**2018-19 TIM O’BRIEN ENGLISH SCHOLARSHIP FOR UNPAID INTERNSHIPS APPLICATION COVER SHEET**

*For 2018-19, scholarships will be awarded in $500 increments (up to a maximum of $2,000), based on the nature of the internship position and the quality of the application.*

**Eligibility**

To be eligible for this scholarship, the applicants must:

• Be an English Department major at CWRU (including graduating majors in Spring 2019)

• Submit all of the application components (below) prior to the deadline.

**Deadline**

Applications must be submitted to cxf33@case.edu by Friday, May 17, 2019. To apply, you must submit this cover sheet along with ALL of the following:

NAME:

MAJOR:

EXPECTED GRADUATION:

CWRU NETWORK ID:

1. A SHORT ESSAY (5 paragraphs) that describes the internship opportunity and explains why it is important to you. Each of the five paragraphs should address, respectively:

i. The basic details of the internship, including:

 The title or role for which you have received an offer;

 The name and city of the employer that you have received the offer from;

 Your start and end dates for the internship; and

 The number of hours that will be worked per week.

ii. The tasks and responsibilities that you will have as an intern, and the skills that you expect to learn in that role.

iii. How your major, coursework, and/or extracurricular activities at CWRU have prepared you for this work experience.

iv. How the internship supports your post-graduation and career goals.

v. A prose summary of your financial need, including:

a) The amount requested from the English Major Scholarship Fund

(up to a maximum request amount of $2,000.00 USD)

 b) Other income and resources you will use as support during the internship

2) YOUR BUDGET (see a sample budget below)

3) YOUR RESUME (learn how to write a resume in the CWRU Career Search Guide, pp. 66-106: <https://students.case.edu/career/doc/careersearchguide.pdf>)

4) A COPY OF THE OFFER LETTER that you received from the employer/organization you want to work for.

**FUNDING FOR ENGLISH UNPAID INTERNSHIP SUPPORT**

**SAMPLE BUDGET**

Use the information below as a guide to create your budget and statement of financial need. The funding is designed to offset some of the expenses related to the internship experiences. Allowable expenses include travel, transportation, housing, utilities and food. The budget should provide an honest, thorough and well-considered account of researched projected expenses.

**PROJECTED INCOME**

Funds you or your family can contribute to the related expenses, and other funds you may receive.

1. Personal savings/family contribution $150.00
2. Pittsburgh Rotary Club Award $250.00

**Total PROJECTED INCOME** $400.00

**PROJECTED EXPENSES**

Expenses you have researched and expect to incur while participating in the internship experience, such as travel, accommodations, meals, etc.

1. Projected and researched return flight, Pittsburgh to Chicago (American Airlines) $230.00
2. Rent (Sublet in Chicago) $900.00 ($300 per month x 3 months)
3. Food $600.00 ($75 per week for groceries x 8 weeks)
4. Train Pass $170.00

**TOTAL PROJECTED EXPENSES** $1,900.00

**AMOUNT OF NEED**

$1,500.00

**STATEMENT OF FINANCIAL NEED**

The statement should reflect how you determined your expenses, if and how much you or someone else will contribute to your expenses and why this funding is integral to completing your experience.

[Example] My estimated budget for the summer is $1,900. I request $1,500 to offset expenses while I participate in the internship. I can only contribute $150 toward these expenses. My hometown Rotary Club awarded me $250, which I can use for living expenses. I will travel from my hometown, Columbus, to Chicago. I researched flights and American offers the most economical option. I've arranged to stay with a family friend during the internship and will pay $300 for rent and utilities each month. I am responsible for daily transportation to the internship and meals. The funding would not only provide support for the expenses above but also help alleviate my family's and my own financial burden for the next academic year. My education at CWRU is made possible by a significant number of scholarships, grants, and loans. This amount of funding would greatly contribute to my ability to participate in this internship.