

# Veteran Reconnect Spring/ Summer 2016 Internship Program



The University of Memphis has received a grant from The Tennessee Higher Education Commission (THEC) to accelerate the success of currently enrolled veteran students. The goal of the Veteran Reconnect Internship program is to enhance partnerships with organizations in the Memphis community that will increase professional preparation opportunities for veteran students through the completion of academic internships.

## Eligibility

- Undergraduate or Graduate student veterans who are actively enrolled at the University of Memphis
- Minimum sophomore standing
- Minimum 2.50 grade point average

## Requirements

Student veterans selected into the program are required to:

- Register and satisfactorily complete an approved learning contract for an internship course to earn 3 hours of academic credit:
  - o Option 1: Internship course in Academic major (*meet with your academic advisor for this option*)
  - o Option 2: ELC 4000-Community Internship course (if your department does not have an internship course)
- Complete 150 internship experience hours during the semester
- Attend orientation session and present on internship experience at the Internship Culmination Ceremony

## Stipend

Veteran interns will earn a stipend of \$10 per hour or \$1500 for the semester. Stipends will be distributed bi-weekly over the semester.

## Internship Site

Selected students into the Veteran Reconnect Internship Program will be provided with the opportunity to work with campus or community partners. The screening committee will match students to campus/community partners based on major, experience, career goals and availability of approved internship sites. Some of the activities that the intern will perform include; Advertising, Advocacy, Education, Fundraising, Marketing, Project Management, Public Relations, Research, Social Media, Special Events, and other appropriate activities.

## Application

Complete the attached application and submit it with the supporting documents outlined on the application to [acadinterns@memphis.edu](mailto:acadinterns@memphis.edu). Should you have any questions, please feel free to contact us at [acadinterns@memphis.edu](mailto:acadinterns@memphis.edu) or call 901-678-3260.

# Spring/ Summer 2016 Veteran Reconnect Student Internship Application

To apply, please complete the application and email it with the supporting documents (see below) to [acadinterns@memphis.edu](mailto:acadinterns@memphis.edu) no later than **November 18, 2015** for the Spring 2016 internship opportunity. All documents should be complete and submitted in one email; do not send items separately.

## Application:

Last Name:		First Name:		M.I.:									
Street Address:					Are you a Veteran student? Yes <input type="checkbox"/> No <input type="checkbox"/>								
City:		State:	Zip:	Email:									
Home Phone:	(      )			U-Number: <table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> </tr> </table>									
Cell Phone:	(      )												
When do you expect to graduate? <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer      Year _____													
What is your current classification? _____ What is your current GPA? _____													
What is your Major?				Minor?									

Which of the following activities are you prepared to perform as a Veteran Intern? (Check all that applies to you)

<input type="checkbox"/> Advertising <input type="checkbox"/> Advocacy <input type="checkbox"/> Education <input type="checkbox"/> Fundraising <input type="checkbox"/> Marketing <input type="checkbox"/> Project Management	<input type="checkbox"/> Public Relations <input type="checkbox"/> Research <input type="checkbox"/> Social Media <input type="checkbox"/> Special Events <input type="checkbox"/> Other Appropriate Activities such as: _____
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## Checklist for Supporting Documents:

- Secure a very brief **letter or e-mail from your academic advisor** that acknowledges that you have met with him or her to discuss your interest in the Veteran Reconnect Internship program. The letter should include the internship course that you will register to complete in conjunction with the internship experience.
- Include a **statement of professional Interest to the committee** of no more than 100 words that describes why you should be selected to this program. Include your U# and the semester that you would like to participate in the program if selected.
- Submit your **current resume (error-free)**. Consult with Career Services for a resume review  
<http://www.memphis.edu/careerservices/studentguide/resume.php>
- Attach **two letters of recommendation**. At least one letter must come from a U of M faculty member who is best acquainted with your work and career goals. The other letter may be from an academic advisor or other campus staff/faculty member/leader. The letter of the recommendation should address your professional competencies and academic/personal preparation for an internship.

**Next Steps (Upon Approval from the Selection Committee):** *Selected candidates will be invited for an interview with the screening committee. The interview process will match students with internship sites according to best fit with the internship description from the campus/community partner and the student's skills, experiences and career goals.*