



STATE OF TENNESSEE
TENNESSEE STUDENT ASSISTANCE CORPORATION
SUITE 1510, PARKWAY TOWERS
404 JAMES ROBERTSON PARKWAY
NASHVILLE, TENNESSEE 37243-0820
(615)741-1346 • 1-800-342-1663 • FAX (615)741-6101
www.CollegePaysTN.com

MEMORANDUM

TO: High School Counselors

FROM: Robert W. Ruble, Executive Director
Tennessee Student Assistance Corporation

Clyde Walker, President
Tennessee Association of Student Financial Aid Administrators

DATE: February 5, 2008

RE: Summer Internship Program for Counselors

The Tennessee Student Assistance Corporation (TSAC) and the Tennessee Association of Student Financial Aid Administrators (TASFAA) are again sponsoring a summer internship in financial aid for high school counselors. The purpose of this project is to enable high school counselors to be better prepared to assist students and parents, especially those that are economically disadvantaged, with an awareness of the financial aid process and the availability of student financial assistance to attend postsecondary education in Tennessee.

This joint project will provide the opportunity for twenty high school counselors from across the state to spend up to eight weeks during the upcoming summer to work in a financial aid office. The counselors will be trained in all facets of financial aid administration that relate directly to students making the transition from high school to college.

The following are specifics relating to the internship project:

- The internship will begin around June 9th and end no later than August 31st. A mandatory workshop will be conducted June 2-4, 2008 at Fall Creek Falls State Park in Pikeville, TN.
- Counselors will be paid \$16 per hour for a maximum of 176 hours during the internship and for the training. Housing and meal expenses for the mandatory training workshop will be provided.
- Counselors will be assigned to a participating postsecondary institution in proximity to their workplace as available.

- Counselors will be selected to participate based on the following criteria:
 1. The selection will include geographical distribution of counselors from across the state.
 2. Preference will be given to counselors employed by high schools serving a high percentage of disadvantaged students and who have not recently participated in the program.
 3. The counselor must be certified and have direct involvement with counseling seniors entering postsecondary education in the fall of 2008.
 4. There must be a participating college in close proximity.

Enclosed with this memorandum is an application for participation in the internship program. Counselors interested in participating in this project should complete the application and return it by February 29, 2008 to:

Cruzita(Crucie) Lucero
Northeast State Technical Community College
P.O. Box 246
Blountville, TN 37617-0246
Phone: (423) 323-0233
Fax: (423) 323-0232
cmlucero@NortheastState.edu

If you need additional applications, please feel free to duplicate the one enclosed or contact TSAC.



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Counselor Application

Summer Internship Program – Sponsored by TASFAA/TSAC

Name _____

High School Name _____

Address _____

City _____ County _____ State _____ Zip _____

Phone _(_____) _____ Fax _(_____) _____ Email _____

Last day you report to work for the 2007-2008 school year _____

Home Address _____

Phone _(_____) _____

Will you be responsible for advising 12th grade students in the 2008-2009 academic year? _____ Yes _____ No

Are you certified as a counselor? _____ Yes _____ No

If no, list job title _____

Current job duties _____

Reason for interest in program _____

Have you participated previously? _____ What year? _____ Where? _____

Number of seniors in the 2008 class _____

Percentage of students at your school who are classified as disadvantaged students _____

Return this form to:

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