



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

*Making Great Communities Happen*

## Funded Internship Program Spring Semester 2011

### **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 up to \$7,600.00 for Spring Semester 2011 to provide partial funding of internships for students entering their second year of graduate learning at institutions of higher learning 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 no later than **October 31, 2010**.

### **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 reserves the right to hold back a percentage 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 September 30, 2010. Materials are to be sent via U.S. Mail or e-mailed to:

David Birchler  
STaR Education Committee Chair  
[dbirchler@birchlerarroyo.com](mailto: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 2011  
APPLICATION FORM

MAIL SUBMITTALS TO:  
STaR Internship Program

**\*\*APPLICATION DEADLINE IS SEPTEMBER 30, 2010\*\***

(Note: Write neatly and clearly. Any applications that cannot be read due to illegible handwriting may not be considered.)

DATE: \_\_\_\_\_, 2010

**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: \_\_\_\_\_

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.