



CENTRE COLLEGE

Internship Funding Guide

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INTRODUCTION

Centre College provides competitive financial support for students completing high-caliber unpaid or low-paid domestic or international internships. The Center for Career & Professional Development can help locate top-notch internships and can offer advice for students locating internships on their own.

The goals of Centre's internship funding program are:

- To support students who are building upon their academic and career-related pursuits with internships.
- To facilitate student participation in experiential career exploration.
- To expand the diversity of internship opportunities in which Centre students participate.
- To help students access an internship that would be difficult to pursue without funding support.

Currently, Centre College provides internship funding for the following types of internships:

- **General awards** for internships in any career field
- **Specific awards** for internships in: environmental studies, state government, federal government, healthcare and medical, dietetics, and nursing.

ELIGIBILITY AND POLICIES

Eligibility

- The applicant must currently be enrolled at Centre College at the time the internship is being completed (i.e., a student is not eligible for funding the summer after graduation).
- In order to be eligible for all funding, the student must have obtained sophomore status at the time the internship is to occur.
- Internships in the immediate geographic area are not usually considered to be in need of financial support.
- Students receiving funding from Centre scholarship programs to support their internships are not typically eligible to apply for Centre funding programs and should apply for funding through their scholarships' summer enrichment funds.
- Students whose projects will be funded from another grant source (such as the National Endowment for the Humanities or the National Science Foundation) are not normally eligible for Centre College funding.

Policies

- Funding is not intended to replace wages. Instead, it is meant to help alleviate costs associated with pursuing an unpaid or low-paid experience including, but not limited to, living (housing),

transportation (travel to city of internship, daily commuting costs), and food. A small stipend may be included in your budget.

- Students may not receive more than \$5000 combined (internship salary/scholarship funding plus Centre funding) for their summer experience.
- All internship stipends are considered taxable income. You will receive a 1099NEC form from Centre College during tax season and will be responsible for reporting your stipend as income.
- Incomplete proposals will be accepted only in circumstances approved by the Center for Career & Professional Development. If you are submitting an incomplete proposal, you **MUST** explain the circumstances in the appropriate section of the internship funding application. Final awards will be contingent upon the completion and approval of the final proposal.
- Late proposals will be considered only after on-time proposals are reviewed (and only with the approval of the Center for Career & Professional Development). Typically, there are no extra funds after the initial decision has been made.
- Proposals submitted after the internship funding committee has made its final decision will not normally be considered.
- Summer academic-credit internships: Centre College charges a reduced rate for tuition for academic-credit internships completed during the summer months. We offer a one-credit internship (\$350 fee) or a three-credit internship (\$375 fee). The fee must be paid before you are officially registered for the course. Students may include this fee in their internship funding budgets. Please note that a student may apply no more than six (6) total internship credits toward their graduation requirements.
- Summer non-credit internships: There are no fees charged for non-credit internships.
- CentreTerm academic-credit internships: The tuition is included in the student's comprehensive fee.
- The student must complete the internship successfully in order to remain eligible for funding. If the internship is not completed successfully, the student may be required to return any funds that have been distributed during the internship and may not be eligible to receive any further funding.

APPLICATION PROCESS AND DEADLINES

To apply for internship funding, the student must complete an internship funding proposal. Links to the internship learning agreement and application can be found at <https://bit.ly/2HD6r9F>.

The proposal consists of:

- A completed non-credit or academic-credit **internship learning agreement**.
- An **online application**. It is recommended that the student prepare the essay, budget and resume before completing the online application. It is also recommended that the student review these items with their career counselor before submission. The application includes:
 - Basic information about the student and the internship.
 - **An essay section** that addresses the following: A statement explaining the relevance of the proposed internship to the career interest of the student and a

description of the steps the student has taken to explore this career field as a potential career (e.g., career research, shadowing, networking, summer jobs, relevant activities, etc.).

