STEM Scholar Internship Match Program Application Guidelines

PURPOSE
The Scholar-Internship Match Fund was established to provide a match for industry scholarships and internships given to Massachusetts residents pursuing a post-secondary degree at Massachusetts public higher education institutions. Eligible students, beginning in their sophomore year (having completed at least 24 college level credits), shall pursue career paths in specific science, technology, engineering and mathematics (STEM) disciplines that link directly related work experience with their academic program. These STEM disciplines directly support the economic development of the Commonwealth by fulfilling the employment needs of business and industry in high-demand fields.

The Massachusetts Scholar Internship Program creates a framework whereby internship and scholarship funds from business, industry and others sources may be leveraged as matching resources to enhance student progress toward degrees in fields vital to the Commonwealth.

SCHOLAR INTERNSHIP AWARD VALUE
The DHE award amount is contingent upon the student receiving a corresponding industry scholarship or internship. The annual DHE Scholar Internship award to each recipient under this program shall not exceed $5,000 per student.

ELIGIBLE INSTITUTION
An institution within the system of public institutions of higher education, as identified in Section 5 of Chapter 15A of the Massachusetts General Laws.

ELIGIBLE PROGRAM
An undergraduate degree program offered by an eligible institution in high-demand STEM areas, as designated in the Science and Mathematics Access to Retain Talent (SMART) list, exclusive of foreign languages, as developed by the U.S. Department of Education (See DHE web site).

ELIGIBLE STUDENT
A Massachusetts college student who meets the following criteria:

a) Is a permanent legal resident of the Commonwealth of Massachusetts for at least one year prior to the start of the academic year.

b) Is a U.S. citizen or eligible non-citizen eligible under Federal Title IV Regulations.

c) Is currently enrolled, full-time (12 credits) in an eligible program, at an eligible public institution as defined above.

d) Submits an application for the Massachusetts Scholar-Internship Program, and for approval must:

   1. Meet satisfactory academic progress standards as defined by the institution, and have maintained a cumulative GPA of 3.0 on all college work and meet other eligibility criteria established by the Department of Higher Education. (Note: if you have completed less than four (4) semesters of college please provide your high school transcripts)
2. Annually file the Free Application for Federal Student Aid (FAFSA).

3. Sign an agreement to comply with the internship requirements of the Scholar-Internship Program with a designated Massachusetts employer in a career-related field under the guidance of the Department of Higher Education.

4. Complete the minimum number of internships as required. (If course of study is two years or less only one internship is necessary)

5. Upon the completion of the undergraduate degree program, seek and attain employment in a career-related field in Massachusetts.

HOW TO APPLY
Applications for the STEM Scholar Internship Match Program are available on-line at: http://www.mass.edu Interested applicants must be admitted or currently pursuing a certificate or degree program in an eligible occupation as defined for this program. For students with internships, the application must be submitted during the term (summer, fall or winter/spring) in which he/she is completing the internship. See deadlines below.

Applicants must also provide:
• a two page essay in which the applicant should discuss:
  o the origins of his/her interest in their particular field of study
  o the responsibilities of his/her internship and how they relate to their academic course work
  o his/her personal and professional goals (up to five years after graduation)
  o his/his extracurricular activities
• two letters of recommendation
  o It is strongly recommended that the applicant obtain letters from his/her current internship supervisor and a professor
• and college transcripts
  o if the applicant has completed less than four (4) semesters of college he/she must provide high school transcripts as well (Tip: we encourage you to have the transcripts sent to you so that you can ensure that they are included with your application)

The Department of Higher Education will convene a review committee to evaluate all complete applications to the program and determine awardees. Evaluation criteria will include the strength of student’s application, academic achievement and commitment to a pursuing a STEM career in the Commonwealth of Massachusetts.

Note: A student may only receive one STEM Scholar Internship Match Award per academic year.

2009-2010 DEADLINES
Students must apply to the program during the semester in which he/she has the internship.

<table>
<thead>
<tr>
<th>Semester of Internship</th>
<th>Deadline for complete applications</th>
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<tbody>
<tr>
<td>Summer 2009</td>
<td>July 17, 2009</td>
</tr>
<tr>
<td>Fall 2009</td>
<td>November 6, 2009</td>
</tr>
<tr>
<td>Winter/Spring 2010</td>
<td>March 5, 2010</td>
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Mail or e-mail completed applications and additional information to:
STEM Scholar Internship Match Program
c/o Erin Mawn
Coordinator for Workforce Development Initiatives
Massachusetts Department of Higher Education
One Ashburton Place, Room 1401
Boston, MA 02108
E-mail: emawn@bhe.mass.edu
STEM Scholar Internship Match Program Application
2009-2010 Application

GENERAL INFORMATION

Last Name
First
Middle
Social Security Number

Permanent Address
City
State
Zip
County

Telephone No. (_____) ______________ Date of Birth ______/_____/_______
MM DD YYYY

Male ☐ Female ☐

Email: _________________________________________________________________

Are you a United States citizen? ☐ Yes ☐ No
If not, please state your immigration status in detail.

________________________________________________________________________

Ethnic/Racial Background (optional):
☐ American Indian/Alaskan Native ☐ Hispanic/Latino ☐ Multi-racial/Other
☐ Cape Verdean ☐ Asian/Pacific Islander/Indian Subcontinent
☐ Black/African American (non-Hispanic) ☐ White (non-Hispanic)

ENROLLMENT INFORMATION

Program of study in which the student is enrolled (please note that you must be enrolled in 12-credits):

________________________________________________________________________

School / College

Location

Program of Study / Major GPA (Also include high school GPA if you have less than 4 semesters of college)

2009-2010 Grade Level: ☐ Sophomore ☐ Junior ☐ Senior ☐ 5th year undergraduate

STEM Major declared: ☐ Yes ☐ No
INTERNSHIP INFORMATION

Do you have an internship?  □ Yes  □ No

Is it paid or unpaid? __________ If paid, what is your hourly pay rate? __________________________

Name of company providing internship: _______________________________________________________

What will your role be at the company? (Please attach a job description and/or list of responsibilities if available).

_____________________________________________________________________________________

How many hours per week will you be working? _____________________________________________

Internship Start Date __________________ Internship End Date ______________________________

Company contact information:

Last Name                  First                  Title

Address                   City                   State                   Zip                   County

Telephone No. (_____) _____________

Email: _______________________________________________________________________

SCHOLARSHIP INFORMATION

Please complete this section only if you have received a scholarship from an organization in the STEM industry.

Name of company/ person providing scholarship: _____________________________________________

What is the value of the scholarship? ______________________________________________________

Scholarship provider contact information:

Last Name                  First                  Title

Address                   City                   State                   Zip                   County

Telephone No. (_____) _____________

Email: _______________________________________________________________________

CERTIFICATION AND SIGNATURES

(Failure to sign and date this application will result in a delay in processing your application.)

I completed this application and certified under penalty that the above statements are true and complete, to the best of my knowledge and belief. I also authorize any educational institution I may attend to release to the Massachusetts Department of Higher Education, any information pertinent to this grant.

Applicant Signature ____________________________ Date ________________

Before you mail your application materials, make sure you:

- Sign and date the application form.
- Make copies for your own records.

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- a two page essay, in which the student should discuss
  - the origins of his/her interest in his/her particular field of study
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Boston, MA 02108
E-mail: emawn@bhe.mass.edu
Online: www.mass.edu