



NORTHERN ILLINOIS UNIVERSITY

Career Services

Division of Academic Affairs

November 22, 2019

NIU Career Services' Intern of the Semester and Intern of the Year **scholarship award program** acknowledges outstanding NIU students who have completed a career-related work experience. If you participated in a career-related work experience during the **fall semester of 2019**, you are eligible to apply for the fall 2019 *Intern of the Semester* awards.

Throughout the scholarship year of January 2019 to December 2019, seven students are selected as *Intern of the Semester* recipients. At the completion of the scholarship year, three of these seven students will be recognized as *NIU Intern of the Year* scholarship recipients for 2019. Should you be selected as one of the three *Intern of the Year* scholarship recipients, you must be present at an awards ceremony that will be held in April 2020 and be prepared to speak briefly about your experience.

To be considered for the fall 2019 *Intern of the Semester* awards, submit the following materials by email to DLHart@niu.edu – see application form for additional submission details:

1. **APPLICATION** completed and signed.
1. **COMPLETED** online [Career Reporting Form for Internships, Jobs or Graduate and Professional School](#). By completing this process, you will also receive transcript recognition through NIU Career Services.
2. **WRITING SAMPLE** describing your career-related work experience. See application attached to this email for required writing sample details.
3. **EMPLOYER RECOMMENDATION** – to be completed by your employer *on the form attached to this email*.
4. **FACULTY RECOMMENDATION** – to be completed by an NIU faculty member, *on the form attached to this email*, who is familiar with your academic work.

ELIGIBILITY: (1) You must be a current NIU student participating in a career-related work experience during the 2019 scholarship award year, January 2019 to December 2019; (2) You may NOT be employed by NIU Career Services during the scholarship award year or be related to an NIU Career Services' employee; (3) To receive an award, you must be prepared to be a student spokesperson for NIU Career Services.

DEADLINE: All required materials must be received in Career Services by **4:30 p.m. on Friday, December 20, 2019**. No materials will be accepted after this deadline. Materials should be sent by email to DLHart@niu.edu. If you are unable to email the materials, they may be dropped off at the Campus Life Building, Room 260. **Contact your employer and faculty recommendations early and follow up prior to the deadline by contacting me to see if the recommendation forms have been received.**

If you have any questions or concerns, you can reach me at DLHart@niu.edu or 815-753-7159.

Sincerely,

Diane L. Hart

Diane L. Hart
Intern of the Year Coordinator
Career Services
Northern Illinois University