

## 2020 Summer Internship Funding Frequently Asked Questions

While this might not cover all of your questions, these are typical questions that might be helpful in assessing your situation. Please don't hesitate to contact the Career Center should you have additional concerns or questions: [careercenter@coloradocollege.edu](mailto:careercenter@coloradocollege.edu) or 719.389.6893

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### More Questions?

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#### 1. **Am I eligible to apply?**

All currently enrolled Colorado College students who will return to campus for a minimum of one semester after completing their internship are eligible to apply. Students are eligible to receive summer internship funding one time during their CC undergraduate career. If you have previously received internship funding, you are no longer eligible.

#### 2. **If a student has received an internship funding award before, are they eligible for funding again this year?**

No. All students are eligible to receive one award during their 4 years at Colorado College.

#### 3. **Is this funding available to graduating seniors?**

Eligible students must be returning to campus for a minimum of one semester. If you are a senior graduating no earlier than December following your internship, you could be eligible if you meet all other criteria.

#### 4. **If a student has an internship in the fall or spring semester, can they apply for funding?**

Funds are currently only available to support internships taking place during the summer months.

### **5. What types of opportunities are funded?**

As long as you meet all eligibility requirements and your internship meets requirements and expectations, there are few opportunities it wouldn't support. All industries and positions which provide a substantial learning experience will be considered. Eligible internships must be a minimum of 8 weeks AND 240 hours. This opportunity should be a learning experience, it should put you in a position where you can try out a work environment, or work tasks you have not done before. It might help you explore potential career options or help you gain much needed skills for what you hope to do post-graduation. It doesn't have to be called an "internship" to be eligible. What you will be doing and how you will be spending your time with the organization is important. Program fees and courses (whether at Colorado College or another institution) are NOT ELIGIBLE for funding. Experiences should be away from the Colorado College campus or focus on work with primary benefits beyond the CC community. All experiences will be assessed on a case by case basis.

### **6. Can I apply for funding for international internships?**

Yes, students can apply for funding for skill-enhancing opportunities that are abroad. These funds CANNOT reimburse program fees if the internship is part of a program that requires a fee. Any location out of the U.S. must be approved before any funding will be granted.

### **7. I am currently off-campus. Can I still apply?**

Yes. The entire application is accessible online through Summit (under Academic Dean's Office/CC Provost Office). The workshop requirement can also be done virtually, so there is no need to be physically on-campus throughout this process. You are expected to be in close contact with the Career Center during the application process and throughout your internship regardless of location.

### **8. What information is necessary in order to apply?**

- Basic personal and academic information
- Information about your internship: organization, industry, supervisor information, responsibilities you will have in this position, and goals for professional growth and skills during this experience
- If your internship is outside of the US, you will need very specific information regarding dates in country, who will travel with you, day-to-day itinerary, where you will stay, language ability, if a visa is required, in country emergency contact, relevant State Department travel alert information and security concerns, travel warning waiver, CDC shot requirements and related health concerns, driving and insurance information, and more
- Budget and financial information: projected expenses in detail, other funding sources, how will you cover any shortfall
- Resume
- Employer/Internship Site Agreement: this is not required at the time of application, but will be necessary to complete your application once an internship is secured

### **9. How do I apply?**

The application will be open in Summit (under Academic Dean's Office/CC Provost Office) as of February 3, 2020. You must submit a complete application to be considered. Internship site does not need to be confirmed prior to applying. The selection committee reserves the right to contact you for additional information or clarification that will help assess your application and internship selection. You will be given four (4) weeks from the date of submission to receive an offer and submit the relevant Employer/Internship Site Agreement. If you are unable to secure an internship and complete this requirement, it is your responsibility to communicate with the Career Center and request an extension of a maximum of four (4) additional weeks to secure your internship. Extenuating circumstances will be reviewed on a case-by-case basis. All internship sites and fully completed application requirements must be received no later than May 29, 2020, to receive funds. If you have not secured a site and completed all necessary requirements by this date, your award will be forfeited for 2020. Staying in touch with the Career Center throughout the application process as well as throughout your internship experience will be critical.

