

## Exito Leadership Internship Stipend

### SPRING SEMESTER 2022 INTERNSHIP STIPEND SCHOLARSHIP APPLICATION

#### General Information

Financial assistance is an integral part of the educational experience provided by the Joseph A. Unanue Latino Institute. By providing these stipends, students will be able to participate in internship programs that support their academic and career goals without the limitation of meeting travel expenses.

The Éxito Leadership Program is a leadership development program established by the Unanue Latino Institute. The educational goals of this program are to mentor, guide, and develop participants to become professional and community leaders.

#### Qualifications & Requirements

1. The Joseph A. Unanue Latino Institute stipend fund is open to full-time undergraduate students with at least a 3.0 GPA on a 4 point scale.
2. Students must be registered for an Internship course during the semester in which they apply.
3. Students need to participate in the program by actively engaging with their mentors. They are also encouraged to prepare and promote events run by the Latino Institute, including the yearly fundraiser gala, usually held during the fall semester.
4. Students initially are required to write a short essay 2-3 pages in length describing their professional goals and what they are currently doing to achieve that goal. (i.e., list your major, papers or publications you have written, clubs or organizations you are involved in, and if you are an intern or volunteer in your respective field, etc.)
5. Students must write and send a monthly report of activities related to mentoring and a statement reflecting the use of funds and transportation receipts. In addition, the Unanue Institute must receive the report to [latinoinstitute@shu.edu](mailto:latinoinstitute@shu.edu) no later than the 26th of each month. Students must return unused funds to the Institute.
6. Students must have attended two career development skills workshops at the Seton Hall University Career Center prior to the internship to apply for the internship stipend.
7. Students must complete an application form to be considered for the award and complete the "Statement of Purpose" describing why the student is participating in the internship.
8. The Executive Director of the Unanue Institute will make the final decision after consultation with the Stipend Committee composed of administrators and Board Members.
9. Students should be aware that FAFSA financial need information and financial need may be considered when making awards.
10. Students are eligible for only one Internship Stipend per semester, not to exceed \$500.00. Renewals are not guaranteed.
11. The student must have an acceptance letter enclosed in the application confirming the internship from the sponsoring organization to apply.
12. The scholarship will support expenses connected to transportation costs for the internship. Awards are not intended to cover tuition or internship program fees and may not cover the total cost of the internship expenses.

- 13.** Students that are awarded the Internship Stipend are required to participate in the Institute's events for prospective students and guests.
- 14.** To be a part of this program, students must demonstrate an appreciation of Latino culture, and must actively participate in the activities of the Institute.
- 15.** Students awarded the stipend will receive payment in one lump sum through a check made by Seton Hall University. Any unused funds must be returned to the Institute through the University Bursar two weeks after the semester concludes.

## To Apply

Students initially are required to write a short essay 2-3 pages “Statement of Purpose” in length describing their appreciation of the Latino culture and their professional goals and what they are currently doing to achieve that goal. (i.e., list your major, papers or publications you have written, clubs or organizations you are involved in, and if you are an intern or volunteer in your respective field, etc.)

Students must fill out an application form and submit it with a short essay and recommendations.

Students must write and send a monthly report of activities related to mentoring and a statement reflecting the use of funds and transportation receipts. In addition, the Unanue Institute must receive the report no later than the 26th of each month.

## Application Checklist

### Eligibility:

Applicants must meet the following criteria:

- Registered as a full-time undergraduate student.
- Registered for Internship course.
- Minimum of 30 undergraduate credits completed.
- Minimum 3.0 cumulative GPA.
- Must have internship/organization acceptance letter
- Must have attended two Career Center workshops or events.

### Application Materials:

- Acceptance Letter from Internship Organization
- Applicant Information Sheet
- Statement of Purpose – This should be a one-page statement that explains why the student is participating in the internship
- List two faculty references
- Resume
- Budget Form
- Names and Dates of Career Workshops Attended (2)

## Submission Deadline:

The application deadline is **5:00PM EDT on February 28, 2022**. Please submit a complete application, with all documents and supporting materials to **Denisse Oller, Executive Director**  
**denisse.oller@shu.edu**

## Applicant Information

### Personal Data:

Full Name: \_\_\_\_\_  
SHU Student ID #: \_\_\_\_\_ M.A.  B.S.  (5-Year BS/MA)   
Phone number(s): Home: \_\_\_\_\_ Mobile: \_\_\_\_\_  
SHU E-mail Address: \_\_\_\_\_  
Current/Local Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Permanent/Home Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Emergency Contact Information:

Full Name: \_\_\_\_\_  
Relationship: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Phone: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

### Academic Information:

Academic Advisor: \_\_\_\_\_  
Overall GPA: \_\_\_\_\_

### Sponsoring Internship Organization Information:

Name of Organization: \_\_\_\_\_  
Location: \_\_\_\_\_  
Start/End Dates: \_\_\_\_\_  
Position Responsibilities: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Compensation: \_\_\_\_\_

### Name and Date of Career Workshops Attended

Name of Event #1: \_\_\_\_\_  
Date: \_\_\_\_\_  
Name of Event #2: \_\_\_\_\_  
Date: \_\_\_\_\_

## Reference Form

List two references from professors.  
Recommendation letters are not required.

Name of Reference 1: \_\_\_\_\_  
Title and School: \_\_\_\_\_  
Reference Email \_\_\_\_\_  
Reference Telephone: \_\_\_\_\_

Name of Reference 2: \_\_\_\_\_  
Title and School: \_\_\_\_\_  
Reference Email \_\_\_\_\_  
Reference Telephone: \_\_\_\_\_

**Student Information** (to be filled out by student):

Full Name: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_  
Phone: \_\_\_\_\_

**Statement:** *I hereby permit the Joseph A. Unanue Latino Institute to contact the references listed in support of my Exito Internship Stipend Application. I waive the right to review reference information now and in the future.*

*I understand that FAFSA information may be used to determine scholarship eligibility.*

*I understand that I will participate in school events as requested.*

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

**Budget Form**

Responses to Sections A.-C. are required for full eligibility consideration.

A. TOTAL Cost of Internship: \$\_\_\_\_\_ (as applicable)

Expense Type	Amount	Explanation
Transportation	\$	
Rent( out of state only)	\$	
Food (out of state only)	\$	
Other	\$	
Other	\$	
Other	\$	
Other	\$	
<b>TOTAL</b>	\$	

B. Are you applying for or receiving additional monies from any other sources (i.e., paid internship, scholarship, fellowship, etc.)? If so, please list sources and amounts:

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C. Why do you require funding for your internship?

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