



2025-2026 Graduate Student Application for Professional Development Scholarship

Scholarships for professional development are made available through the Virginia Talent + Opportunity Partnership (V-TOP), a public-private partnership formed between the Virginia Chamber Foundation and the State Council of Higher Education for Virginia (SCHEV). Virginia TOP is tasked with creating greater connectivity between students, institutions of higher education and the employer community to expand paid and credit-bearing internship and other work-based learning opportunities (job shadowing, tours, mentorship, externships, apprenticeships, field experiences, etc.). Virginia TOP is organized through the Commonwealth Innovative Internship Fund and Program and administered by SCHEV.

This scholarship application is for graduate students in selected degree programs who intend to pursue careers in this field.
Updated July 2026.

* Required

Eligibility Questionnaire

Are you majoring in Education, Counseling/School Psychology, Human Services/Social Work, or Human Resources? Do you intend to pursue a career that advances work-based learning opportunities for students? Examples of such career goals include: working in the career services office at a college or university; career and technical education at a high school; human resources at a company when the role includes recruiting student interns; and research with a focus on college to career transitions, etc.

If yes, you are eligible to apply.

If no, you do not meet eligibility criteria. Do not complete the application. Feel free to reach out to Carolyn Sutphin (carolynsutphin@schev.edu) with any questions.

1. Please enter your .edu email address from a Virginia institution below. *

2. Choose your institution. *

- ☐ Christopher Newport University
- ☐ College of William and Mary
- ☐ George Mason University
- ☐ James Madison University
- ☐ Longwood University
- ☐ Norfolk State University
- ☐ Old Dominion University
- ☐ Radford University
- ☐ University of Mary Washington
- ☐ University of Virginia
- ☐ Virginia Commonwealth University
- ☐ Virginia State University
- ☐ Virginia Tech
- ☐ Averett University
- ☐ Bluefield College
- ☐ Bridgewater College
- ☐ Eastern Mennonite University
- ☐ Emory and Henry College
- ☐ Ferrum College
- ☐ George Washington University (Virginia Campus)
- ☐ Hampton University
- ☐ Hollins University
- ☐ Liberty University
- ☐ Mary Baldwin University
- ☐ Marymount University
- ☐ Randolph College
- ☐ Regent University
- ☐ Shenandoah University

- ☐ Sweet Briar College
- ☐ University of Lynchburg
- ☐ University of Richmond
- ☐ Virginia Union University
- ☐ Virginia Wesleyan University
- ☐ Institute for Advanced Learning and Research
- ☐ New College Institute
- ☐ Roanoke Higher Education Center
- ☐ Southern Virginia Higher Education Center
- ☐ Southwest Virginia Higher Education Center
- ☐ Patrick and Henry Community College
- ☐ VCCS Institution
- ☐ University of Virginia - Wise
- ☐ Virginia Military Institute
- ☐ Hampton-Sydney College
- ☐ Randolph Macon College
- ☐ Other

3. You must be a graduate student to apply for a scholarship. Choose the option that describes your student status. *

- ☐ Post-baccalaureate certificate
- ☐ Master's
- ☐ Doctoral
- ☐ Other

4. You must be enrolled in an eligible program to apply for a scholarship. Choose the option that describes your degree program. *

- ☐ Education
- ☐ Counseling / School Psychology
- ☐ Human Services / Social Work
- ☐ Human Resources
- ☐ Other

5. Applicants must have career interests that advance work-based learning opportunities for students. Examples of such career goals include: working in the career services office at a college or university; career and technical education at a high school; human resources at a company when the role includes recruiting student interns; and research with a focus on college to career transitions, etc.

Recruiting students for internship courses and preparing for work as faculty/future faculty who focus on areas other than the ones previously listed are not considered work-based learning under this program.

If you have questions about how your career goals align with this scholarship opportunity, email carolynsutphin@schev.edu.

After graduation, do you intend to pursue a career that advances work-based learning opportunities for students? Refer to description immediately above for examples *

- ☐ Yes (If yes, proceed with completing the rest of the application).
- ☐ No (If no, you are not eligible for the scholarship consideration and should not complete the application).

