

# Lavelle Internships in Non-Profit Organizations

Lavelle Internships in Non-Profit Organizations are funded through the Robert M. Ginn Institute for Corporate Social Responsibility and provide funding for students to complete an *administrative or managerial* internship at a local non-profit organization. Only unpaid internships are eligible for funding through this program and must involve at least 135 work hours during the funded semester. Internships can be completed for academic credit at the discretion of the student either through a departmental internship requirement or through the Center for Career Service (CE 102,103, or 104). Students completing the internship for zero academic credit must register for CE 199 to receive funding.

*Student Eligibility*: GPA : 2.20 or higher; Academic Status : sophomore or higher; register with the Center for Career Services.

*Application Process*: Applications are due 1 week prior to the start of the term in which the internship will be completed (fall, spring or summer). Students will be notified via e-mail during the first week of the semester regarding funding awards. At most, 10 awards are granted per semester. Selection criteria include internship quality and appropriateness of work to the student's academic program. First time applicants will be given priority. Students not selected for funding may complete the internship for credit or transcript notation.

To apply, students must complete this form along with the Learning Agreement and Learning Objectives Worksheet (available at <http://www.jcu.edu/careercenter/students/internships.htm>). Students receiving academic credit for the internship through an academic department instead of the Center for Career Services must also submit a printout of the student's schedule highlighting the course for which the credit is being awarded. Academic credit will not be awarded for departmental credit and CE credit in the same semester. All application materials should be submitted to the Boler School of Business Deans Office.

Name \_\_\_\_\_ Banner ID \_\_\_\_\_

Semester in which registered for

CE 102,103,104,199 or Department internship course     fall                       spring                       summer

Semester during which internship hours will be worked     fall                       spring                       summer

Signature (see below) \_\_\_\_\_ Date \_\_\_\_\_

**Student's Signature - By signing, you are attesting that**

- 1) You understand that no funds will be awarded directly to you or the organization. Funds are only applied to JCU accounts. If you have questions, you are advised to see the Financial Aid Office. This award may affect federal Stafford loans or other financial aid awards.
- 2) You cannot obtain CE credit and departmental credit for the same internship in the same semester.

Please contact Laura Atkins, Assistant Dean, Boler School of Business, for more information on the Lavelle awarding process. Please contact the Center for Career Services, 216-397-4237, for more information about credit and internship awarding.

For office use only

Date received: \_\_\_\_\_ All appropriate paperwork submitted: yes \_\_\_\_\_ Missing document(s) \_\_\_\_\_