### **10. How much funding can I request?**

All granted awards will be \$2,500. We are not paying students for doing an unpaid internship; we are helping students subsidize living expenses so they can have a career-building experience that is unpaid. Your budget details and information will help us assess how this award will support your efforts, and ensure you are planning ahead to cover any shortfall.

### **11. How complicated does my budget have to be?**

Your financial information doesn't need to be exhaustive, but should be thorough. Considering what costs you will incur throughout your experience will help you assess if this is a reasonable experience for you to take on this

summer. You will be prompted for many specific expenses to ensure you are thinking about various parts of your experience, but feel free to let us know what things we have left out that impact your specific situation.

**12. I am applying for more than one internship which could occur simultaneously. Can I apply for funding for both?**

You cannot apply for funding for each internship, but you can apply for one summer award which includes two simultaneous internships. While the total experience (of your internships combined) must be 8 weeks AND 240 hours, we will be looking for the quality of each internship individually to assess whether this substantiates splitting your time while also enhancing your learning during the summer as a whole. It can be hard to have a quality learning experience in a limited amount of time. Within the application, you will be prompted to provide details on both internships. We will require the Employer/Internship Site Agreement from both internships if awarded funds based on the weeks and hours of both combined. Only one award would be granted even though you are doing two internships.

**13. My offer is contingent on a background check, so I cannot get my Employer/Internship Site Agreement until everything is finalized. This may not happen before May. Am I still eligible?**

Yes. There are many quality internships which have a timeline that doesn't perfectly match our funding timeline. If awarded funds, we would ask that you stay in very close communication with us. Let the Career Center know your situation and any information you receive throughout the coming weeks. The more we know the better. If we are aware of what is happening, we will most likely hold your award until everything is finalized and you have been able to fulfill all expectations. You also need to be proactive in getting everything possible done on time, so we can pay out your award as soon as absolutely possible. This may not happen by the May 29, 2020 deadline, but as long as we are aware, we are willing to work with you. If you do not stay in close contact with us or do not keep us informed, we will assume you no longer need the award.

**14. My dream internship doesn't open applications until April with a deadline in May. How am I supposed to ask for funding when I won't know when I will hear back from the organization?**

There are many internships which have a timeline that doesn't match our funding timeline. Confirmation or acceptance into an internship is not required in order to apply. You should ensure that your application for funding is received early to ensure funds remain available. Your application can be evaluated with the information you have provided about your dream internship. With a late timeline such as this, be sure you are completing all necessary requirements of funding early on and communicating with the Career Center throughout, even before you hear back from the organization regarding your acceptance. If you do not complete these requirements as expected it may hold up the distribution of your funds once the offer is received. Please do everything you can to avoid delays, especially as the May 29, 2020 deadline approaches.

**15. What are the characteristics of a strong application?**

Your application should be complete and compelling. The more detail the better. You should show what you will learn through this experience and how you will learn it, as well as how the organization and your supervisor will support this learning opportunity. Even when you are not sure which of your options you will decide on, it typically is better to focus your application on one opportunity. Too much information within an application can get confusing and diminish the details provided. Once things are finalized, we can always come back for revisions or updates on the offer you accept. We will ask for additional explanation if we feel the application isn't complete enough to make a decision. This could stall your application review and hinder our ability to award funds. Please provide everything possible in order for us to consider your situation fully.

**16. Who makes the decision? And upon what criteria is the decision based?**

The Career Center staff reviews all applications ensuring every application is reviewed by a minimum of two individuals. We are looking for evidence of a quality learning experience and that you have considered how this opportunity will further advance your skills, knowledge, and qualifications, or allow you to test out an area of interest. We are also looking to see that you have fully considered how this minimal financial support will play into your overall expenses incurred. Underpaid opportunities are likely to be reviewed by a minimum of three people considering similar jobs in the area, relevant cost of living data, as well as your explanation of your expenses as we assess your request.

