

Frequently Asked Questions

Hamilton College Summer Internship Funding

What defines an internship?

For the purposes of this funding, an ‘internship’ is any experience that provides exposure to a career field of interest and that offers supervised practical training.

What constitutes full-time?

A minimum of 240 hours total – this figure is based on 30 hours per week for 8 weeks.

The 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)

What expenses are not covered?

Purchase of a vehicle, clothing other than required uniform, tuition for courses, test prep courses (LSAT, etc.), insurance, personal travel, and entertainment are among the expenses not covered.

Are tuition- or fee-based programs eligible for this funding?

Summer internship funding applies only to expenses related to the internship component of such a program, including: transportation, training, housing, food, and insurance. Funding will not cover administrative overhead or tuition. In your application, please separate these expenses as appropriate to the program.

Which sciences does the Jeffery Fund include?

The Jeffery Fund will support opportunities in the following disciplines: Biology, Biochemistry, Chemistry, Physics, Chemical Physics, Neuroscience and Geoscience.

On what basis will my application be evaluated?

Assuming that you have met the basic criteria outlined by the fund(s) to which you are applying, the Selection Committee will evaluate your application based on how well you articulate the following:

- Quality of the proposal (well composed, thorough, clear)
- Fit with your career and educational interests
- Benefit to you (need for career-related experience, opportunity for career exploration)
- Action(s) taken to secure internship (follow-up conversation with employer, interview)
- Financial need
- Quality of budget proposal

How will I be interviewed if I am participating in an off-campus program and am selected for an interview?

You will be contacted by the Career Center to arrange a phone interview. Usage of cell phones for the interview is discouraged.

Will the Career Center negotiate with a student if they feel the funding amount requested is too high or too low?

The Selection Committee may find it necessary to ask for clarification, or question the method(s) used to arrive at any given figure provided in the Budget Proposal. The Committee reserves the right to negotiate the amount of any award distributed.

What happens if the internship for which I have been granted funding falls through?

If you have been notified that the internship will not take place before receiving the 1st installment of the funding (on or about June 1st), funding will be withheld. If the internship ends prematurely, funding will be pro-rated according to time worked.

How should I prepare my Budget Proposal if I am applying for one internship where I will live at home, and another internship that is away from home?

You should submit 2 separate Budget Proposals since your expenses will vary (i.e., you will not need money for housing and food if you will be living at home).