

**INTERN OF THE SEMESTER - FALL 2019 Scholarship**

**Application**

**Deadline: 4:30 p.m. on Friday, December 20, 2019**



NORTHERN ILLINOIS UNIVERSITY

**Career Services**

Division of Academic Affairs

Campus Life Building 260

Diane Hart; 815-753-7159

DLHart@niu.edu

Please type or print on this form. **Falsification of information will void the application.**

**Student Information**

Name \_\_\_\_\_ Phone \_\_\_\_\_  
NIU Z-ID # \_\_\_\_\_ Email \_\_\_\_\_  
Local Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_  
Permanent Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_  
Permanent Phone \_\_\_\_\_ Cumulative GPA \_\_\_\_\_  
Year in School (select one) FR SO JR SR GRAD Major \_\_\_\_\_ Graduation Date \_\_\_\_\_

**Career-Related Work Experience Information**

Please list your current and any previous career-related work experiences (attach additional page if needed):

1. Employer \_\_\_\_\_ Position \_\_\_\_\_ Date(s) \_\_\_\_\_  
Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_  
Supervisor \_\_\_\_\_ E-mail \_\_\_\_\_ Phone \_\_\_\_\_  
2. Employer \_\_\_\_\_ Position \_\_\_\_\_ Date(s) \_\_\_\_\_  
Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_  
Supervisor \_\_\_\_\_ E-mail \_\_\_\_\_ Phone \_\_\_\_\_

Indicate how you found the above positions: { } NIU Career Services { } Internship Fair { } College Department { } On my own

**Signature:** By applying for this award, I agree to participate in activities designed to promote internships as arranged by NIU Career Services. I release to Career Services any part of my written statement, photo, or letters of recommendation for promotional purposes. I attest to the accuracy of the information provided and grant Career Services permission to verify information provided.

By checking the signature box and entering your name, you acknowledge completion of this document.

**Return the following items to NIU Career Services by 4:30 p.m. on Friday, December 20, 2019:**

- Completed, signed application AND completed online Internship reporting form at [careerservices.niu.edu](http://careerservices.niu.edu).** By completing this process, you will also receive transcript recognition through NIU Career Services.
- Internship Writing Sample:**  
Include these points: **a)** How the experience relates to your academic studies; **b)** two examples of learning situations encountered during your experience—i.e., projects completed, assignments, new skills or abilities achieved; **c)** how the internship experience has impacted your career goals; **d)** how your experience has given you a competitive edge in your future career. **Formatting Instructions:** Type and attach a two-page, double-spaced description of your career-related experience covering the above points. Each point covered should be preceded by its own heading.
- Two recommendations on the forms attached to this e-mail:**  
Recommendations should include: **a)** One from your internship employer; **AND b)** one from an NIU faculty member who is familiar with your academic work. **Recommendations must be on the forms provided, include a signature (electronic signature accepted), and be sent directly from the person completing the recommendation to Diane Hart, NIU Career Services, via e-mail to DLHart@niu.edu.**  
If submitted by the applicant with the application, the recommendations must be in a sealed envelope with the signature of the person completing the recommendation across the back.

**Criteria for Judging:** 1) **Writing Sample**—Communication skill and thoroughness in describing your internship experience as it relates to the above points **and** ability to follow formatting instructions; 2) **Quality of recommendations;** and 3) **Scholarship (GPA).**

**Eligibility:** (1) You must be a current NIU student participating in a career-related, internship experience during the 2019 scholarship award year, January 2019 to December 2019; (2) You may NOT be employed by NIU Career Services, or be related to an NIU Career Services' employee, during the scholarship award year; (3) To receive the award, you must be prepared to be a student spokesperson for NIU Career Services.