

SUMMER INTERNSHIP FELLOWSHIP PROCESS

A STEP-BY-STEP GUIDE

STEP

SECURE A SUMMER INTERNSHIP

1

- Students must secure an internship prior to submitting a 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

COMPLETE AND SUBMIT THE SUMMER INTERNSHIP FELLOWSHIP APPLICATION BY MARCH 31

2

- 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](#)
- 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 at no additional cost)
- It is the student's responsibility that both required sections of the application "**Summer Internship Fellowship Application Questions**" AND "**Internship Supervisor Recommendation**" are completed by **March 31**
- You can log into your fellowship application account to view if your supervisor has submitted their Internship Supervisor Recommendation. You are responsible for following up with your supervisor to ensure it is submitted by the March 31 deadline.
- Any applications coming in after March 31 will not be considered until all on-time applications have been processed

STEP

NOTIFICATION WILL OCCUR IN LATE APRIL

3

- If approved for **funding**, you will receive:
 - Notice of the fellowship award
 - Instructions to set up non-payroll direct deposit
 - Information for signing up for a **mandatory** information session
- Fellowship payments are up to \$3500 minus the organization's payment and awarded based on:
 - Having met the commitments of previously funded engaged learning experiences (internship, research, study away) through The Center for Engaged Learning
 - If/how much the internship site may pay the student
 - In some cases, amount may be pro-rated based on duration of experience

FLIP FOR MORE INFORMATION!

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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.
 - 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.

Funding may not be used:

- Towards tuition costs to fund workshops, institutes, travel study programs, courses, or other similar learning experiences
- For travel to countries listed as Level 4 on the [State Department Travel Advisories List](#). For countries listed as Level 3, students must petition the Office of the Provost. Contact the [Study Away office](#) for more details
- If you are not returning as an enrolled undergraduate the fall following your summer internship

REMINDERS FOR INTERNATIONAL STUDENTS:

International students pursuing internships must do all of the following:

- **Apply for and receive Curricular Practical Training (CPT) authorization prior to starting their internship** (on or off-campus, paid or unpaid)
- **Be enrolled in an internship course during the internship experience** (this can be a credit-bearing departmental internship course or TFA-003)
- **Complete the CPT process with Dr. Akulli in order to receive fellowship funding and/or receive the summer fellows housing rate.** (If you do NOT need CPT approval, you still need to contact Dr. Alex Akulli via email and get confirmation from him that you do NOT need CPT approval for your internship experience. This also must be done in order to receive fellowship funding and/or receive the summer fellows housing rate.)

For questions, please contact internship@furman.edu



CENTER for ENGAGED LEARNING

Internships • Study Away • Research