

Nova Southeastern University

Professional Development Fund – Internship Application



Application and supporting materials must be emailed to handshake@nova.edu prior to **April 1st, 2020**

APPLICANT INFORMATION

Full Name:		N#:
Street Address:		
City:	State:	Zip Code:
Phone Number:	NSU Email:	

INTERNSHIP INFORMATION

Employer/Company/Organization:	
Supervisor Name:	Supervisor Title:
Supervisor Phone Number:	Supervisor Email:
Estimated Start Date:	Estimated End Date:
Hours of work per week:	

SUPPORTING MATERIALS CHECKLIST

<input type="checkbox"/> One-Minute Video detailing the following: <ul style="list-style-type: none">• Who you are (name, major)• What direct benefit this grant will have on your career path• Expected outcomes for the professional development experience
<input type="checkbox"/> Offer Letter (for internship application)
<input type="checkbox"/> Reference from faculty member <ul style="list-style-type: none">• Please upload the letter from your referring faculty member with your application packet or have it emailed to handshake@nova.edu
<input type="checkbox"/> Copy of unofficial transcripts
<input type="checkbox"/> Updated resume

Nova Southeastern University
Professional Development Fund – Budget Sheet (Internship)



APPLICANT INFORMATION

Please provide a thorough breakdown of expenses related to the internship (Airline travel to and from location, daily commute costs, groceries, rent, utilities, tuition for internship class, etc.)

TOTAL FUNDING REQUESTED (Sum of all items previously mentioned)

Total Amount Requested	Please note: Funding can only be used to offset costs directly related to a professional conference.