Applicant Contact Information

6. First Name *

7. Last Name *

8. Address Line 1 *

9. Address Line 2

10. City *

11. State *

12. Zip Code *

13. Phone Number (with area code)

14. Preferred email address (this may be your .edu address or a different email address) *

Applicant Educational Information

15. What is your degree or post-baccalaureate certification program? *

16. How many credit hours have you completed? *

17. How many credit hours are you currently enrolled in? *

18. Please enter your anticipated graduation date. *



19. Which scholarship are you applying for? *

- ☐ Conference
- ☐ Membership Fees

Complete this section if you are applying for the Conference Scholarship.

20. What is the name of the organization hosting / sponsoring / offering the conference and what is the title of the conference?

21. What is the date(s) of the conference?

22. If you are awarded a scholarship, do you need an advance of any funds prior to travel?

- ☐ Yes
- ☐ No
- ☐ Maybe

23. Have you attended this conference previously? If yes, please indicate the year(s) attended.

24. Please list other conferences you have attended previously and list the years attended.

25. Please describe any previous involvement with the organization offering the conference.

26. Have you, or do you plan to, submit a proposal to present at this conference? If you already have submitted a proposal, has it been accepted?

27. Please describe your career aspirations, how your aspirations relate to advancing work-based learning in Virginia, and how presenting at or attending this conference will contribute to your career goals and professional growth over the long term. (approximately 250 words or ~1,500 characters).

28. Considering short-term impacts, please describe how you will apply the skills and knowledge you gain at the conference immediately (meaning prior to your graduation) to benefit (1) yourself and your own goals; and (2) your program, other students and/or your communities (approximately 250 words or ~1,500 characters).

29. Please provide any other pertinent information that the selection committee should take into consideration.

30. Please provide a short biography for the V-TOP website (approximately 250 words or ~1,500 words or characters).

Complete this section if you are applying for funding for Membership Fees

31. What is the name of the organization you wish to join?

32. Have you been a member of this organization previously? If yes please list the years.

33. Please describe any previous involvement with the organization?

34. Please list any other organizations and the year to which you belong.

35. Please describe your career aspirations, how your aspirations relate to advancing work-based learning in Virginia, and how your membership in this organization will contribute to your career goals and professional growth (approximately 250 words or ~1,500 characters).

Required Documents and Forms

Please email the following documents and forms to Carolyn Sutphin (carolynsutphin@schev.edu) to complete your submission:

- Your resume / vitae
- Unofficial transcript
- A completed form called "Travel Estimate and/or Membership Dues," which is available on the SCHEV website
- A completed Virginia W-9 form, available on the SCHEV website
- A completed release form, which is available on the SCHEV website. By completing the form, you are consenting to the use of your name and photo in V-TOP newsletters, on the website, and in press releases, with the option to consent for SCHEV to connect you to interested members of the press for interviews
- All documents can be found here: <https://www.schev.edu/institutions/grants/commonwealth-innovative-internship-fund-and-program>

If the documents and forms listed above are not submitted to Carolyn Sutphin (carolynsutphin@schev.edu) prior to the form deadline, your submission will not be recorded.

Certification

36. I hereby apply to SCHEV for a scholarship. I certify that I meet the Applicant Eligibility requirements. In addition to the Recipient Requirements described in the Call for Applications, I understand that I am bound by the terms and conditions in this certification. I understand that the scholarship pays only for my personal membership fees, conference registration fees, travel, etc., as applicable, and is non-transferable to any other professional development opportunity or to any other person. I confirm that my institution or institute will give me the time off necessary to attend the conference (if applicable) if I am a scholarship recipient. If I receive an award, I will respond to SCHEV within 10 business days of the award announcement confirming that I accept the award and am still able to attend the conference or join the organization. If I discover later that I cannot, I will notify SCHEV immediately and return any funds I have received within 10 days. Finally, I agree that reimbursement of my expenses after travel will be negotiated via email and my acceptance of these terms and conditions now is the equivalent of my electronic signature.

I agree to the certification language above: *

☐ Yes

☐ No

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