- **A resume.** The student should submit a Word or PDF version of the resume via the application.
- **A proposed expense budget.** The budget **MUST** include the following: accurate figures for food, housing, travel, etc. and income from other sources (salary, Bonner award, Shepherd Consortium stipend, external scholarships, etc.).
 - Meal expenses cannot exceed more than \$70 per week.
 - Mileage should be calculated at .45¢/mile.
 - Stipends should be minimal. (Please note that stipends are awarded only after expenses related to internships are met.)
 - The student may include Centre's tuition fee if they are participating in a summer academic-credit internship.
 - The total amount requested should not exceed the maximum award available minus any expected external income.
- Some awards require the student to answer **additional questions** regarding the preferences/stipulations connected to that award. They will be guided to these questions within the application.

Deadlines

- CentreTerm Internship: November 12
- Summer Internship: April 1

SELECTION CRITERIA

All proposals will be evaluated on:

- Quality of the materials submitted, including neatness and spelling.
- Level of connection of the internship to the career exploration the student has completed.
- Expected quality of the experience. The committee will consider such things as the uniqueness of the experience, expected responsibilities, sense of adventure, and geographic location.
- Costs associated with relocation/experience.
- The quality of the academic component and/or required readings (academic-credit internships only).

While financial need is a consideration in the application review process, it is not a requirement to receive funding.

PROGRAM REQUIREMENTS

Students receiving funding are asked to complete several requirements of the program. If these requirements are not met, the student may be required to return any money already disbursed and may not be eligible for further funding.

- The student must complete their direct deposit form before the first award payment or before the start of the internship (whichever comes first).
- The student must ensure that the internship learning agreement is completely approved before they can start the internship.
- Students must write a thank you letter to the donor(s) of the award(s) received. They will submit this letter through a donor survey that will collect additional information about the student to send along to the donor.
- If receiving academic credit, the student must complete all academic requirements successfully and on time.
- The student must write a two-page reflection paper that discusses the internship, what was learned, and what the student contributed to the organization. If possible, this paper should include at least one digital photograph representing the time at the internship.
- The student intern will complete a post-assessment/evaluation.
- The on-site supervisor will complete a post-internship assessment/evaluation.
- The student must participate in the online Centre Internship Spotlight by completing a survey and submitting photos at their internship. (<https://centrecollege.tumblr.com/>)
- All interns will attend and present at an Internship Showcase during the first week of classes following the internship and to which the campus community and on-site supervisors will be invited.

AWARD DISTRIBUTION SCHEDULE

Depending on the award, the student will receive the funds according to the following disbursement schedule. All funds are distributed by direct deposit and are taxed.

- Centre Internship Plus
 - CentreTerm: 100% of the award will be direct deposited on January 31st.
 - Summer: 100% of the award will be direct deposited on August 31st.
- Parents Committee Internship Fund
 - Summer: 80% of the award will be direct deposited on May 31st. The remaining portion will be distributed on August 31st.
- Michael and Sarah Jury Internship Fund
 - Summer: 80% of the award will be direct deposited on May 31st. The remaining portion will be distributed on August 31st.
- David Lee McNeill, MD, and Virginia Howard McNeill, RD, Scholarship
 - Summer: 80% of the award will be direct deposited on May 31st. The remaining portion will be distributed on August 31st.
- Myrtle Haynes Simpson and Gertrude Haynes Memorial Scholarship

- Summer: 80% of the award will be direct deposited on May 31st. The remaining portion will be distributed on August 31st.
- John A. Horhn '77 Internship Stipend
 - Summer: 80% of the award will be direct deposited on May 31st. The remaining portion will be distributed on August 31st.
- Britton Fund:
 - Summer: 80% of the award will be direct deposited on May 31st. The remaining portion will be distributed on August 31st.
- J. David Grissom Fund:
 - Summer: 80% of the award will be direct deposited on May 31st. The remaining portion will be distributed on August 31st.

AVAILABLE INTERNSHIP FUNDS

Centre College's internship funding program consists of several awards to help support student internships. Once the student is granted funding, the internship funding committee will determine which source(s) of funding/award will be allocated to the recipient. Some funds may be combined to meet student need. No additional and/or individual funding source application is needed.

