Purpose: The purpose of the awards is to assist students with travel to professional conferences and study abroad travel. Students may also apply for funds to assist expenses incurred during field experiences/internship.

Award Amounts & Stipulations: Individuals must be enrolled as a full-time undergraduate or graduate student in any of the programs in the Department of EEMLS. Students are eligible for one award per year and must submit all of the required documents for consideration. The number of awards may vary per year based upon the availability of funds.

- **Conference Travel:** Students may apply for up to $300 to attend a professional conference in a field related to the major. Students who are presenting at a professional conference may apply for up to $400. In addition to the application form, students must include transcripts, itemized travel budget, and 200 - 250 word essay explaining how attendance would benefit the student in the field of study. Students must also agree to complete a 1 – 2 page reflection to be published on the department website upon return from the professional conference.

- **Study Abroad:** Students may apply for up to $800 to participate in a WCE sponsored study abroad program. In addition to the application form, students must include transcripts, professional recommendation, and 200 – 250 word essay explaining reasons for studying abroad in your development towards global citizenship. Students must also agree to complete a 1 – 2 page reflection to be published on the department website upon return from the professional conference.

- **Licensure Exam Fees:** Students may apply for funds to cover the fees associated with Praxis II/NCEL exams required for teaching licensure. In addition to the application form, students must include transcripts, documentation of Free Application for Federal Study Aid (FAFSA), the receipt of payment for the exam, and exam scores upon receipt.

- **Teaching Supplies:** Students may apply for up to $250 for materials needed for working with classroom students in a field experience or internship. In addition to the application form, students must include a lesson plan and/or learning objectives, 200-250 word essay explaining how the materials will be used, and itemized receipts. Students will also complete a reflection on the results to be shared on the department website. All reimbursements are subject to committee approval. See EEMLS department website for exclusions.
Applicants must obtain all travel forms from the EEMLS department and retain all receipts. All requests will be processed by the committee using an online review system. Requests and must be submitted at least 30 days prior to travel. All other awards are accepted on a continuous basis.

**Application Procedures:**

1. Complete the application online on MySeaport (Scholarship Tool).
2. Submit all required documentation and attach to the application.
3. You will receive an email with the award amount and further instructions to follow to obtain funds.
4. Upon return from travel, submit all required receipts.
5. Complete reflection documents.