

Internship Grant Policies

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| Policy/Procedure |
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Dickinson students have the opportunity to apply for a grant to assist in completing an unpaid or low-paid summer internship. This is a competitive process; not all applications will be awarded a grant. If awarded a grant, it may not be in the full amount requested. Preferential consideration is given to first-time applicants completing unpaid/low-paid experiences.

Dickinson Internship Grant

Application Eligibility

- Matriculated rising sophomores, juniors, and seniors who maintain active enrollment as Dickinson students in the semester following the internship.
- Students who have secured an unpaid/low-paid summer internship by May 1.
- Internships must be a minimum of 8-weeks in length and at least 80-hours. Internships longer in length are preferred.
- Student must be in good academic standing at Dickinson.

Requirements & Grant Parameters

Students review and acknowledge their understanding of these parameters at the time of application; a copy of these parameters and the student's acknowledgement is also provided in the award notification letter.

- Students who receive an internship grant **must register for and successfully complete the Internship Notation Program**. INP students develop clearly defined goals, practice professional and networking skills, provide written reflection and receive feedback, and articulate their experience into a plan moving forward. Information about the INP can be found on Dickinson's Website.
- Grant recipients will be required to share their internship experience with the college community. The method by which recipients choose to share their experience will be proposed by applicants and subject to approval. Applicants may be asked to modify their proposal. This project must be completed by October 31 (unless otherwise negotiated).
- Grant recipients are responsible for informing the Internship Program of any changes in status that occur during the internship (for example: promotion, termination of internship). If the internship is terminated or if the student terminates the internship prior to the end of the experience, the grant recipient will be required to return the grant award.
- Grant recipients who do not successfully complete the Internship Notation Program or their post-internship project will be required to return grant award.
- Grant recipients must be rising sophomores, juniors, or seniors with "active" status and enrolled as Dickinson students for the semester following the internship experience. If a grant recipient fails to maintain "active" status, they will be required to return the grant award.

- The Internship Program will send the site supervisor an evaluation form at the end of the internship to assess the student's experience, performance, and learning. If the returned evaluation is unsatisfactory, student may be required to return the grant award.
- Grant awards can only be applied to the internship for which the recipient has submitted his or her grant application. If the internship changes, the grant recipient forfeits their original award and may reapply to the Internship Program for consideration of a new award.
- For those students pursuing an internship as part of an independent study or study abroad program, the grant cannot be used to cover the cost of tuition or certain program fees. Grant funding may be allocated to lodging expenses (in some cases), commutation costs, food expenses (in some cases), and other expenditures directly related to the internship that are not included in tuition or program fees.
- If the recipient's grant award is funded through a donor gift/endowed fund, student will be asked to write a thank you note at the end of the experience.
- By submitting an application, student consents to a check of financial need with the Office of Financial Aid; financial need does not factor into whether a student may receive an award, but it may affect the amount of an award.
- By submitting an application, student consents to the sharing of application and reflection documents with the selection committee, donor(s), the Office of Advancement, the Internship Program, the Advising, Internships & Career Center, and college publications.
- Awards will be dispersed via direct deposit by early June.

To apply: Students complete an online application.

Deadline: Please visit the Internship Program website for deadline information.

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| Related Information |
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| History/Revision Information |
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Responsible Office/Division: Dean & Director of Internship Program

Effective Date: 08/2019

Last Amended Date: 12/2021

Next Review Date: Yearly (12/2022)

Also Found In:

(https://www.dickinson.edu/info/20211/career_center/589/internship_grants)