

**SUMMER STUDY ABROAD OPPORTUNITIES AVAILABLE TO
AUBREY LEE BROOKS SCHOLARS**

- ◆ Brooks Scholars are encouraged to participate in an approved summer study abroad program sponsored by any of the three campuses participating in the Brooks Scholarship Program North Carolina State University, UNC Chapel Hill, or UNC Greensboro (NCSU, UNC-CH, or UNC-G) – not necessarily the school that the student is currently attending.
- ◆ Brooks Scholars must complete their freshman year of study at NCSU, UNC-CH, or UNC-G and be enrolled academically as an undergraduate with at least a freshman standing.
- ◆ Brooks Scholars may choose to study abroad during the summer following the student's freshman, sophomore and/or junior year of undergraduate study.
- ◆ Brooks Scholars must maintain a cumulative undergraduate GPA of 2.75 during the semester preceding travel.
- ◆ Brooks Scholars must apply, be accepted, and enrolled by any one of the university-sponsored study abroad programs at the three campuses for which academic credit is awarded. Students should be aware that each campus has its own application deadlines and that they should begin the process well in advance of their planned study abroad (generally in February or March, or even earlier). The three study abroad offices and their locations and phone numbers are:

The Study Abroad Office, North Carolina State University, PO Box 7344, Room 2118, Pullen Hall, Raleigh, NC 27695-7344 (919/515-2087)

The Office of Study Abroad, UNC Chapel Hill, 12 Caldwell Hall, CB 3130, Chapel Hill, NC 27599-3130 (919/962-7001)

Office of International Programs, UNC Greensboro, 112 Foust Building, Greensboro, NC 27412-5001 (910/334-5404).

- ◆ After acceptance into a study abroad program, Brooks Scholars must apply to the Brooks Foundation for study abroad funding. Student must complete a one-page application and attach copies of the letter of acceptance into the study abroad program, any contract completed with the school for travel abroad, and a list of anticipated costs for the program. **Application must be made at least six weeks prior to the date of travel.** The Brooks Foundation will notify the scholar if approved for funding and the amount he/she will be awarded for study abroad.

STUDY ABROAD OPPORTUNITIES (CONT'D.)

- ◆ The Brooks Foundation will pay airfare (at the most economical rate available), tuition and fee costs for the program (up to \$4,000), and a \$1,500 stipend for housing/food expenses for study abroad (unless this is already included in the program costs). The total Brooks Foundation support for this option may not exceed \$7,500.
- ◆ Upon completion of the study abroad program, the Brooks Scholar must provide the Foundation with: (1) a copy of his/her academic transcript or a formal statement from the school advisor showing that the program of study has been satisfactorily completed; (2) a two-to three-page report on or evaluation of the study abroad experience; and (3) a final account of expenditures (a photocopy of airplane ticket or stub, a copy of tuition and fees and other pertinent receipts) incurred for the program. Except for pre-approved, unusual extenuating circumstances, these reports must be submitted **no later than ten days prior to the first day of fall classes** following the summer of travel. The transcript may be sent separately, as soon as it is available.
- ◆ Should the Brooks Scholar withdraw from the study abroad program, any refund of monies paid on his/her behalf for tuition and fees is due the Brooks Foundation, as is a refund of any monies unused for housing/food expenses. If, after the refund amount has been determined, the refund is not paid to the Foundation, then monies may be withheld from the student's annual stipend.
- ◆ The Study Abroad option may be taken for a **semester** during the regular academic year provided the Brooks Scholar has completed the freshman year and receives prior approval from the Brooks Foundation. The total Brooks support for this option may not exceed \$7,000 + the semester stipend.

**SUMMER RESEARCH FELLOWSHIPS AND INTERNSHIPS AVAILABLE TO
AUBREY LEE BROOKS SCHOLARS**

- ◆ Brooks Scholars may elect to participate in Brooks-funded summer research fellowship or internship opportunities during the summer following the freshman, sophomore, or junior year of school. This is in addition to the study abroad opportunity. Scholars may also elect to choose research fellowships or internships for all three years in lieu of the travel abroad opportunity.
- ◆ Brooks Scholars must have maintained a cumulative GPA of 2.75 during the semester prior to the summer term for which he/she will be interning or involved in research.
- ◆ Brooks Scholars must decide which research project or internship he/she intends to pursue and notify the Brooks Foundation accordingly. The deadline for notification is **March 15th** of the year the research or internship will be undertaken.

For research fellowships:

- ◆ Brooks Scholars must have a well focused and disciplined topic related to the scholar's academic interests and be approved by and developed with a faculty member at the institution the student is attending.
- ◆ Brooks Scholars must submit to the Brooks Foundation a written proposal, giving an outline of the topic to be researched, the reason(s) that the topic has been chosen, and the name (title, address, and phone number) of the UNC faculty member who will review the research as it progresses. (Student may enroll in a program for credit, such as "independent study" if permitted under university regulations.)
- ◆ The Brooks Foundation will review the proposal and notify the student in March in writing as to acceptance or rejection of the research topic.
- ◆ The Brooks Foundation will provide the student by May 14th with a summer research stipend of \$5,000 to be used for tuition and fees, books, required equipment, living, and other expenses while completing the research project.
- ◆ Except in very unusual extenuating circumstances, Brooks Scholar must submit a completed copy of the research project documentation **no later than ten days prior to the beginning of the fall term** following the summer of research.
- ◆ Should the project not be completed or supporting documentation provided by the above deadline, the Scholar must repay the summer stipend in full or forfeit the next Brooks stipend.

SUMMER RESEARCH FELLOWSHIPS AND INTERNSHIPS (CONT'D)

For pursuing a special internship:

- ◆ Brooks Scholars must select an internship on the campus of the university he/she is attending or with a public or private non-profit company or agency in North Carolina. Volunteer community service is encouraged.
- ◆ Internship must be related to the student's academic interests and be submitted for approval to the Brooks Foundation **no later than March 15th** of the year in which the internship will be undertaken.
- ◆ Internship must be for the entire summer, and the student must be employed or volunteering for at least 320 hours during the summer.
- ◆ Brooks Scholars must submit a written proposal, giving the place and location of employment, contact person and phone number of organization, and the reasons why he/she has chosen to intern in this field or with this organization.
- ◆ The Brooks Foundation will review the internship proposal and notify the student in March in writing as to whether the internship will qualify for Brooks funding.
- ◆ A limited number of internships may be available at the North Carolina State Education Assistance Authority.
- ◆ The Brooks Foundation will provide the student by May 14th with a cost of living stipend of up to \$5,000 to be used while completing the internship.
- ◆ Upon completion of the internship, the student must provide the Brooks Foundation with: (1) a copy of each work time sheet filed by the employee during the summer; and (2) a two- to three-page statement summarizing what he/she has gained through the internship. An evaluation of the student's performance to be completed by the employer will also be required. Except in unusual extenuating circumstances, documentation must be sent to the Brooks Foundation **no later than ten days prior to the beginning of the fall term** following the summer internship.
- ◆ Should the internship not be completed or supporting documentation provided by the above deadline, the Scholar must repay the summer stipend in full or forfeit the next Brooks stipend.