- **Centre Internship Plus (CIP)**

Eligibility: Sophomore, junior or senior status at the time of the internship. For high-quality internships.

Available: Summer and CentreTerm

Award: Up to \$2000 (summer) or \$1000 (CentreTerm)

- **Parents Committee Internship Fund (PCIF)**

Eligibility: Sophomore, junior or senior status at the time of the internship. For the highest-quality internships that may also require a higher level of funding.

Available: Summer

Award: Up to \$4000

- **Michael and Sarah Jury Internship Fund**

Eligibility: Sophomore, junior or senior status at the time of the internship. Preference for internships in environmental studies, state government, or federal government.

Available: Summer

Award: Up to \$5000

- **David Lee McNeill, MD, and Virginia Howard McNeill, RD, Scholarship**

Eligibility: Sophomore, junior or senior status at the time of the internship. Preference for students pursuing internships in healthcare, medical, or dietetic fields.

Available: Summer

Award: Up to \$1250

- **Myrtle Haynes Simpson and Gertrude Haynes Memorial Scholarship**

Eligibility: Sophomore, junior or senior status at the time of the internship. Preference for

students participating in nursing internships and other nursing-related endeavors whose goals are to be kind and caring nurses.

Available: Summer

Award: Up to \$5000

- **John A. Horhn '77 Internship Stipend**

Eligibility: Sophomore, junior or senior status at the time of the internship.

Available: Summer

Award: Up to \$1000

- **Britton Fund**

Eligibility: Sophomore, junior or senior status at the time of the internship; student must show financial need.

Available: Summer

Award: Up to \$1000

- **J. David Grissom Fund**

Eligibility: Sophomore, junior or senior status at the time of the internship.

Available: Summer

Award: Up to \$4000

EXTERNAL FUNDING RESOURCES

There are some available external grant sources available related to internships that students may apply for in addition to Centre funding. For updated information on these, please go to <https://bit.ly/2HD6r9F>.

INTERNSHIP FUNDING FAQs

Eligibility

Who is eligible for internship funding?

Any current Centre junior or senior with an unpaid or low-paid internship is eligible. Students are eligible to apply the summer after their sophomore year.

Do students have to receive financial aid at Centre to receive funding?

No. While financial need is a consideration in the application review process, it is not a requirement to receive funding.

Can students apply for funding more than once?

Yes, students may apply in multiple years.

Can students receive funding for an internship abroad?

Yes, however, the CCPD may not fund an experience in an area that is under U.S. State Department Travel Advisory level 3 or 4. If planning travel to an area under this advisory, please contact Sharon Duncan at sharon.duncan@centre.edu with more information. Students pursuing

international travel are strongly encouraged to review the U.S. State Department Travel Advisory and the Centers for Disease Control Travel Health Notice online for their destination country and to follow the State Department's Traveler's Checklist.

Are internships around Danville considered for funding?

All internships are considered for funding, but internships with higher costs associated with them are given priority.

Are paid internships still eligible for internship funding from Centre?

Students may apply for additional funding if they will receive less than \$5000 in salary and if the expenses for the internship exceed the amount they will be paid.

Can internship funding be used to support research with Centre faculty?

No, internship funding cannot be used to support research with Centre faculty. The Faculty Development Committee supports research with Centre faculty. See a faculty member for details.

Application and Approval Process

What documents do students need to turn in to apply for funding?

A *completed non-credit or academic-credit internship learning agreement* **and** an *online funding application* that includes basic information about the student and the internship, an essay section that addresses the relevance of the proposed internship to the student's career interests and a description of steps the student has taken to explore this career field, a resume (upload), and a proposed expense budget.

How can a student confirm that their proposal has been submitted?

Students should receive an email once they've submitted their internship funding application with a copy of all of their answers. They may track their internship learning agreement's approval process with the information emailed to them by DocuSign. You will receive an email when your form is "complete," which means that the ILA has been approved by all parties.

How does the onsite supervisor and faculty mentor approve the internship learning agreement?

