

## Summer Internship Funding Frequently Asked Questions

While this might not cover all of your questions, these are typical questions we receive and 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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### 1. **Am I eligible if I didn't take classes both semesters this year?**

All Colorado College students who are fully enrolled (taking a minimum of 3 blocks each semester) and returning for a minimum of one semester after their internship, are eligible to apply. If you do not fit these criteria and would like to discuss your situation, please reach out.

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

All students are eligible to receive one award during their 4 years at Colorado College. Because we changed to a two-tiered award system in 2022, students are eligible to receive the full \$4000 broken into 2 summers if they did not receive this amount for their first award. If a student feels they would be eligible for additional funding because they were funded at the lower level in a previous year, they should reach out with questions, and/or apply for consideration.

### 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 of the semester following your internship, you could be eligible if you meet all other criteria. If you do not plan to return to Colorado College as a fully enrolled student in the semester following your internship, you are not eligible.

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

Funds are only available to support internships taking place during the summer months. If your internship begins in the spring and/or continues into the fall, that could be acceptable. However, the bulk of the experience being assessed should be during the summer months and our review of your budget will focus on the traditional summer months of your experience not the period of time that may be before or after the summer.

### 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. This opportunity 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 and focus on work with primary benefits beyond the CC community. Expenses for third party providers are NOT ELIGIBLE for consideration (such as fees paid to an organization providing you an experience). 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. In addition to your internship being approved for funding, any location outside of the U.S. must be approved before any funding will be granted. The Center for Global Education reviews your detailed international travel plans for safety and security. As you are crafting your itinerary and activities, it is recommended that you log into the college's International SOS member site. On the right sidebar, select "Travel Security Online" for your country or countries, and read all the specific recommendations they give for your destination. Once you are on the country page, the left sidebar lists "Travel security guide," "Country travel guide," and maps (change the filter on the map from "None" to "Travel," upper right-hand corner) to look for any higher risk (red) hotspots. Pay attention specifically to any guidelines given by SOS about methods of transport, times of day/routes/regions to avoid, locations to avoid staying in or visiting, etc.

The specific details of your travel itinerary and research activities that you'll submit here should demonstrate that you've reviewed this information. In general, if International SOS or the State Department classifies a region, country, or activity as higher risk, we will not approve that travel. For details, see the College's Guidelines for International Travel. If you are a CC student travel back to your primary residence in another country, it is highly unlikely that this travel will be restricted.

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

Yes. The entire application is accessible online through Summit (under Office of the Dean of the College). You are expected to be in close contact with the Career Center during the application process and throughout your internship regardless of location. You will need to let us know if you have difficulty completing any requirements and expectations because you are out of the country.

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

- Basic personal and academic information
- Information about your internship: organization, industry, responsibilities you will have in this position, and reflection on how this experience will support your professional growth and skills
- 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 you anticipate covering any shortfall
- Resume
- Once you have accepted an internship offer, you will complete an agreement/waiver, and submit a confirmation form completed by your organization – this is not necessary at the time you complete your application

**9. How do I apply?**

The application will be open in Summit (under Office of the Dean of the College) as of February 1, 2023. You must submit a complete application to be considered. Your 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 must be responsive to questions and correspondence via email to keep your application active. **The first deadline for consideration is March 24, 2023.** The sooner you start your search, the more proactive you can be for this application. It is unlikely all funds will be distributed at this deadline. **Applications will continue to be accepted until funds run out or May 19, whichever comes first.** All internship sites and fully completed application requirements must be received no later than May 31, to receive funds. If you have not secured a site and completed all necessary requirements by this date, your award may be forfeited. Having all application materials completed by May 31 will allow us to get payment in process by mid-June. Only payments we can guarantee will be processed before the end of June will be allowed. Staying in touch with the Career Center throughout the application process as well as throughout your internship experience is critical.

**10. How much pay can I request?**

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 may not be possible otherwise. 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. We are offering two award levels: an internship for a minimum of 8 weeks and 240 hours is eligible for \$2500, or an internship for a minimum of 10 weeks and 400 hours is eligible for \$4000.

**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 separately, but you can apply for one summer award which includes two simultaneous or consecutive internships. While the total experience (of your internships combined)

must meet the minimum weeks and hours, we will be looking for the quality of each internship individually to assess whether this substantiates splitting your time to enhance your overall learning during this summer. 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 Confirmation from both internship sites if awarded funds are 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 Confirmation 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 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 before the final deadlines. 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. If you do not stay in close contact with us or do not keep us informed, we will assume you are no longer interested in receiving 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 perfectly. 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 31 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 primary 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 to assess similar jobs in the area, relevant cost of living data, as well as your explanation of your expenses as we consider 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 first deadline for consideration is March 24, 2023.** The sooner you start your search, the more proactive you can be for this application. Ensure your application is complete and compelling to avoid delays in processing. **Applications will continue to be accepted until funds run out or May 19, whichever comes first.** All internship sites must be finalized, and application requirements fully completed no later than May 31, to receive funds. If you have not secured a site and completed all necessary requirements by this date, your award may be forfeited. Having all application materials completed by May 31 will allow us to get payment in process by mid-June. Only payments we can guarantee will be processed before the end of June will be allowed. Staying in touch with the Career Center throughout the application process as well as throughout your internship experience is critical. 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. Also, it is uncommon for legitimate internship experiences to ask for you to "buy in" to participate, and we would be very leery of you getting yourself in a bad situation. As with most expenses, it is your responsibility to assess your ability to cover expenses before funding is distributed or in the event funds are not received. As with many other situations in life, be prepared to submit deposits for housing, pay application fees for rental properties, purchase flights, start searching for your summer work attire, etc. in advance of your funding being available for your use. This can be costly and should be considered well in advance of the summer months and a funding decision. If you would like to discuss these expectations or 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 between late May and late June. 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 do not have 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 actually want the check sent to avoid it sitting in your Worner Box or being sent to a different location than where you will be or where your funds can be deposited for your use.

**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 talk to someone in the Career Center. If all requirements aren't complete by May 31, and you have not clearly communicated with the Career Center about your situation, you may forfeit your award.

**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.

These expectations are included in your Agreement and more details will be provided throughout the summer and into the fall. If you have any questions about these expectations. Please reach out to the Career Center.

A sampling of potential expectations includes:

- **Keep the Career Center informed** regarding any changes to your internship.
- Assess **career readiness competencies** you hope to gain from this experience.
- Submit a **headshot** to be used for programs and marketing.
- Participate in a **workshop** offered by the Career Center to prepare you for your internship experience.
- Set **learning goals** for your experience with the help of your site supervisor and/or mentor.
- Provide a **minimum of ten photos** of you “at” your internship.
- Complete the **agreed upon minimum duration** (weeks and hours) of your internship per the award received.
- Be available to participate in the **Summer Research and Internship Symposium**, and/or panels, programs and interviews throughout the year with advance notice.
- Provide a **basic explanation** of your internship for the Summer Research and Internship Symposium program.
- Make a **Story Map** about your summer experience.
- Review your **updated resume** with a Career Center staff member.
- Complete the **Summer Experience Survey**.

### **More Questions?**

Contact the Career Center at [careercenter@coloradocollege.edu](mailto:careercenter@coloradocollege.edu) or 719.389.6893