

The InternsHIP Grant Requirements

The InternsHIP Grant (Interns Helping Invest Potential) is to support students who are interested in pursuing an experience in a field that is typically underpaid or does not offer pay. This competitive, but worthwhile funding can meet the needs of university expenses while completing an experience for academic credit; however, the funding is not guaranteed just by applying. Due to limited spots for each semester, this is a competitive award, so please read this document fully and carefully.

GRANT ELIGIBILITY

- The InternsHIP Grant is available to undergraduate students who have completed at least 15 credit hours at Texas A&M University-San Antonio.
- Students must have a minimum of 2.5 GPA.
- Students must be enrolled in a credit-bearing internship or clinical teaching course the semester they are applying to receive the grant.
- Students must complete at least 100 hours at their site throughout the span of the semester.
- Student clinical teaching and research experiences may be eligible. Consideration preference will be given to students completing an experience with an off-campus partner/site.
- Students receiving another award/scholarship for their experience are not eligible.
- This is a one-time award. Previous InternsHIP Grant recipients are not eligible for a second award.

APPLICATION CHECKLIST

Please complete everything in HANDSHAKE and on this checklist. **See the instructional video** <https://bit.ly/InternsHIPGrantApp> and/or contact the Mays Center for questions.

- Login to Handshake with your Jaguar credentials- <https://tamusa.joinhandshake.com/>
- Complete the InternsHIP Grant Application- Click on "Career Center", then the "Experiences" section tab. Then select "Submit an Experience". Under Details for Experience template select "InternsHIP Grant".
- Provide your A&M-SA professor/ field supervisor's name & contact information to confirm your enrollment.
- Provide your *site supervisor/cooperating teacher's name and contact information. This is the person who oversees your daily work. *You must have a site secured and a supervisor prior to applying for this grant.*
- Attach an internship position description or employer contract listing goals/projects for your internship in **PDF format**. Course syllabus will only be accepted for clinical teaching, all other majors must provide the information from the internship site.
- Attach your "Unbilled" statement and payment history for the current academic term (ie. spring 2025). PDF FORMAT ONLY.
- Attach your financial aid award for the current academic term (ie. spring 2025) if you have completed a FASFA. PDF FORMAT ONLY.
- Attach your Personal Essay to Handshake:
 - Essay prompt- Share specifics about **what you will gain from the internship**, being sure to include how you will implement **2-3 of the NACE Career Competencies for Career Readiness** ([see details](#)). Also include considerations as to how this experience will contribute to your career. See example essay on page 2.
 - Upload to your Handshake application **as a PDF ONLY** (not a Word document).
 - Must be at least 300 words; appearance, grammar, and quality content is a must- this is a competitive grant, so please take your time to provide a well-written essay.
 - We highly recommend utilizing the [Writing, Language, and Digital Composing Center](#).

**Submission of the InternsHIP Grant application gives Mays Center staff permission to contact your internship site supervisor to verify your internship listed on the application and permission to disclose you are a Texas A&M University-San Antonio student enrolled in an internship class.*

Example Essay:

I am excited for this internship opportunity. One of my career goals is to produce my own garments and products, to create a brand that people will love and want to wear. As an intern at Design Studios I will work alongside a professional in the fashion industry and gain insight into fashion trends. I will get to learn what goes into creating a brand, and so much about the fashion design process and industry. I will use NACE Career Competencies of Communication and Teamwork because I will be working with several others each day on various projects and new lines. I will need to communicate well and be active in the team work so we can accomplish the outcomes for the internship. Through these I will also develop skills in creation, marketing, and working with vendors, budgets, and brand management. Another thing I hope to gain is the chance to connect with other professionals, to learn where their design inspiration comes from and how they have navigated this industry.

Working as an intern will give me the chance to meet professionals and establish real networking connections to the fashion industry. I look forward to meeting them and having the opportunity to gain perspective and insight into how they were able to navigate the fashion world to become a professional fashion designer. I have always wanted to know if the way I see things on movies and television is the same in the real world, it fascinates me, but I hope I am able to learn the best ways to communicate and make connections with others. I will be very attentive to people and their process so that I can be successful in this field as well.

My final goal is to secure a job upon completion of the internship and graduation from the program. Because the internship position will give me a chance to showcase my skills, learn from professionals, and identify opportunities, I can take advantage of applying for openings early. Overall, this experience will help launch my career and give me a snapshot of what I have to look forward to in my pursuit of becoming a fashion designer and creating my own designs for consumers to enjoy!

REQUIREMENTS IF YOU RECEIVE THE GRANT

- Students receiving the InternSHIP Grant must attend a 30 minute virtual internship orientation session 1-2 weeks after they are awarded, led by a Mays Center staff.
- Complete a minimum of 30 hours or 30% of your internship hours (whichever is greater) by midterm.
- Be/stay in good standing with university, display professionalism, and attend the hours agreed upon with your internship supervisor throughout the entire internship experience.
- Recipients will need to submit at least one photo of themselves at internship site by midterm of the experience and a midterm self-evaluation on Handshake.
- Grant recipients will be required to meet with a Mays Center Career Advisor regarding how to build the internship experience into their professional resume before the final deadline.
- A final reflection essay answering the following reflection questions: *What did you learn about yourself through this experience? How did you incorporate your 2-3 NACE Career Competencies specifically and what were the outcomes? Please explain, tell us your story.* This is due at the end of the semester to receive the full fund award.
- Recipients AND site supervisors will need to complete the end-of-experience evaluation in Handshake at the final deadline as well.
- The \$1,200 award funds are administered through the Office of Scholarships and Financial Aid. Depending on your unmet financial need and the availability of funds within your financial aid package, the grant may be applied toward your outstanding balance or used to reduce any loans. Each student's financial situation is unique, so you may qualify for a refund, in which the funds will be paid out to you. If you are selected, and once the grant has been applied to your financial aid account, you will receive a notification from the Office of Scholarships and Financial Aid.