



American Planning Association
**Small Town and
Rural Planning Division**

Making Great Communities Happen

Funded Internship Program Spring Semester 2012

OVERVIEW OF STaR

The Small Town and Rural (STaR) Planning Division is one of 22 Divisions of the American Planning Association (APA). STaR is a forum for the exchange of ideas and information of interest to professional and citizen planners in our smaller communities and rural areas.

We are a collaborative group of over 520 rural and small town planners, citizen planners, and allied professionals dedicated to the physical, social, and economic diversity of North America's non-metropolitan areas. As a division, we do our best to keep an eye on issues that challenge the ever changing face of "Small Town America" and share ideas and success stories from the rural heartland of the United States and abroad.

STaR FUNDED INTERNSHIP PROGRAM

STaR has allocated not more than \$6,000.00 for Spring Semester 2012 to provide partial funding of internships for students entering their second year of graduate learning at institutions of higher education accredited by APA's Planning Accreditation Board (PAB). Eligible schools are listed at <http://www.planningaccreditationboard.org>.

Requests for funding will initially be reviewed by the STaR Education Committee. Recommendations for funding will be made by this Committee to the STaR Executive Committee. It is STaR's intent that final determinations for funding for this cycle will be made on or about **December 15, 2011**.

REQUIREMENTS

In addition to completion of the application form, three additional documents are required. The first is a letter of recommendation from the student's academic advisor. The second is a copy of the student's graduate transcripts. The third is a letter from the individual that will be supervising the intern that details the nature of the work to be performed by the intern and the level of mentoring to be provided by the organization.

As a condition of funding, scholarship recipients will be required to write an article describing their internship experience, how the experience relates to the mission of the Division, and the knowledge gained from the internship experience. This article will be between 700-1000 words and will be published in the quarterly STaR newsletter. Images, while not required, are desired. The STaR Division will hold back 50% of each successful candidate's stipend until his/her draft article has been submitted to the Vice Chair for Communications.

DEADLINE FOR SUBMISSION

The deadline for submission of materials for this funding cycle is November 30, 2011. Materials are to be sent via U.S. Mail or e-mailed to:

David C. Birchler, AICP
STaR Secretary-Treasurer and Education Committee Liaison
dbirchler@birchlerarroyo.com

The Committee reserves the right to reject incomplete submittals.

DISCLAIMER

The award of funding does not constitute employment by the Division, nor shall STaR be responsible for any benefits associated with employment. The recipient shall be responsible for any taxes due.

Small Town and Rural (STaR) Planning Division
American Planning Association
Funded Internship Program
Spring Semester 2012
APPLICATION FORM

EMAIL SUBMITTALS TO:
STaR Internship Program
dbirchler@birchlerarroyo.com

****APPLICATION DEADLINE IS NOVEMBER 30, 2011****

DATE: _____, 2011

ABOUT YOUR SCHOOL

INSTITUTION: _____

ADDRESS: _____ CITY, STATE, ZIP: _____

ACADEMIC ADVISOR: _____ PHONE NUMBER: _____

ACADEMIC ADVISOR E-MAIL: _____

ABOUT YOU

NAME: _____

ADDRESS: _____ CITY, STATE, ZIP: _____

PHONE NUMBER: _____ E-MAIL: _____

ABOUT THE SITE OF YOUR INTERNSHIP

AGENCY OR ORGANIZATION WHERE INTERNSHIP WILL BE CONDUCTED:

INTERNSHIP SUPERVISOR: _____

ADDRESS: _____ CITY, STATE, ZIP: _____

PHONE NUMBER: _____ E-MAIL: _____

**PLEASE NOTE THAT LETTERS FROM YOUR ACADEMIC ADVISOR AND INTERNSHIP SUPERVISOR ARE
REQUIRED SUBMISSIONS.**

REQUESTED AMOUNT OF FUNDING FROM STaR: _____ (Should not exceed \$1,500)

WAGE, SALARY, OR STIPEND TO BE PAID BY HOST AGENCY OR ORGANIZATION: _____

Please describe your interests and goals, how the internship will help you develop those interests and goals, and how the requested funding will assist you during the internship experience. Additional information to support your application is welcome and encouraged.