



THE UNIVERSITY OF
MEMPHIS®

Department of History

UNDERGRADATE INTERNSHIP AWARD APPLICATION

The Department of History 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 off-campus experiences, the department awards up to three \$2000 awards per year to students who seek out and complete an approved internship experience. Priority will be given to students who plan to complete an internship of at least 150 hours in a position that promotes their personal and professional development in, or related to, the field of history. Award funds will be disbursed to the awardee upon completion of internship hours with site supervisor verification.

ELIGIBILITY

To be considered, students need to:

- be an undergraduate history major or minor
- be in good academic standing
- have completed at least two upper-division history courses at The University of Memphis by the time the internship begins
- have a minimum GPA of 3.0; students with a lower GPA may apply but should attach a rationale for special consideration

APPLICATION REQUIREMENTS

To be considered, students are asked to submit:

- History Internship Award Application
- Statement of Purpose
- Unofficial transcript (available through MyMemphis)
- Letter of recommendation from a Department of History faculty member

DEADLINES

FALL: September 1; **SPRING:** February 1; **SUMMER:** June 1

AWARD DETAILS AND DISBURSEMENT

The Department of History Internship Award is a merit-based award. The award amount is \$2000. Scholarship funds will be disbursed in one payment at the end of the internship experience. To generate the payment of funds, the student must submit proof of completion of required hours and a satisfactory work review by their internship site supervisor to the Department of History Internship Coordinator.

AWARD TERMS

The Department of History Internship Award is contingent on the awarded student being formally accepted as an intern at the proposed site and completing the required hours and requirements of the internship position.

The Department of History at The University of Memphis reserves the right to withdraw the award 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.

STUDENT INFORMATION

Name:

Cell Phone:

UofM Email:

UID:

ACADEMIC INFORMATION

Major(s):

Minors(s):

Credits Completed:

Cumulative GPA:

Anticipated Graduation Term:

INTERNSHIP INFORMATION

Location:

Internship Dates:

Corresponding Semester:

FACULTY RECOMMENDER INFORMATION

Please give the name of your history department faculty recommender and follow the directions below on submission to ensure the letter is transmitted on your behalf correctly and by the required deadline. Be sure to give the faculty member at least two weeks to complete and submit your letter. Consider including your statement of purpose with your letter request to help your recommender better understand your background and the impact the internship will have on your academic and professional goals.

Faculty Recommender:

FINANCIAL INFORMATION

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

Aid and Awards

Financial Constraints

STATEMENT OF INTENT

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 work this company/organization and how you think this experience will impact your future. 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.

SUBMISSION GUIDELINES

Please submit your completed application packet to Dr. Erika Feleg in the Department of History main office, Mitchell 219, or by email at refeleg@memphis.edu by 4:30 on the appropriate deadline.

Your completed application packet should include:

- History Internship Award Application
- Statement of Purpose
- Unofficial transcript (available through MyMemphis)
- Letter of recommendation from a Department of History faculty member - the letter should be submitted via email to Dr. Erika Feleg at refeleg@memphis.edu

Students who submit incomplete applications will not be considered.

You can address any question concerning this application to the Department of History Internship Coordinator, Dr. Chrystal Goudsouzian, at cdykes@memphis.edu

APPLICANT SIGNATURE

I acknowledge that all statements on this application are complete and accurate to the best of my knowledge.