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)

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 from the Chaplaincy Summer Internship program.

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 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**
Fee-based/third-party provider experiences are not eligible, with the exception of the University of Richmond summer internships in Australia; Chile; China; Germany; Hong Kong; London; New Zealand; Salamanca, Spain; Valencia, Spain as well as China Studies Institute; CIEE; Educational Services Abroad; the Hansard Scholars Programme; and IES.

**International Travel Policy**
Students pursuing opportunities abroad are expected to abide by the Office of International Education's [Policy on International Travel](#).

**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.

**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.

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 2016.

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 12, 2016.

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 April 1, 2016.

2. Applications will be reviewed and evaluated by the Chaplaincy Summer Internship Program Committee.

3. Applicants may be invited for an interview with the committee in the week following the application deadline.

4. The Director of Spiritual Formation will communicate with students about award decisions by April 8, 2016.