

UR SUMMER FELLOWSHIP GUIDELINES

Continuing, full-time, degree-seeking University of Richmond undergraduate students in good standing may apply for a UR Summer Fellowship to support internship opportunities. Undergraduate students from any school or discipline may apply. The Richmond Guarantee ensures eligible students access to one summer fellowship of up to \$4,000 to support unpaid or low-paid internship and research experiences. Receipt of UR Summer Fellowship funding is contingent upon the student's submission of high-quality application materials that meet the requirements of the program(s) to which he or she applies.

Eligibility

Students who have secured a summer internship opportunity that is unpaid or minimally paid (less than \$10/hr) may apply for a fellowship to finance their living expenses.

Each program has its own requirements, and students must qualify according to program standards. GPA will be considered by some programs. Review program qualifications for further details.

First-time applicants who have not received UR Summer Fellowship funding in a previous summer are given priority in the awarding process. Students who have previously received a summer fellowship are not guaranteed an additional summer of funding support.

In order to be eligible for a summer fellowship, applicants must meet enrollment requirements for the semester before and after the desired summer experience:

- Applicants must be enrolled full-time during the semester preceding the summer fellowship OR be on an approved leave and have met all of the criteria to return in the fall semester following the summer experience;
- Applicants must be registered for a full-time course load for the fall semester following the desired fellowship period OR have an approved leave scheduled for the fall semester with plans to return in the spring of the following year;
- Applicants who plan to transfer to another institution the semester following a summer fellowship period are not eligible for funding. **Students who receive funding and sign a funding contract then decide to transfer during the course of the summer fellowship period may be required to reimburse the University for the funding amount granted.**

Award Rates

The amount of awards will be made according to the number of hours spent in the internship at the rate of \$10/hour. The minimum number of hours is 240 over the course of six weeks; the maximum is 400. For example:

10 weeks, 400 hours = \$4000 (maximum)
8 weeks, 320 hours = \$3200
6 weeks, 240 hours = \$2400 (minimum)

The award rate is non-negotiable; cost-of-living adjustments are not made based on the location of a given internship or research experience.

Students who are minimally paid by their internship or another funding source may apply to be topped off to the stated amounts. For example, if a student is paid a \$1000 stipend from the internship site for a 400-hour internship, he/she may apply to receive \$3000.

Impact on Financial Aid

Students are eligible to receive funding through UR Summer Fellowships regardless of their family's financial circumstances or whether they are receiving financial aid. Funding may affect the amount of financial aid that a student is eligible to receive during summer session if the research or internship overlaps with the

student's summer school enrollment. Funding will not affect the amount of financial aid the student is eligible to receive for the academic year following the summer the fellowship is received; however, it may affect a student's eligibility for need-based financial aid for the year after. UR Summer Fellowship funding must be reported as student income on the next year's financial aid application, just as income from any other summer job would be reported, and it will be assessed as part of the overall review of the student's eligibility for need-based financial aid. We strongly encourage students to speak with a financial aid advisor to learn what, if any, impact UR Summer Fellowship funding might have on their financial aid eligibility.

Third Party Provider Internship Experiences

Internship or research experiences obtained via fee-based/third-party companies or providers are not eligible for UR Summer Fellowship funding, with the exception of the following approved providers: University of Richmond Australia, Germany, Ireland, London, South Africa and Spain [Summer Internships](#); [China Studies Institute](#); [CIEE](#); [Educational Services Abroad](#); the [Hansard Scholars Programme](#); and [IES](#). Approved third-party provider internships must meet all of the stated criteria for the desired URSF funding program, including total number of hours.

International Travel Policy

The University of Richmond does not permit students to use University funds to travel to countries under [U.S. Department of State Travel Warnings](#) unless the student has received specific approval from the Office of International Education. For more information on international travel, please review the following University policies:

- [International Travel to U.S. Department of State Travel Warning Countries](#)
- [Individual Students Going Abroad with UR Support](#)

Credit-Bearing Work during Internship

Students are generally discouraged from pursuing credit-bearing work during the period of their undergraduate research or internship. If a student has a compelling reason to take a class during the same time period as his/her Chaplaincy Summer Internship, the credit-bearing work cannot interfere with the student's internship, and it should not require any adjustment to the student's internship work schedule. Students who would like to pursue credit-bearing work during the period of their fellowship should contact Ashleigh Brock, Associate Director of Experiential Learning and Assessment in the Office of Alumni and Career Services. In all cases, students who have a Chaplaincy Summer Internship must receive permission from their site supervisor and program manager before they may enroll in credit-bearing work during the same time period.

