

THE UNIVERSITY OF MEMPHIS
HISTORY INTERNSHIP AWARD APPLICATION FOR UNDERGRADUATE STUDENTS

The History Department at The University of Memphis is committed to providing students with enriching educational experiences both inside and outside of the classroom. In order to encourage students to take advantage of these outside experiences, the History Department awards up to three \$2000 awards per year to students who seek out and complete an approved internship experience, which includes enrollment in at least 3 credit hours of the HIST 4020 internship course. Priority will be given to students in positions that promote their development as historians and prepare them for future careers and/or graduate study in history.

Eligibility

Student must:

1. be an undergraduate history major
2. be enrolled and in good academic standing both at the time of application and during the semester in which the internship is carried out
3. have successfully completed (or currently be enrolled at time of application in) at least two upper-division history courses at The University of Memphis
4. have a minimum GPA of 3.0; students with a lower GPA may apply but should attach a rationale for special consideration
5. have worked with their academic advisor or a faculty advisor to identify an appropriate internship opportunity, and ideally, communicated with a company or organization to set up the internship program

Application Requirements*

Students must submit:

1. the completed and signed History Internship Award Application form
2. an attached Statement of Intent and Purpose
3. one copy of an unofficial transcript (available through MyMemphis)
4. one academic reference from a History Department professor at The University of Memphis

*Incomplete applications will not be considered.

Award Disbursement

The History Department Internship Award is a merit-based award. The award amount is \$2000. Scholarship funds will be disbursed in two payments. The first \$1000 will be disbursed during the academic term that corresponds most closely to the start of the internship. To generate the first payment of funds, the student must submit proof of placement to the Internship Coordinator. The second \$1000 disbursement will occur once the student successfully completes the internship. To generate the second payment, the student must submit proof of completion of hours and satisfactory work at the internship site to the Internship Coordinator.

Application deadlines:

Fall Internships: Sept. 1

Spring Internships: Dec. 1

Summer Internships: May 1

Program Requirements

The History Department Internship Award is contingent on the awarded student being formally accepted at as an intern at the proposed site and completing the required hours and requirements of the internship position. The awardee must also enroll in HIST 4020, the History Department Internship course, for at least 3 credit hours. **The History Department at The University of Memphis reserves the right to withdraw the award and require its full or partial repayment if the student fails to adhere to employer or departmental guidelines for successful set-up, attendance, performance, and/or completion of the proposed internship program.**

History Internship Award Application

Please type or print clearly.

Part I: Information

Name: _____
Last (family or surname) First (given)

Current Address:

Street, Apartment City State Zip

U of M ID.: # U _____ Phone: _____

U of M E-mail: _____

Classification: freshman sophomore junior senior

Cumulative G.P.A.: _____

Major field(s) of study: _____

Minor field(s) of study: _____

Anticipated graduation date: ____/____

Duration of Program (check one): Summer Semester Academic Year

Program Begins: _____ Program Ends: _____

Have you been formally offered an internship for the proposed semester? Yes No

If "No," please explain reason(s):

Part II: Statement of Funding and Financial Need

Define your financial needs by listing all scholarships, awards, grants, loans and other financial aid that can be used during your internship term. You may also mention any financial constraints or responsibilities that could inhibit you from being able to participate in an internship program.

Part III: Application Signature

I acknowledge that all statements on this History Internship Scholarship Form are complete and accurate to the best of my knowledge.

Applicant's Signature

Date

Part IV: Statement of Intent and Purpose

Please attach a statement, on no more than two double-spaced typed pages, about the program for which you seek internship scholarship support. Discuss why you would like to participate in your proposed internship program and why you have selected the company/organization and program. The relationship between the internship experience and your academic program of study, your anticipated personal growth and development during your program, and the possible long-term benefits of the experience are some of the topics that should be addressed in your statement.

Please submit your completed application packet to Ms. Karen Jackett in the History Department main office, Mitchell 219, by 4:30 on the appropriate deadline. You can address any question concerning this application to Dr. Dennis Laumann, Director of Undergraduate Studies, at dlaumann@memphis.edu