

Division of Student Affairs - Career Center

<i>Complete Scholarship Name</i>	<i>Application</i>	<i>Deadline Date</i>	<i>Contact Name</i>	<i>Contact Phone Number</i>	<i>Contact E-mail Address</i>
William L. Richter Scholarship			Erin Mullen	803.777.7280	Mullene1@mailbox.sc.edu

The Career Center at the University of South Carolina is excited to offer an opportunity for a student to receive funding for an unpaid internship with a non-profit organization in the Columbia area through the William L. Richter Scholarship Program.

Student Eligibility: Requirements

To be eligible to apply for the William L. Richter Scholarship, applicants must:

- Be a current degree seeking undergraduate student at the University of South Carolina during the time of the application and during the award period.
- Have completed at least 15 hours of coursework by the time the internship commences.
- Have at least a 2.5 cumulative GPA and be in good academic standing and agree to the pillars of the Carolinian Creed
- Have already secured an unpaid internship at a vetted non-profit organization*
- Report an Internship Experience through Handshake
- Enroll in the Community Internship Program and comply with all program requirements
- Demonstrate financial need as determined by the Office of Financial Aid

*Should you need assistance finding an internship and are interested in applying for the scholarship, please schedule an appointment with the Experiential Education Team on Handshake.

Use and Distribution of Scholarship Funding

One student will be awarded a \$2500 scholarship for the Summer 2018 semester. The scholarship funding may be used to cover the following expenses:

- Pay for an unpaid internship at a vetted non-profit organization for a total of at least 240 hours;

- Transportation/hotel stay for interviews and/or relocation expenses, subject to a cap determined by the University of South Carolina Career Center; and
- Professional interview attire/materials.

In order to be considered for the William L Richter Scholarship, applicants must submit the following documents prior to the application deadline of April 1, 2018:

- Submit a 1-2-page letter of intent describing how this internship will support your career goals
- Letter of Recommendation from a USC staff or faculty member
- Attach your signed internship offer letter to your internship experience in Handshake

How do I apply?

Students wishing to apply for the William L. Richter Scholarship are required to complete the following steps in order to be considered:

1. Report your internship hire by submitting an Experience in Handshake:
2. Click the drop-down arrow next to Career Center in the upper right hand corner.
3. Select Experiences and click on "Request an Experience"
4. Complete all of the required information
5. Upload and attach your signed offer letter
6. Complete an Enrollment meeting with your Experiential Education Manager
7. Email your letter of intent, letter of recommendation, and internship offer letter to Mark Anthony (manthony@mailbox.sc.edu), Associate Director for Career Development & Experiential Education.