**17. When is the deadline to apply?**

Funding is limited and you are encouraged to apply as early as possible for full consideration. The application will officially close as of May 1, 2020, but it is unlikely funds will remain available until this time. Ensure your application is complete and compelling to avoid delays in processing. Start your internship search early to ensure you are able to complete the application early in this timeframe –Remember, you do not need to have secured an

internship prior to applying. If you have any concerns or questions about the timeline for applying, when you will hear back from sites, deadlines for your internships, etc., don't hesitate to reach out to the Career Center for clarification or to discuss your situation.

**18. I was accepted for an internship and I must make a deposit to hold my spot. But I need funding in order to make the deposit.**

An internship requiring a deposit sounds a lot like they will also be asking for a program fee. Internship Funding Awards are not eligible for program fees; therefore, this would not be an appropriate use of these funds. If you feel you have extenuating circumstances for other funding needs prior to when you can complete all requirements and receive your award, please contact the Career Center to discuss your situation.

**19. I will be abroad or away from campus for the spring, summer, and/or fall. How do I complete all of the requirements I have agreed to?**

All expectations can be fully completed while away from campus, but it will be your responsibility to communicate early, and often, when you will need alternative options due to your situation. All communication will be through email, so please ensure we have the appropriate email for you to receive communication often and effectively throughout the application process, during the summer, and into the fall semester. If you have additional concerns, reach out to the Career Center.

**20. When can I expect to receive my money?**

Your award will be processed as soon as you complete **all** internship application requirements and pre-internship expectations. This typically happens in May. We do not guarantee a specific day when your money will appear in your account. Processing can take up to two weeks once it leaves our office, and longer if you are not signed up for direct deposit. You are responsible for much of this timeline, so we encourage you to stay on top of all expectations. If you have concerns about when you will receive your funds, please reach out well in advance so we can be as proactive as possible in getting your requirements completed.

**21. Can a student receive an award without enrolling in direct deposit?**

Yes. We encourage you to enroll for direct deposit because you can say where exactly you want your money deposited. However, if you do not choose to complete direct deposit paperwork, or do not complete it on time, a check will be processed and sent to the current address on file with the college. This may take longer than direct deposit. You will want to ensure that this address is where you want the check sent to avoid it sitting in your Worner Box all summer long.

**22. Do I have to wait for a specific date before I receive my money?**

Once your application and all pre-internship expectations are complete, your award will be processed. This timeline is very much up to you. Should you have an extenuating circumstance, please come talk to someone in the Career Center. If all requirements aren't complete by May 29, 2020, you forfeit your award for this year.

**23. Do these awards affect financial aid? Are there tax implications?**

You will be expected to report all earnings on your taxes as usual. It will depend on your financial aid situation, but this award could impact your aid eligibility. Contact the Financial Aid Office for any specific concerns.

**24. What are the requirements I must agree to complete in order to receive Summer Internship Funding?**

In order to supplement the professional development and learning you will experience in your internship, we have set several expectations for you to complete. Please plan ahead to fulfill pre-internship requirements as soon as possible to avoid your payout being delayed, as well as wrap up all other requirements as requested throughout and upon completion of your internship by all expected deadlines. We do not want to drag out these requirements and expectations any longer than you do, but we also want you to take advantage of the support that is being offered to you.

Prior to receiving funding, all recipients must:

- Participate in a **workshop** offered by the Career Center to prepare you for your internship experience. *An alternative will be available for students unable to participate in on-campus workshops.*
- Complete the **Summer Experience Survey**.

During the internship:

- **Re-assess the learning goals** established in your application with the help of your site supervisor and/or mentor.
- **Keep the Career Center informed** regarding any changes to your internship.

- Provide a **minimum of three photos** and a **basic explanation** details of your internship for the Career Center website and Summer Research and Internship Symposium program. *Please plan ahead for quality images especially in situations that may have restrictions due to confidentiality. Discuss limitations and concerns with the Career Center early on to eliminate challenges.*

Upon completion of the internship:

- Provide follow-up on your experience to the **Summer Experience Survey**.
- Be available to participate in the **Summer Research and Internship Symposium** over Family and Friends weekend, and/or panels, programs and interviews throughout the year with advance notice.
- Make a **Story Map** about your summer experience. Very detailed instructions will be provided.

### **More Questions?**

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