Once the CCPD pre-approves the internship learning agreement, the system will automatically send approval request emails to the supervisor and faculty mentor, in that order. They will approve the ILA through DocuSign with a special link they receive.

How are proposals evaluated?

All proposals are evaluated on the quality of the materials submitted, how connected the internship is to career exploration so far, the expected quality of the experience, the costs associated with the internship, and the quality of the academic component and/or required readings (academic-credit internships only) or the quality of the assigned readings by the internship supervisor (non-credit internships).

When will students hear back about their funding applications?

Decisions are finalized 2-3 weeks after the deadline.

How competitive is internship funding?

Applications and requests for funding consistently outweigh available funds. During the 2018-2019 academic year, 35 students received an average of \$2700 to support their funding experiences. Each summer, funding levels differ. Students should check with their career counselor to find out how many awards we expect to give out this year.

Can students receive academic credit for an internship supported by internship funding?

Yes, students can receive academic credit for a summer internship. A three-credit internship in the summer costs \$375.

What should students do if they need help completing the internship funding application or internship learning agreement?

Students should make an appointment with their career counselor or stop by the CCPD for a drop-in appointment with a peer educator. Students studying off-campus can email their career counselor with questions.

Special Circumstances

Can students turn in a late internship funding proposal?

Late proposals will be considered only after on-time proposals are reviewed (and only with the approval of the CCPD). Typically, there are no funds available after initial decisions have been made.

What if the student does not have an internship secured yet?

Students must apply for internship funding by the deadline to be considered. The application should be completed as much as possible by the deadline. The funding application should be submitted. The internship learning agreement cannot be started until the student has secured the internship. If you are submitting an incomplete proposal, you **MUST** explain the circumstances in the appropriate section of the internship funding application.

Students should apply for funding for just one internship, even if they are waiting to hear back from several. If the student doesn't end up getting the internship they originally applied with and would like to apply with another, they must provide new and updated information for the final internship. The application will then be reconsidered with this experience in mind. There is no guarantee that funding will still be awarded based on this new experience.

The student is applying for more than one internship, and they both occur simultaneously or back-to-back. Can this student apply for funding for both?

For multiple internships that occur in the same term (for example, two internships in one summer), students cannot submit multiple internship funding applications, but may submit an application for an experience that includes two internships. Students must complete one funding application that includes all details for each internship and an internship learning agreement for each internship separately. We will require confirmation from both internships if awarded funds. Only one award would be granted even though the student may be doing two internships, and the total received cannot exceed \$5000.

What should a student do if they change internships after the internship funding decision has been made?

Students should contact Sharon Duncan at sharon.duncan@centre.edu immediately for the new internship to be reconsidered for funding. It is not guaranteed that the new internship will receive the same level of funding or funding at all. It is rare that funding can be increased after final decisions have been made.

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How much are internship funding awards?

There is no minimum amount a student can be awarded. Students may not receive more than \$5000 combined (internship salary/scholarship funding plus Centre internship funding) for their summer experience. Typical awards range from \$250-\$5000. The average award in summer 2019 was about \$2700. The maximum award for CentreTerm is typically \$1000. Please note that all awards are considered taxable income and must be reported to the IRS.

How much internship funding will be awarded?

This year, the CCPD expects to award about \$130,000 through the internship funding process.

When can a student expect to receive their funding?

Funds are typically distributed in May and/or August, depending on the source of the funds. The student's award letter will give specific details for each award.

Contact

Who should a student contact if they still have questions?

Students should contact their career counselor with any questions. Typically, students can make an appointment by calling (859) 238-5283 or by stopping by the Center for Career & Professional Development in Old Carnegie. If the student is unsure about who their career counselor is, they can email careers@centre.edu for more help.

- Kirk Knott (Undeclared & Arts and Humanities majors): www.calendly.com/kirk-knott
- Nathan Meissner (Social Science majors): <https://calendly.com/nate-meissner>
- Kara Drake (Science and Math majors): <https://calendly.com/kara-drake>