. What practical experience it will provide
   c. Why it will contribute to your professional development/career goals
   d. How it will enhance your academic studies
   e. 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 weeks is typical
- Be sure to write a follow-up note or e-mail to the faculty member thanking him/her for helping you