Students may use Furman’s Intern Summer Fellowship process to:

- Apply for funding* for low or unpaid full-time (280-320 hours over 8-12 weeks), summer internship or off-campus summer research that meets the criteria for high impact practice;
- Determine eligibility for the Furman Summer Fellows On-Campus Housing Rate and Assignment – you will also need to apply on Housing’s homepage prior to their deadline in order to be eligible; and
- Enroll in TFA-003 zero credit course.

*Funding may not be used:
- Towards tuition costs to fund workshops, institutes, travel study programs, courses, or other similar learning experiences;
- With other scholarship awards (i.e., Hollingsworth, Townes, Duke, Pathways Scholarship, Summer Research Fellowships, etc.);
- For travel to countries listed as Level 3 & 4 on the State Department Travel Advisories List. To request an exception to a country or areas listed as Level 3, students must submit a petition to the Office of the Provost. Contact the Study Away office for more details.

The deadline for submitting a completed Intern Summer Fellowship application is April 5, 2020:

- Students who apply for funding must complete and submit all three sections of the application - Student Section, Organization Form and Faculty Recommendation - by April 5, 2020.
- Students who apply for the Furman Summer Fellows On-Campus Housing Rate and Assignment* and/or TFA-003 zero credit course must complete and submit the Student Section and Organization Form by April 5, 2020.

* The Furman Summer Fellows On-Campus Housing Rate only applies during the dates of the internship – if a student requests on-campus summer housing to take classes, additional costs may apply.

The Intern Summer Fellowship application is currently available online:

- Completed summer fellowship applications must be submitted to internsummerfellows@furman.edu by April 5, 2020
- Late or incomplete submissions may not be reviewed.

Questions? Please contact internship@furman.edu.
2020 Summer Intern Fellowship Process

**STEP 1 - Secure a summer internship.**

- You need to secure an internship prior to submitting your Intern Summer Fellowship applications.
- The Internship Office can assist you with identifying and applying for internships, as well as help you prepare resumes and cover letters, practice interview skills, create LinkedIn profiles, communicate with hiring managers and prepare for networking opportunities.

**STEP 2 - Complete and submit the Intern Summer Fellowship application by April 5, 2020.**

- Select which of the following you are applying for:
  - Funding
  - Furman Summer Fellows On-Campus Housing Rate and Assignment
  - TFA-003 zero credit course (so the internship appears on your official transcript)
- Complete and submit the required sections of the Summer Intern Fellowship application based on your selections above to internsummerfellows@furman.edu by April 5, 2020.
  - Please note that it is the student’s responsibility to ensure the appropriate sections of the application are completed and submitted by the deadline to internsummerfellows@furman.edu.
  - Late, incomplete applications or applications not submitted to internsummerfellows@furman.edu may not be reviewed.

**STEP 3 - Notification will occur in April.**

- If approved for funding, you will receive notice of your fellowship award along with instructions to set up non-payroll direct deposit, and to sign up for a mandatory information session in late April/early May.
  - Fellowships payments are prioritized by class level and awarded using the following guidelines:
    - Demonstration of the student’s financial need;
    - Whether the student had a previously funded engaged learning experience (internship, undergraduate research or study away) through the Center for Engaged Learning and met the commitments of that previous funding; and
    - If/how much the internship site may pay the student (guidelines are provided below)

<table>
<thead>
<tr>
<th>Organization Payment</th>
<th>Fellowship Stipend for Student</th>
</tr>
</thead>
<tbody>
<tr>
<td>$0-$1,000</td>
<td>$2,500</td>
</tr>
<tr>
<td>$1000 to $3,499</td>
<td>$3,500 minus Organization’s Payment</td>
</tr>
<tr>
<td>$3,500 or more</td>
<td>$0</td>
</tr>
</tbody>
</table>

- If considered eligible for the Furman Summer Fellows On-Campus Housing Rate and Assignment, you will be notified and your name and ID will be given to Residence Life.
  - Please note you also need to apply for summer housing within the required deadlines in order to be eligible to receive the Furman Summer Fellows On-Campus Housing Rate and Assignment.

- If eligible to enroll in TFA-003, you will receive an individualized instruction form to complete and submit to Engaged Learning no later than May 26, 2020.

For questions, please contact internship@furman.edu.

**What you need to do**