### Summer Intern Fellowship Process

**STEP 1 - Secure a summer internship.**
- You need to secure an internship prior to submitting your Intern Summer Fellowship application.
- 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 March 31.**
- Select which of the following you are applying for (you may select one, two or all three on the application):
  - 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 March 31.
- 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/early May.**
- 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.
  - Fellowship 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>

* Any unused internship benefit for Hollingsworth, Townes, Duke, or Lay Scholars will be applied and serve as the student’s summer fellowship

- If considered eligible for the Furman Summer Fellows On-Campus Housing Rate and Assignment, you will be notified and your name, ID and dates of your internship will be given to Residence Life.
  - Please note you also need to apply for summer housing within the required deadlines to be eligible to receive the Furman Summer Fellows On-Campus Housing Rate and Assignment.
  - The rate is contingent on your presence on-campus during your internship, as well as being available for move-in and out dates as required by Residence Life.
- 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 31.

For questions, please contact internship@furman.edu.