

# Levitetz Leadership Program

## Scholarship for Unpaid Internship Application

**Applications due by Friday, April 12, 2019 by 12 pm**

Scholarships for unpaid internships are available through New College's Levitetz Leadership Program. Stipend amounts are not guaranteed and may vary based on need articulated in the proposed budget. If selected, money will be deposited in your student account by May 3, 2019. Students who fail to complete internships or who fail to submit final reports will be required to pay back the money received.

### **Who is eligible for the scholarship?**

Undergraduate students in the College of Arts & Sciences who are enrolled at UA for the fall 2019 semester and have a minimum 3.0 GPA

### **What type of internships are eligible for this scholarship?**

- Must be an unpaid internship in which you receive no stipend or other form of financial compensation before, during, or after the internship.
- Must be at least 2 weeks in duration with a work expectation of 25-40 hours a week
- Must be secured prior to applying (an employer verification form is a required part of the application)

### **What activities are not eligible for scholarship consideration?**

- Research programs
- Volunteer opportunities in which you have no specific supervisor and/or do not have specific duties or projects to complete
- Internships that require a fee to participate

### **What must I do after internship is completed?**

- Upon completion of the internship, you must complete a reflection paper that includes a summary of your responsibilities and accomplishments, what you learned through the experience, and how the internship shaped your future academic and/or career goals.

**Students receiving the stipend will be notified by May 1, 2019.**

### **Application Instructions:**

- Parts 1-4 of the application are due Friday, April 12, 2019 at 12:00 noon. **Incomplete applications will not be considered.**
- Submit the application as an email attachment to Dr. Natalie Adams at [nadams.ua.edu](mailto:nadams.ua.edu), using subject line: "ATTACHED: Scholarship Application".
- Please contact Dr. Natalie Adams, Levitetz Internship Coordinator at [nadams@ua.edu](mailto:nadams@ua.edu), if you have any questions.

**Part 1: Demographic and Essay Questions**

Date:		
Full Name:		
<i>Last</i>	<i>Middle</i>	<i>First</i>
CWID#:	UA E-mail:	@crimson.ua.edu
Student Phone Number:	Alternate Phone number:	
Major:	2nd Major or Minor(s):	UA GPA:
Class Year (Sophomore, Junior, etc.):		
Location of Internship:		
Name of Company/Organization offering internship:		
Length of internship:		
Organization's website:		
Name of Intern Supervisor:		
Email of Intern Supervisor:		
Phone number of Supervisor:		

Please describe the types of duties, responsibilities, etc. required by your internship (300 word limit):

How do you see this internship shaping your future academic and/or career goals? (300 word limit):

## Part 2: Resume

Complete the following questions and submit a current copy of your resume with the application.

Do you receive any Financial Aid? (loans, grants, scholarships or Federal Work Study)		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you an international student?		<input type="checkbox"/> Yes	<input type="checkbox"/> No

**Part 3: Budget and Financial Statement**

Utilize this template to create your prospective budget and financial statement. The unpaid internship scholarships offered through The University of Alabama’s Levitz Leadership Program are meant to assist with cost-of-living expenses and are not to be considered wage replacement.

Allowable expenses include travel, transportation, housing, utilities, and food during the summer when you will be interning. Please do not include future semester expenses such as tuition or books as these are costs not applicable over the summer. Your budget must be accurate and well-researched to describe costs associated with this summer internship.

**Please include amounts for the entire internship period.**

Name:

CWID:

Projected Expenses

Description	Amount	Notes
Travel To/From Internship Location		
Daily Transportation / Commuting Costs		
Food Costs		
Housing Costs		
Utility Costs		
Other expenses (explain)		
Other expenses (explain)		
<b>Total Projected Expenses:</b>		

**Financial Statement:**

Please state how you determined your expenses, ways (if any) you or someone else will contribute to your expenses and why this unpaid internship scholarship is integral to completing your internship.

To the best of my knowledge, the information provided on parts 1-4 of this form represent true and accurate information and a realistic estimate of the costs I will incur during my internship. As part of the selection process, financial aid information will be verified by the Office of Financial Aid and Scholarships. I give my permission for this information to be shared for the purposes of being considered for this scholarship. If granted a scholarship, I understand that I will be required to repay the amount funded if I fail to complete the internship or fail to submit the final report.

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Student Signature

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Date

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Printed Name

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## Unpaid Internship Scholarship Employer Verification Form

### Part 4

A representative (preferably your direct supervisor) from the organization where you plan to complete your internship must sign the form below. Please print clearly or type.

Name: \_\_\_\_\_

Organization/Department: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

I hereby certify that \_\_\_\_\_ has been selected to undertake work with this organization and that this is an unpaid internship. The student will receive no financial compensation before, during, or after the internship is completed.

Work will begin on \_\_\_\_\_ and end on \_\_\_\_\_.  
(Start date) (End date)

Work will be done on \_\_\_\_\_ for \_\_\_\_\_.  
(Days/week) (Indicate hours/day)

I verify that this internship opportunity is consistent with the requirements of the Fair Labor Standards Act (FLSA) and applicable state and local law. <http://www.dol.gov/whd/regs/compliance/whdfs71.htm>.

\_\_\_\_\_  
Signature of Supervisor

\_\_\_\_\_  
Date

\*Institutional funding through this program is made available with the sole intention of supporting students' expenses (such as housing, food, and/or travel expenses). This support enables students to participate in unpaid opportunities, while gaining valuable experience. Funding is not provided in lieu of compensation for work.

**Employer:** Please scan this form to Dr. Natalie Adams, Levitetz Internship Coordinator, at [nadams@ua.edu](mailto:nadams@ua.edu) or you can send the form to the student to include with other application materials.

**Final Check:** Before submitting your application electronically to Dr. Natalie Adams, Levitz Internship Coordinator at [nadams@ua.edu](mailto:nadams@ua.edu), please make sure you have completed all of required pieces of the application.

- Part 1: Demographic information and essay questions
- Part 2: Resume
- Part 3: Budget & Financial Statement
- Part 4: Employer Verification Form