Summer Internship Funding 2020 Information Packet
Summer Internship Funding Policies

You do not need to have a secured internship in order to apply for funding. However, you must have one or more active applications for internships. Experiences must meet the following criteria:

- Full time (a minimum of 240 hours total) and take place during the summer. The required 240 hours can be arranged in a variety of ways. For example:
  - a combination of 2 or more 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)

- Provide exposure to a career field of interest.

- Must provide supervision and training.

- Be at an organization for which you haven’t already worked/interned. The committee will review requests under the circumstances where the duties and responsibilities of the proposed internship at the same organization are substantially different and at a higher level than those of the previous experience. Applicants must provide a detailed confirmation from the internship in order to be considered for special review.

- Unpaid or minimally paid. Examples of a minimally paid internships include stipends or hourly wages that do not sufficiently cover cost-of-living expenses. Wages, stipends or other forms of compensation must be included in your application and will be verified with your internship by your supervisor. Summer Internship Funding is intended to assist with cost-of-living expenses only and is not intended to provide an income.

  *Proposals to participate in a tuition-based or fee-based program will be considered only if there is an internship component to the program. Summer Internship Funding can be offered to cover 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.

- Students are eligible to receive funding more than once during their time at Hamilton College. Please see scoring information below.
The Summer Internship Funding committee uses a standardized scoring system for all applicants. 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. Are there any extenuating circumstances? (Please be specific.)
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
6. Number of times student has received Career Center funding 0-16 points

Once scored, applicants are sorted highest to lowest and funding is distributed until depleted.

The final award amount will be determined by The Selection Committee. Awards are determined by factors such as number of weeks, average cost-of-living at the location of internship and compensation received. The average range of awards for internships away from the student’s home are $2400 to $4800. The funding is intended to cover cost-of-living expenses such as rent, transportation, food, toiletries and utilities. Summer Internship Funding is not intended to cover items such as the purchase of a vehicle, clothing other than a required uniform, Hamilton or any other tuition, test prep courses (LSAT, GRE, etc.), insurance, personal travel or entertainment.

For students living at home, funding will be determined by the number of weeks of the internship.

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:**

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

Awarded students will be provided with a budget form to use as a resource for determining how to best utilize the funds. Career Center staff is also available to discuss budgeting.
### Summer Internship Funding Timeline 2020

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 consider as many students as possible. Review, notifications and decisions will be made on or around the indicated dates. Therefore, we request your patience throughout the process.

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
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<tbody>
<tr>
<td>January 21</td>
<td>Application process opens</td>
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<tr>
<td>March 31</td>
<td>Application deadline</td>
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<tr>
<td>April 1 - 3</td>
<td>Applications prepared for distribution to Summer Internship Funding Selection Committee</td>
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<tr>
<td>April 3 - 8</td>
<td>Review of applications by Summer Internship Funding Selection Committee</td>
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<tr>
<td>April 9 – 10</td>
<td>Candidate meetings with Summer Internship Funding Selection Committee as needed. Candidate meetings are requested only if clarification or additional answers to questions are needed in order for the selection committee to make a decision.</td>
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<tr>
<td>April 13 - 17</td>
<td>Award decisions made by the Summer Internship Funding Selection Committee</td>
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<tr>
<td>April 18 - 24</td>
<td>Notifications sent to applicants. Applicants will receive a notice of: 1) Award 2) Wait list or 3) Declination. Notifications will be sent to applicants via email on a rolling basis. Any questions regarding the notification process should be sent to <a href="mailto:sif@hamilton.edu">sif@hamilton.edu</a>.</td>
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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 within three weeks of original notice if they will be awarded funding. The award process is complex and we do our best to keep students informed throughout the process.

Once students are awarded, all recipients will be required to:

- Provide an internship confirmation from the internship organization. The confirmation must come from the organization (not the student) and include contact information, duration of internship, number of house, compensation, roles and duties, agree to provide an evaluation. Name and contact information for your supervisor.
- Complete a contract
- Complete a W-9 Form (not applicable to international students)
- Complete a direct deposit authorization

No funds will be distributed until all of the above requirements are met.
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. Please note you will need to copy and paste your resume content into the application form, so be sure it is up to date. The Google form link is located on the Career Center website at https://my.hamilton.edu/careercenter/career-related-experience/summer-internship-funding/home. We recommend you use Google Chrome as your browser when accessing the link.

Deadline is **Tuesday, March 31 at 11:59pm**. You should complete the submission of your application well in advance of the deadline so that, if you experience problems, you contact us during business hours for help. **All questions or issues should be sent to sif@hamilton.edu**