**STUDENT ENHANCEMENT AWARDS**



**INTERNSHIPS AND STUDY ABROAD PROGRAMS**

The WVU Reed College of Media offers a limited number of cash awards to students who have:

* Secured larger-market journalism or strategic communications internships.
* Have been accepted into a major-related study abroad program
* Need assistance traveling to a professional development opportunity or conference

This includes all areas of emphasis (advertising, journalism and public relations). Awards typically range from $500 to $1,000.

**Eligibility**

An applicant must:

* Be a fulltime student in the WVU Reed College of Media
* Be an undergraduate during the study abroad or internship program
* Have completed at least 6 hours of College of Media coursework
* Have a cumulative GPA of 3.0 or higher; and
* Have already been accepted into and made a commitment to participate in a study abroad program or an internship that requires traveling or living away from home and working in a metropolitan market.

**How to Apply**

* Complete the two‐page General Application form
* Complete the Essay Form and the Essay Assignment
* Provide two (2) Recommendation Forms
  + *We encourage at least one academic recommendation (professor, advisor,*

*etc.). The other may be an employer or supervisor (recommendations from relatives and friends will not be accepted). Please have your references* ***return the Recommendation Forms directly to you*** *so that you may submit them as part of your application.*

* Provide a copy of the official letter or e-­‐mail that you received inviting you to participate in the internship or study abroad program.

**Return all application materials and direct all questions to:**

Eric Minor, Director of Student Careers and Opportunities, WVU Reed College of Media, Room 104B Martin Hall, (304) 293­6117, [Eric.Minor@mail.wvu.edu](mailto:Eric.Minor@mail.wvu.edu).

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**General Application Form**

**Applicant Information**

## Name:

Last First Middle

WVU ID#:

Date of Birth: Citizenship: U.S. Other:

MIX Email Address:

Local Mailing Address:

Local Phone: Cell Phone:

Local Information Valid Until (Date):

Home/Permanent Address:

Home/Permanent Phone:

**Academic Information**

Class Year: FR SO JR SR Cumulative GPA:

Major(s):

Area of Emphasis (PR, ADV, TVJ, VISJ, Print)

Academic Advisor:

Minor:

**Internship Program or Study Abroad Program Information**

Name of Program/Company:

Program Location:

Program Dates: Beginning

Ending

Link to program/company website:

Your internship/study abroad program position title and a brief description of your duties:

**Budget Information**

Is this internship/study abroad program paid or unpaid? PAID UNPAID If paid, please indicate the monthly or hourly salary and other monetary benefits

(e.g., free housing):

List any additional funding sources (e.g., awards or scholarships) you have received for this program. Please include dollar amounts.

Estimated housing expenses for duration of program:

Estimated airfare (round-­‐trip) or mileage to destination:

Other expenses (e.g., subway, parking, etc.):

Total Estimated Budget\*:

\*Please attach any further information about your budget (e.g., print-­‐out of airfare).

**Certifications**

Are you currently:

|  |  |  |  |
| --- | --- | --- | --- |
| 1) | On academic probation? | YES | NO |
| 2) | Under any disciplinary sanction by the University? | YES | NO |

Please note that the fact that a student is on probation or under sanction will be taken into account when making a decision regarding the student’s application for this award and may result in the rejection of the application. As part of the application process, current academic and disciplinary standing will be reviewed. Failure to indicate probationary status will result in the withdrawal of support for an application. I certify that the information in this application is complete and correct to the best of my knowledge. I understand that any action on this application is contingent on review of all my grades until the time of departure for the program. I further understand that if I incur a disciplinary sanction prior to my beginning my internship or study abroad program, this may result in the withdrawal of support for my nomination. I understand that the application process may include supplementary materials, which I agree to complete promptly. If accepted, I will participate in all required orientations and complete all evaluations. Finally, I understand that this award is a financial enhancement for my education and that the WVU Reed College of Media is not responsible for my health and safety during this internship or study abroad program.

Student’s Signature Date

**Essay Form**

Please complete this form and attach your essay assignment (two pages, typed, double spaced, 12 point font). Include this form and attached essay with your completed application packet.

Name:

Name and Location of Internship or Study Abroad Program:

**Essay Assignment:** Describe your Journalism or Strategic Communications career goals and explain how your opportunity to study abroad or complete a major-­‐ market internship will impact and enrich your college/life experience and help you attain your short-­‐term and long-­‐term goals. If you are applying for a study abroad award, please comment on how your study abroad program will benefit you in ways that domestic programs cannot.

**Recommendation Form (1)**

**To the applicant:** Complete the boxed information and provide this form to TWO references. Please have your references return the completed form to you in a sealed envelope to submit with your application materials.

#### Applicant Information

Student’s Name:

Name of Secured Internship/Study Abroad Program:

Dates of Internship/Study Abroad Program:

Date of Acceptance:

Program Contact’s Name:

Under the Family Educational Rights and Privacy Act of 1974, as amended, students have a right to certain education records. I hereby waive my right of access to this evaluation and any accompanying letter of recommendation. I understand that this evaluation will be used only for the purpose for which it was prepared.

Student’s Signature Date

**To the professor/instructor or employer completing this form:**

The student named above has listed you as a person able to evaluate his/her qualifications for a study abroad program or a large-­‐market internship. Students are selected for financial support on the basis of academic performance, maturity, flexibility and a strong sense of purpose. It is important to the student and to the University that we select only those students who are likely to succeed and benefit from this aid. We appreciate your candid opinion as to the applicant’s qualifications.

The student’s application cannot be processed until references are returned. Please return this form and your attached letter in a sealed envelope, with your signature over the seal, directly to the student, who will then be responsible for submitting the letter with his/her completed application. Please provide the following information about yourself:

Name:

Title:

Company/Department:

Office Address:

Phone: Email:

**Please provide answers to the following questions about the applicant. If you prefer to type your answers on a separate page, please attach it to this form.**

For how long and in what capacity have you known the applicant?

What do you feel are the applicant’s academic/intellectual strengths and weaknesses?

What is your understanding of the applicant’s motivation for reaching his/her goals?

Please feel free to include any other information relevant to this student’s application.

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**Recommendation Form (2)**

**To the applicant:** Complete the boxed information and provide this form to TWO references. Please have your references return the completed form to you in a sealed envelope to submit with your application materials.

#### Applicant Information

Student’s Name:

Name of Secured Internship/Study Abroad Program:

Dates of Internship/Study Abroad Program:

Date of Acceptance:

Program Contact’s Name:

Under the Family Educational Rights and Privacy Act of 1974, as amended, students have a right to certain education records. I hereby waive my right of access to this evaluation and any accompanying letter of recommendation. I understand that this evaluation will be used only for the purpose for which it was prepared.

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