Summer Internship Funding 2018 Information Packet
Summer Internship Funding Policies and Procedures

Qualifying Experiences

You do not need to have a secured internship in order to apply for funding. Due to the varying hiring timeline of certain industries, students are eligible for an award even if they have not yet secured an internship. A wait list is created to accommodate for students who are awarded but do not obtain an internship. To qualify for summer internship funding, you must have one or more active applications for internship/volunteer experience which must:

- be full time (a minimum of 240 hours total)*
- take place during the summer
- be unpaid or minimally paid**
- provide exposure to a career field of interest
- offer supervised training
- be at an organization for which you haven’t already worked/interned***

Proposals to participate in a tuition-based or fee-based program will be considered only if there is an internship component to the program. However, summer internship funding applies only to those expenses related to the internship component of such a program, including: transportation, training, housing and food. Funding will not cover administrative overhead or tuition. In your Budget Proposals, you must separate these expenses as appropriate to the program.

* The required 240 hours can be arranged in a variety of ways. For example:
  - a combination of 2 internships
  - work fewer hours for a greater number of weeks (20 hours per week for 12 weeks)
  - work more hours for a shorter period (40 hours per week for 6 weeks)

**Examples of a minimally paid internship include: a lunch allowance, stipend, or an honorarium. Hourly wages are only considered when the hourly wage does not sufficiently cover the expenses of the internship. Wages, stipends other forms of compensation must be included on the Budget Proposal and will be deducted from the requested amount and evaluated on a case by case basis. If you are awarded and find out later that you will receive compensation, the amount will be deducted from the original award.

***The one exception, which would need to be carefully reviewed on a case-by-case basis, would be where the duties and responsibilities of the new summer internship are substantially different and at a higher level than those of the previous experience.
Summer Internship Funding Award Guidelines

Budget Proposal and Awards

Summer Internship Funding is intended to assist with cost-of-living expenses only. The funding is not intended to provide an income. Additionally, hourly wages or stipends will be deducted from awards.

Expenses not covered by summer internship funding include (but are not limited to): the purchase of a vehicle; clothing other than a required uniform; Hamilton or any other tuition, including test prep courses (LSAT, GRE, etc.); insurance; personal travel; and entertainment.

Budget proposals are required to give an estimated cost a student may need for their opportunity. The final award amount will be determined by The Selection Committee. Additionally, The Selection Committee reserves the right to question the method(s) used to arrive at any figure provided in the Budget Proposal and to negotiate the amount of funding awarded to applicants.

For students living at home, funding will be considered for commuting costs only unless there is an extenuating circumstance where a student is required to provide their own housing, utilities and other costs.

Students are eligible to be funded once during their time at Hamilton College.

A list of the available funds is available on the Career Center website. Assignment of funds to recipients will be determined by The Selection Committee.

Tips for maximizing your award:

Available funding is very limited and it is our goal to award as many students as possible. In 2016, 180 students applied with 61 awards made. The average award amount was $2,800. Below are some tips for maximizing funding awards:

- Consider rooming with another Hamilton student or students
- Pack a lunch or cook modest meals rather than eating out
- Car pool
- Purchase a monthly public transportation pass

The scoring process uses the Application form only. Budget Proposals are not scored. Applicants are scored using the following factors (maximum score is 40 points)

1. Financial need 0-16 points – Financial aid levels are obtained from the Financial Aid office
2. Quality of proposal 0-4 points - ) - Is the proposal well written & did the applicant clearly and adequately answer the questions?
3. Fit with career, academic & personal interests 0-4 points
4. Benefit to student 0-12 points – Class year and past internships are considered
5. Effort in identifying & securing internship 0-4 points

Once scored, applicants are sorted highest to lowest and funding is distributed until depleted.
The following timeline is to serve as a general guide for the selection process. We receive hundreds of applications each year and give each application the same attention in order to serve as many students as possible. Therefore, we request your patience throughout the process.

**January 1st**  
Application process opens

**March 27th**  
Application deadline

**March 28th – March 31st**  
Applications prepared for distribution to Summer Internship Funding Selection Committee

**April 3rd – 5th**  
Review of applications by Summer Internship Funding Selection Committee

**April 6th – 7th**  
**Candidate meetings with Summer Internship Funding Selection Committee as needed

**April 10th – 12th**  
Award decisions made by the Summer Internship Funding Selection Committee

**April 13th – 17th**  
Notifications sent to applicants. Applicants will receive a notice of: 1) Award 2) Wait list or 3) Declination. Notices will be sent to applicants via email on a rolling basis. Any questions regarding the notification process should be sent to sif@hamilton.edu.

Students who are offered an award based on an internship from an organization designated in their original application, but then accept an internship from a different employer not detailed in their proposal, must submit an updated application. Based on a review of the updated application which provides details of the new internship, the committee will either: 1) alter the award; 2) make a new award; or 3) withdraw the award.

Students who are placed on a waitlist will be notified around two weeks of original notice if they will be awarded funding. The award process is complex and we do our best to keep students informed of their status.

Once funds are awarded, all recipients will be required to complete a contract, W-9 Form (not applicable to international students), direct deposit authorization and obtain an official internship confirmation before receiving funds.

*Review, notifications and decisions will be made on or around the indicated dates.*

**Candidate meetings are on an as needed basis and only intended if clarification or additional answers to questions are needed of a particular candidate.**
Summer Internship Funding Application Instructions

All applicants must review and follow the Application Instructions as outlined in this Information Packet. The Application is an electronic Google form and has three submission requirements: answers to the application questions, copy and paste of your resume content and upload of your Budget Proposal Form.

1. **Complete your Budget Proposal Form.** You will submit the form within the application process. The form is in Excel format and accessible on the Summer Internship Funding Page. Please be sure to save the form in .pdf so as not to lose any calculations or formatting upon uploading. Also, be sure to save your Budget Proposal form as: LastNameFirstNameBudget (ex. DoeJohnBudget) so we can easily identify your document in the review process.

2. **Summer Internship Funding Application** - The Google form link located on the Career Center website at [https://my.hamilton.edu/careercenter/career-related-experience/summer-internship-funding/home](https://my.hamilton.edu/careercenter/career-related-experience/summer-internship-funding/home).

Deadline is **Tuesday, March 27th at 11:59pm**. You should complete submission of your documents well in advance of the deadline so that, if you experience problems, you contact us during business hours for help. **All issues should be sent to sif@hamilton.edu.**