



Massachusetts Department of Higher Education

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Aundrea E. Kelley, *Commissioner*
Frederick W. Clark, Jr., *Chairman*
Massachusetts Board of Higher Education

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, 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.

Applicants must also provide:

- a two page essay in which the applicant should discuss:
 - the origins of his/her interest in their particular field of study
 - the responsibilities of his/her internship and how they relate to their academic course work
 - his/her personal and professional goals (up to five year after graduation)
 - his/his extracurricular activities
- two letters of recommendation
 - It is strongly recommended that the applicant obtain letters from his/her current internship supervisor and professors
- and college transcripts
 - 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 valid 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.

2008-2009 DEADLINES

Semester of Internship	Deadline for complete applications
Fall 2008	November 7, 2008
Winter/Spring 2009	March 6, 2009

*2009-2010 Applications will be available in April 2009 for students with internships in Summer 2009, Fall 2009 and Winter/Spring 2010

Mail or e-mail completed applications and additional information to:

STEM Scholar Internship Match Program
 c/o Erin Mawn
 Project Coordinator for Workforce Development Initiatives
 Massachusetts Department of Higher Education
 One Ashburton Place, Room 1401
 Boston, MA 02108
 E-mail: emawn@bhe.mass.edu



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STEM Scholar Internship Match Program Application 2008-2009 Application

GENERAL INFORMATION

Last Name _____ First _____ Middle _____ Social Security Number _____

Permanent Address _____ City _____ State _____ Zip _____ County _____

Telephone No. (____) _____ Date of Birth ____/____/____ Male Female
MM DD YYYY

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)

2008-2009 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? _____

For how many weeks is your internship scheduled? _____

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.

Applicants must also provide:

- a two page essay, in which the student should discuss
 - the origins of his/her interest in their particular field of study
 - the responsibilities of his/her internship and how they relate to the academics
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