

BEFORE STARTING THIS APPLICATION, PLEASE MAKE SURE YOU SAVE THE FILE TO YOUR DESKTOP/THUMBDRIVE AND RUN THE APPLICATION IN ADOBE ACROBAT PRO.

ACCESSING/EDITTING THIS FILE IN ADOBE READER WILL CAUSE THE FORM TO CORRUPT.

Application Timeline

Take a moment before filling out your application to review the application timeline. You need to ensure you allow yourself enough time to create your application as well as coordinate with your major professor and matching funding source to contribute their parts as well.

- a) Make an appointment with your major professor
- b) Email your application draft to your major professor for review prior to your appointment.
- c) Work with your major professor for any revisions to your applications. Also, during this appointment; consult with your major professor regarding a letter of recommendation and matching funding support.
- d) Revise application and email to major professor for final review and return to applicant.
 - a. For students submitting a Creative Project/Research Project, you should send your contact sheet of images along with your application.
 - b. For students submitting a Conference/Presentation/Exhibition, you should submit a contact sheet or 150 word abstract as appropriate.
- e) Meet with matching funding source and forward completed application to Jerry Aul at jerry.aul@unt.edu

CVAD Student Project Award Fund

Internship Application

This award fund has been created through the generosity of Paul Voertman, Tom and Judy Donahue, and other donors to provide funds for projects (including materials), study abroad, conferences, presentations, research opportunities, and internships (among other possibilities) that enrich the education and opportunities of CVAD students. Awards of up to \$2,500 will be granted based on the educational or professional impact of the opportunity to the student, the department, the college, and/or the university. These grants will require a minimum of \$100 in matching funds.

I. Personal Information

| | |
|---|----------------------|
| First Name: | <input type="text"/> |
| Last Name: | <input type="text"/> |
| Phone Number: | <input type="text"/> |
| E-mail: | <input type="text"/> |
| Address Line: | <input type="text"/> |
| City: | <input type="text"/> |
| State: | <input type="text"/> |
| Zip: | <input type="text"/> |
| Student EUID: | <input type="text"/> |
| Classification: | <input type="text"/> |
| Major: | <input type="text"/> |
| Current Degree Sought: | <input type="text"/> |
| What semester do you expect to graduate?: | <input type="text"/> |
| GPA: | <input type="text"/> |
| # of Hours Completed: | <input type="text"/> |

What are your future goals as an artist/designer/educator/researcher?:

II. *Internship Information*

| | | | | |
|----------------------------------|-------------|--|-----------|--|
| Name of Sponsoring Organization: | | | | |
| City, State, Country: | | | | |
| Duration of internship: | Start Date: | | End Date: | |

Has your internship placement been finalized? :

- Yes No Unsure

If no/unsure, when will you know:

Hours a week:

Is this a paying internship?:

- Yes No

Brief description of the internship opportunity and expected responsibilities:

Describe the educational or professional impact of this opportunity for yourself and career.

Describe the potential impact of this opportunity as you believe it relates to CVAD and or UNT.

Will you still attend the internship with or without funding from the Travel Project Committee?:

Yes No

Have you requested support funding from any other sources not listed on the matching funds page?: Yes No

If yes, from who and how much?

III. Detailed Cost Breakdown (cost may be approximated)

Professional Internship Travel/Living Expenses

Only fill in the necessary fields.

| | |
|--|--|
| Airfare: | |
| Airport Shuttle: | |
| Taxi Service: | |
| Mileage expense (total mileage based on mapquest.com to and from Denton x \$.56 per mile): | |
| Bus Fare: | |
| Car Rental: | |
| Hotel/hostel/rental/etc.: | |
| Other (explain): | |
| TOTAL REQUEST: | |

IV. Statement of Authenticity

I certify that the information given herein this application is true and correct in accordance with Section One of the Student Code of Conduct. The Student Code of Conduct can be viewed at the following link: <http://policy.unt.edu/policydesc/university-north-texas-code-student-conduct-18-1-11>

Student Name: _____

Date: _____

I have read the Student Code of Conduct and Agree/Disagree with the policy? :

Agree Disagree

V. FERPA Release (Family Educational Rights and Privacy Act of 1974)

By accepting this award, you agree to abide by the policies, rules, and regulations governing UNT. You authorize UNT to verify the information you have provided as needed. You understand that recipient information may be provided to the sponsor(s) or donor(s) funding any awards received, and that notice of this award may be publicized in university materials. You authorize UNT to provide copies of grades and periodic performance updates to the selection committee as needed, including members of organizations or foundations overseeing donor interests (i.e., foundations, trust administrators, etc.). For students on externally funded sponsored projects, funding and selection processes are mandated/overseen by the sponsor/PI and your participation with related reporting requirements is expected. Finally, you understand that the submission of false information is grounds for rejection and/or withdrawal of an award offer.

Student Name: _____

Date: _____

I have read the FERPA Release and Agree/Disagree with the policy?:

Agree Disagree

In order to finish your application you must do the following:

- a. Your electronic application should be submitted to your CVAD major professor.
- b. Have someone who is knowledgeable about your proposal to email a letter of recommendation to jerry.aul@unt.edu

Your application will be considered **incomplete** and, therefore, void if any portion of the application is not turned in by the deadline.



CVAD Student Project Award Fund Application

Instructions

Please fill out the application to provide verification of matching funds and a faculty evaluation on behalf of the student who is applying for the CVAD Student Project Award funding. The mentor should then forward the electronic original to the matching support account holder and to Jerry Aul at jerry.aul@unt.edu

_____ Student Name

_____ Student ID

Faculty Evaluation of Application

This portion should be completed by the major professor or faculty member familiar with the applicant's work.

Please rate the importance of the proposed activity (Internship, Conference, Presentation, Study Abroad, Creative/Research Project) to the applicants program of study.

On a scale of 1 to 5 (5 being highest, 1 being lowest): _____

Comments regarding student's application:

_____ Date

_____ Title

_____ Name

Matching Support

In order to qualify for this grant, you must show that you have received at least \$100 in matching support from some other entity (Faculty, Program Coordinator, Chair, Graduate School, Provost’s Office, etc). This portion should be completed by the account holder who will verify matching funds. The completed PDF application should be emailed to Jerry Aul at jerry.aul@unt.edu

What is the source of the matching funds?

_____ Match Amount

Accounting Crosswalk Data:

| Org. Dept * (6 Digits) | Fund Category* (3 Digits) | Fund* (6 Digits) | Function* (3 Digits) |
|---------------------------|------------------------------|---------------------|-------------------------|
| | | | 630 |

Comments regarding student’s application:

_____ Date _____ Title

_____ Name of Account Holder