The School of Public Affairs is pleased to announce a competition for the SPA Internship Travel Award. This stipend is designed to reimburse up to $200 in documented travel expenses associated with unpaid internships for undergraduate or graduate students who participate in unpaid internships for credit in Washington, DC. Internships that provide any form of payment or stipend do not qualify. Awards are offered for the fall, spring and summer semesters.

Eligibility:
- SPA undergraduate major or SPA graduate student with a minimum 3.3 GPA
- Current student at the time of the application and during the internship
- Demonstrated financial need*
- Washington, DC-based unpaid internship offer in hand
- Internship must be at least 120 hours/semester (approximately 10 hours per week)

*SPA will contact the Office of Financial Aid to verify the student’s financial need.

Application Materials:
- Offer letter from internship organization verifying acceptance or other documented confirmation of internship
- Statement of purpose indicating why the internship will be beneficial to your academic pursuits (500 words)
- Resume
- Transcript

Requirements Upon Receipt of Award
- Student will be required to submit travel receipts for reimbursement (up to $200) by the last day of classes for the applicable semester.
- Compliance with AU policies and SPA procedures related to reimbursement requests required
- Final report on your internship experience and what you learned from it (1500 words)
Application Process and Deadline
Submit completed electronic application to spadean@american.edu with “Internship Travel” as the e-mail subject line or submit completed paper applications to the SPA Dean’s Office, Ward 310. All attached files should include your name.

Applications for the Spring 2016 semester are due by Friday January 29, 2016. Incomplete or late applications will not be considered. The SPA Dean’s Office will notify the student by e-mail if selected to receive the internship travel award.
INTERNSHIP TRAVEL AWARD APPLICATION FORM

*Complete applications are due by December 20, 2015*

**Student Information**

Last Name:          First Name:   MI:  
AU ID #:           
Daytime Phone:      Evening Phone:  
E-mail Address:     
Current Cumulative GPA:  Expected Graduation Date:  

**Internship Information**

Internship Company/Organization:  
Address:  
Street       City       State       Zip Code  
Supervisor’s Name:   Title:   
Phone:     Fax:     E-mail Address:   
Work Schedule: Inclusive dates from to  
Hours per Week:  
Days each week (check all that apply):  
M    T    W    Th    F    S    Su  

Your job title and brief explanation of internship duties: