UCEAP Internship Award Application Instructions

The University of California Education Abroad Program (UCEAP) honors exceptional internship experiences with the UCEAP Internship Award. Awardees receive $1,000 and their experiences are shared with the UCEAP community.

The purpose of this award is to recognize students who have distinguished themselves through internships conducted while abroad on UCEAP and to encourage other students to take part in internships abroad.

Dates and Deadlines

<table>
<thead>
<tr>
<th>Term</th>
<th>Application Open</th>
<th>Application Close</th>
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<tbody>
<tr>
<td>Summer/Fall 2015</td>
<td>December 15, 2015</td>
<td>February 1, 2016</td>
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<tr>
<td>Spring 2016/Year 2015-16</td>
<td>June 20, 2016</td>
<td>August 30, 2016</td>
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The application must be completed and submitted by 11:59 PM Pacific Time on the day the application closes.

UCEAP reviews all applications at the end of the academic year. Applications will be reviewed in September 2016 and the selection committee will announce the award winners in October 2016.

Eligibility

The UCEAP Internship Award is open to all UCEAP students who participated in an internship during their term abroad. Internships—both for credit and not for credit—in any academic discipline or professional field are eligible for the award.

UCEAP defines internships as meeting the following criteria:

- Set schedule and required hours per week, at least 8 hours per week
- Main goal is to obtain professional skills
- Required consultation and feedback from a direct supervisor
- Required evaluation from supervisor at end of internship
- Required final paper/project/portfolio of work

If you participated in a research project, please consider applying for the UCEAP Research Award.
Application Instructions

A completed application includes:

- An Application Form
- A Reflective Essay: A clear, concise account of your internship experience (1000-1500 words) addressing the following:
  - Give a description of your internship and responsibilities.
  - Describe how your internship integrated into your major area of study and professional focus.
  - Explain your goals for the internship and whether they were met.
  - Discuss the most valuable skills you learned from your international internship experience, and how they might impact your future.
  - Describe how your internship allowed you to contribute to your community abroad.
  - Describe any challenges you faced in your internship and how you overcame them.
- 3-5 photos and/or 1 video that demonstrate your participation in an internship. Please enter a caption/description for each photo/video you upload. A URL link to videos (YouTube, etc.) may be entered in the caption field. If your internship did not allow photos/video, please think of alternative ways to share your experience.
- A supervisor nomination letter indicating your performance and accomplishments in the internship.
- Final paper or project. If you did not receive academic credit for your internship, submit a portfolio of work completed.

Application Tips

The award selections will be primarily based on the integration of an internship into your academic and career goals and clearly demonstrate how the internship has helped reach these goals. The applications will be judged on the basis of creativity, rigor, clarity, completeness, and organization. The strength of the supervisor nomination and persuasiveness of the applicant’s description of his or her learning experience will also be considered.

Work on your application throughout the internship. Write down your experiences while you are abroad, and try to be as specific as possible. It is highly recommend that you keep a journal throughout your internship.

Top quality writing is a critical component of your UCEAP Internship Award application. We strongly advise you to utilize the writing resources available on your campus to ensure the application you submit is written in a professional manner, with correct grammar and appropriate punctuation.

Questions?

For questions regarding the internship award or application process, please contact internshipawards@eap.ucop.edu.