Returning Funding to the University

All UR Summer Fellowship recipients and their internship or research supervisors sign a contract at the outset of the funded experience that states: "If you do not fulfill the conditions of this contract and the internship/research requirements, you will repay the University for the initial 80% advanced to you and forfeit any right to the remaining 20%." Extenuating circumstances should be discussed with the student's [UR Summer Fellowship program manager](#).

Examples of situations in which award recipients could be expected to remit partial or full repayment of summer fellowship awards include:

- The student is dismissed or fired by the organization hosting the student as an intern or researcher
- The student is awarded fellowship funding, but does not accept / participate in the internship or research opportunity for which the fellowship was awarded
- The student departs an internship or research experience prior to the stated end of the fellowship period and/or without completing the research or internship project for which the fellowship had been provided
- The student works significantly fewer hours than originally indicated in the summer fellowship contract

CHAPLAINCY SUMMER INTERNSHIP GUIDELINES

Eligibility

Receipt of a Chaplaincy Summer Internship is contingent upon securing a suitable internship placement. Applicants must secure an internship in a faith-based or non-profit organization or within a church, parish, or other religious institution. Selected internships should provide meaningful work that allows students to develop leadership responsibility, to observe mentors in their field, to explore their sense of vocation, and to examine the connection between faith and their chosen profession.

The selected internship agency must provide a supervisor who will meet with the student for mentoring and reflection. Students will also be required to meet regularly, in person or via Skype, with a Chaplaincy staff member for the duration of the summer internship.

Applicants must be able to commit to 6-10 weeks of full-time work in their internship in addition to time devoted to required written assignments and reflection with a Chaplaincy staff member.

Chaplaincy staff are available to assist students in exploring their interests and identifying internship opportunities, but it is the student's responsibility to secure and arrange an internship that supports his or her professional aspirations.

Successful applications will provide information about the student's proposed internship site, identification of the site supervisor, a description of the work experience, and a thorough explanation of how this work connects with his or her faith commitments and professional aspirations.

Funds will be awarded to select students who demonstrate the potential to integrate their faith commitments with their professional aspirations. Preference will be given to applicants who have been active participants in Chaplaincy programming and have not previously received University of Richmond Summer Fellowship funds.

Award Terms and Program Requirements

As a condition of receiving an award, interns must complete the following requirements:

1. Secure an internship offer in accordance with the eligibility requirements outlined above
2. Submit a signed award contract

This agreement signifies the consent of both the student and the internship site supervisor to participate in the internship program. Information regarding direct deposit and/or check requests should be submitted along with the award contract.

3. Submit a learning covenant

This covenant will be developed by the student in conjunction with the proposed internship site supervisor and will outline at least three learning outcomes that the student hopes to achieve through the work and experience of the internship. The covenant should include specific tasks, hours, goals, and expectations for the duration of the internship.

4. Attend two orientation sessions

Interns will be required to attend two orientation sessions for all Chaplaincy Summer Internship recipients and are also expected to attend or schedule an orientation session at their internship site.

5. Satisfy the requirements and terms of the internship as outlined by you and your site supervisor

6. Meet regularly with your internship site supervisor

Interns are expected to meet regularly with site supervisors for mentoring and reflection and to review progress on the learning covenant.

7. Meet regularly with Chaplaincy staff member

Students will also be required to meet regularly, in person or via Skype, with a Chaplaincy staff member for the duration of the summer internship. A minimum of five meetings will be held throughout the course of the internship – one at the beginning and end, and at least three during the internship.

8. Attend meetings with other Chaplaincy summer interns

Interns will be paired with other students who are a part of the Chaplaincy Summer Internship program. Interns are expected to correspond, call, and/or meet with their partner throughout the summer. These meetings will be coordinated by the Chaplain and Director of Spiritual Formation and are designed to provide interns with an opportunity to discuss their internship experiences with peers. A concluding meeting for all Chaplaincy summer interns and staff mentors will be held in September 2017.

9. Submit a site supervisor evaluation and self-evaluation

Upon completion of the internship, students must submit a self-evaluation, and site supervisors must submit an evaluation of the student intern to the Office of the Chaplaincy.

10. Submit reflection papers

Interns will be required to submit two-page theological reflection papers about their experiences every two weeks during the internship. A final five-page reflection paper will be due by August 11, 2017.

11. Participate in donor acknowledgement

Chaplaincy interns will be expected to write the donor who has generously provided for this summer internship opportunity.

Application Procedure

1. Students must submit all required application materials to the UR Summer Fellowships web portal via SpiderConnect. Applications and supporting materials are due by 11:59 p.m. on Mon, April 3, 2017.
2. Applications will be reviewed and evaluated by the Chaplaincy Summer Internship Program Committee. Applicants may be invited for an interview with the committee in the week following the application deadline.
3. The Director of Spiritual Formation will communicate with students about award decisions by Wed., April 12, 2017.