



# BALL STATE UNIVERSITY

Miller College of Business

## Internship Scholarship Application

Any student with a declared major in Miller College is eligible to apply for this scholarship. Please be aware this scholarship can only be applied for an internship being taken for course credit. Therefore, a student must secure the internship, request and be approved by their major department to enroll in the internship course, and register in the course prior to the application of funds.

### Application Process

1. Student secures internship experience.
2. Student submits required forms to Undergraduate Programs in WB 147 or [bizadvise@bsu.edu](mailto:bizadvise@bsu.edu).  
Required forms are:
  - Internship Proposal (next page)
  - Detailed internship description signed by the student and employer/work supervisor
  - Department-approved internship form signed by [faculty internship coordinator](#)
  - Internship rationale (*maximum 2 pages*):
    - Reasoning for selection of internship & goals of experience
    - Itemized budget of costs and proposed use of funds
      - *Note: Unless otherwise approved, scholarship will apply to course tuition. Only if a student provides documentation of having another tuition-specific scholarship, will the funds be provided for other needs, such as rent, etc.*
3. Student submits completed form(s), all required documentation, and registers for internship course by the following dates:
  - Fall Internship: July 1
  - Spring Internship: November 1
  - Summer Internship: March 1 (will need to register for internship when registration opens in mid-to-late March, a decision will not be made until course registration can be verified)
4. Departmental Internship Coordinators in coordination with Undergraduate Programs will determine eligibility of the experience for application of scholarship and scholarship amount. Factors that will be considered
  - If housing is/is not provided (whole or in-part) by the internship provider
  - Distance from student permanent address and Ball State University
  - If student's major requires for-credit internship
5. Once the internship experience is approved and fund amount determined, Undergraduate Programs will begin the documentation process to apply funds, which includes:  
Undergraduate Programs > Dean's Office > Foundation > Financial Aid > Bursar



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Name: \_\_\_\_\_ ID#: \_\_\_\_\_

BSU Email Address: \_\_\_\_\_

Internship Begin/End Dates: \_\_\_\_\_

Company/Organization Name: \_\_\_\_\_

Company/Organization Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Company/Organization Phone: \_\_\_\_\_

Supervisor/Contact Name & Title: \_\_\_\_\_

Supervisor/Contact Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Unpaid Experience  Paid Experience Pay rate: \_\_\_\_\_

Course & Term: \_\_\_\_\_

Anticipated Tuition Cost: \_\_\_\_\_

Scholarships or other financial support already applied to this experience: \_\_\_\_\_

\_\_\_\_\_

Amount of Internship Funding Requested: \_\_\_\_\_

Submit forms to Undergraduate Programs in WB 147 or [bizadvise@bsu.edu](mailto:bizadvise@bsu.edu):

- Completed Internship Scholarship Application (this document)
- Detailed internship/business experience description signed by the student and employer/work supervisor
- Internship/field experience rationale (*maximum 2 pages*):
  - Reasoning for selection of program/goals of experience
  - Itemized budget of costs and proposed use of funds
- Department-approved internship form.

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Student signature

Date

### **Submission Information:**

Applications can be submitted in the following ways:

- In person in WB 147
- By email to [bizadvise@bsu.edu](mailto:bizadvise@bsu.edu)
- US Mail at:
  - Miller College of Business Undergraduate Programs
  - WB 147
  - ATTN: Internship Scholarship Processing
  - Muncie, IN 47306