



SCHOOL *of* PUBLIC AFFAIRS

AMERICAN UNIVERSITY • WASHINGTON, DC

SCHOOL OF PUBLIC AFFAIRS INTERNSHIP TRAVEL AWARD

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)



SCHOOL *of* PUBLIC AFFAIRS

AMERICAN UNIVERSITY • WASHINGTON, DC

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.



SCHOOL of PUBLIC AFFAIRS
AMERICAN UNIVERSITY • WASHINGTON, DC

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: