

## Summer Internship Funding Frequently Asked Questions

While this might not cover all of your questions, these are typical questions we receive and that might be helpful in assessing your situation. Please don't hesitate to contact the Career Center should you have additional concerns or questions: [careercenter@coloradocollege.edu](mailto:careercenter@coloradocollege.edu) or 719.389.6893

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### 1. **Am I eligible if I am not a currently enrolled student?**

All Colorado College students who are fully enrolled (taking a minimum of 3 blocks each semester, fall and spring of the current academic year) and returning for Colorado College courses for a minimum of one semester after their internship, are eligible to apply. You must be currently enrolled for us to pay out your award. If you do not fit these criteria and would like to discuss your situation, please reach out.

### 2. **If a student has received an internship funding award before, are they eligible for funding again this year?**

All students are eligible to receive one award up to \$4000 during their 4 years at Colorado College. Because we changed to a two-tiered award system in 2022, students are eligible to receive the full \$4000 broken into 2 summers if they did not receive this amount for their first award. If a student feels they would be eligible for additional funding because they were funded at the lower level in a previous year, they should reach out with questions, and/or apply for consideration.

### 3. **Is this funding available to graduating seniors?**

Eligible students must be returning to campus for a minimum of one semester. If you are a senior graduating no earlier than December of the semester following your internship, you may be eligible if you meet all other criteria. Whether graduating, transferring away from Colorado College, or taking a leave of absence, if you do not plan to return to Colorado College as a fully enrolled student in the semester following your internship, you are not eligible.

### 4. **If a student has an internship in the fall or spring semester, can they apply for funding?**

Funds are only available to support internships taking place during the summer months. If your internship begins in the spring and/or continues into the fall, that could be acceptable. However, the bulk of the experience being assessed (expected weeks and hours) should be during the summer months and our review of your budget will focus on the traditional summer months of your experience not the period of time before or after the summer.

### 5. **What types of opportunities are funded?**

As long as you meet all eligibility requirements and your internship meets requirements and expectations, there are few opportunities it wouldn't support. All industries and positions which provide a substantial learning experience will be considered. This opportunity should put you in a position where you can try out a work environment, or work tasks you have not done before. It might help you explore potential career options or help you gain much needed skills for what you hope to do post-graduation. It doesn't have to be called an "internship" to be eligible. What you will be doing and how you will be spending your time with the organization is important. Program fees and courses (whether at Colorado College or another institution) are NOT ELIGIBLE for funding. Experiences should be away from the Colorado College campus and focus on work with primary benefits beyond the CC community. Expenses for third party providers are NOT ELIGIBLE for consideration (such as fees paid to an organization providing you an experience). All experiences will be assessed on a case-by-case basis.

### 6. **Can I apply for funding for international internships?**

Yes, students can apply for funding for skill-enhancing opportunities that are abroad. These funds CANNOT reimburse program fees if the internship is part of a program that requires a fee. In addition to your internship being approved for funding, any location outside of the U.S. must be approved before any funding will be granted. The Center for Global Education reviews your detailed international travel plans for safety and security. These will be a part of your application form so knowing these details when you apply will be essential. If you do not have these details yet and are just considering potential countries, check out the State Department's travel alert site to get a preliminary assessment of if there may be concerns traveling to that area. As you are crafting your itinerary and activities and eventually sharing these in your application, it is recommended that you log into the college's International SOS member site. On the right sidebar, select "Travel Security Online" for your country or countries, and read all the specific recommendations they give for your destination. Once you are on the country page, the left

sidebar lists “Travel security guide,” “Country travel guide,” and maps (change the filter on the map from “None” to “Travel,” upper right-hand corner) to look for any higher risk (red) hotspots. Pay attention specifically to any guidelines given by SOS about methods of transport, times of day/routes/regions to avoid, locations to avoid staying in or visiting, etc. The specific details of your travel itinerary and activities submitted should demonstrate that you’ve reviewed this information. In general, if International SOS or the State Department classifies a region, country, or activity as higher risk, we will not approve that travel. For details, see the College’s Guidelines for International Travel. If you are a CC student traveling back to your primary residence in another country, it is highly unlikely that this travel will be restricted.

#### 7. **What information is necessary in order to apply?**

- Basic personal and academic information
- Information about your internship: organization, industry, responsibilities you will have in this position, and reflection on how this experience will support your professional growth and skills
- If your internship is outside of the US, you will need very specific information regarding dates in country, who will travel with you, day-to-day itinerary, where you will stay, language ability, if a visa is required, in country emergency contact, relevant State Department travel alert information and security concerns, travel warning waiver, CDC shot requirements and related health concerns, driving and insurance information, and more
- Budget and financial information: projected expenses in detail, other funding sources, how you anticipate covering any shortfall
- Resume
- Once you have accepted an internship offer, you will complete an agreement/waiver, and your employer will complete a confirmation form. Both of these forms will come after preliminary approval.

#### 8. **How do I apply?**

The application will be open in Summit (under Office of the Dean of the College) as of February 1. You must submit a complete application to be considered. Your internship site does not need to be confirmed prior to applying. The selection committee reserves the right to contact you for additional information or clarification that will help assess your application and internship selection. You must be responsive to questions and correspondence via email to keep your application active. **The first deadline for consideration is March 15.** The sooner you start your search, the more proactive you can be for this application. It is unlikely all funds will be distributed at this deadline; however it is typical for us to be on a waiting list by April 1. **Applications will continue to be accepted until funds run out or May 15, whichever comes first.** All internship sites and fully completed application requirements must be received no later than May 30, to receive funds. If you have not secured a site and completed all necessary requirements by this date, your award may be forfeited. Having all application materials completed by May 15 will allow us to get payment in process by mid-June. Only payments we can guarantee will be processed before the end of June will be allowed. Staying in touch with the Career Center throughout the application process as well as throughout your internship experience is critical. If your payment is not processed before the last business day of June, you forfeit your award.

#### 9. **How much pay can I request?**

We are not paying students for doing an unpaid internship; we are helping students subsidize living expenses so they can have a career-building experience that may not be possible otherwise. Your budget details and information will help us assess how this award will support your efforts, and ensure you are planning ahead to cover any shortfall. We are offering two award levels: an internship for a minimum of 8 weeks and 240 hours is eligible for \$2500, or an internship for a minimum of 10 weeks and 400 hours is eligible for \$4000. Underpaid experiences are eligible for funds UP TO these award amounts.

#### 10. **How detailed does my budget have to be?**

Your financial information doesn’t need to be exhaustive but should be thorough. Considering what costs you will incur throughout your experience will help you assess if this is a reasonable experience for you to take on this summer. You will be prompted for many specific expenses to ensure you are thinking about various parts of your experience, but feel free to let us know what things we have left out that impact your specific situation.

#### 11. **I am applying for more than one internship which could occur simultaneously. Can I apply for funding for both?**

You cannot apply for funding for each internship separately, but you can apply for one summer award which includes two simultaneous or consecutive internships. While the total experience (of your internships combined) must meet the minimum weeks and hours, we will be looking for the quality of each internship individually to assess whether this substantiates splitting your time to enhance your overall learning during this summer. It can be

hard to have a quality learning experience in a limited amount of time. Within the application, you will be prompted to provide details on both internships. We will require the Employer Confirmation from both internship sites if awarded funds are based on the weeks and hours spent at both organizations. Only one award would be granted even though you are doing two internships.

**12. My offer is contingent on a background check, so I cannot get my Employer Confirmation until everything is finalized. This may not happen before May. Am I still eligible?**

Yes. There are many quality internships which have a timeline that doesn't perfectly match our funding timeline. If awarded funds, we ask that you stay in very close communication with us. Let the Career Center know your situation and any information you receive throughout the coming weeks. The more we know, the better. If we are aware of what is happening, we will most likely hold your award until everything is finalized and you have been able to fulfill all expectations before the final deadlines. You also need to be proactive in getting everything possible done on time, so we can pay out your award as soon as absolutely possible. If you do not stay in close contact with us or do not keep us informed, we will assume you are no longer interested in receiving the award.

**13. My dream internship doesn't open applications until April with a deadline in May. How am I supposed to ask for funding when I won't know when I will hear back from the organization?**

There are many internships which have a timeline that doesn't match our funding timeline perfectly. Confirmation or acceptance into an internship is not required in order to apply. You should ensure that your application for funding is received early to ensure funds remain available. Your application can be evaluated with the information you have provided about your dream internship. With a late timeline such as this, be sure you are completing all necessary requirements of funding early on and communicating with the Career Center throughout, even before you hear back from the organization regarding your acceptance. If you do not complete these requirements as expected it may hold up the distribution of your funds once the offer is received. Please do everything you can to avoid delays, especially as the May 15 deadline approaches.

**14. What are the characteristics of a strong application?**

Your application should be complete and compelling. The more detail the better. You should show what you will learn through this experience and how you will learn it, as well as how the organization and your supervisor will support this learning opportunity. Even when you are not sure which of your options you will decide on, it typically is better to focus your application on one primary opportunity. Too much information or uncertainty within an application can get confusing and diminish the details provided. Once things are finalized, we can always come back for revisions or updates on the offer you accept. We will ask for additional explanation if we feel the application isn't complete enough to make a decision. This could stall your application review and hinder our ability to award funds. Please provide everything possible in order for us to consider your situation fully.

**15. Who makes the decision? And upon what criteria is the decision based?**

The Career Center staff reviews all applications ensuring every application is reviewed by a minimum of two individuals. We are looking for evidence of a quality learning experience and that you have considered how this opportunity will further advance your skills, knowledge, and qualifications, or allow you to test out an area of interest. We are also looking to see that you have fully considered how this minimal financial support will play into your overall expenses incurred. Underpaid opportunities are likely to be reviewed by a minimum of three people to assess similar jobs in the area, relevant cost of living data, as well as your explanation of your expenses as we consider your request.

**16. When is the deadline to apply?**

Funding is limited and you are encouraged to apply as early as possible for full consideration. **The first deadline for consideration is March 15.** The sooner you start your search, the more proactive you can be for this application. Ensure your application is complete and compelling to avoid delays in processing. **Applications will continue to be accepted until funds run out or May 15, whichever comes first.** All internship sites must be finalized, and application requirements fully completed no later than May 30, to receive funds. If you have not secured a site and completed all necessary requirements by this date, your award may be forfeited. Having all application materials completed by May 30 will allow us to get payment in process by mid-June. Only payments we can guarantee will be processed before the end of June will be allowed. Staying in touch with the Career Center throughout the application process as well as throughout your internship experience is critical. Start your internship search early to ensure you are able to complete the application early in this timeframe –Remember, you do not need to have secured an internship prior to applying. If you have any concerns or questions about the timeline for applying, when you will hear back from sites, deadlines for your internships, etc., don't hesitate to reach out to the Career Center for clarification or to discuss your situation.

**17. I was accepted for an internship, and I must make a deposit to hold my spot. But I need funding in order to make the deposit.**

An internship requiring a deposit sounds a lot like they will also be asking for a program fee. Internship Funding Awards are not eligible for program fees; therefore, this would not be an appropriate use of these funds. Also, it is uncommon for legitimate internship experiences to ask for you to “buy in” to participate, and we would be very leery of you getting yourself in a bad situation. As with most expenses, it is your responsibility to assess your ability to cover expenses before funding is distributed or in the event funds are not received.

**18. I need money to cover expenses for the summer but haven't received my funding yet.**

As with many other situations in life, you should be prepared to submit deposits for housing, pay application fees for rental properties, purchase flights, start searching for your summer work attire, etc. in advance of your funding being available for your use. Saving up money for these expenses prior to the summer will be critical to your ability to securely take on any experience much less an unpaid experience. These costs may add up quickly and likely before all of the expectations of processing your funding are complete, especially if you don't get started early. If you would like to discuss these expectations or feel you have extenuating circumstances for funding needs prior to when you can complete all requirements and receive your award, please contact the Career Center to discuss your situation.

**19. When can I expect to receive my funding? Do I have to wait for a specific date before I receive my money?**

Much of the timing for when your funding will be received relies on you. Once your application is reviewed, we will make a tentative decision of which you will be informed. Your application then moves on for international travel approval (if necessary) as well as disciplinary and conduct approval. You will also be asked to set up direct deposit, if you are not already enrolled. When you accept an internship, you will update your application with any changes, complete the agreement/waiver, and your employer will complete the confirmation form. This leads to final approval. Once finalized, you will complete a disbursement request (requesting the release of your award). Once this form is received it begins a campus wide disbursement process requiring several approvals from multiple offices with the last step of sending your funds via direct deposit or sending you a check. If you have direct deposit, it can take two weeks from the time the Career Center receives your disbursement request until you see the funds in your account. A check will take longer. If you choose to receive a check, it is critical that the appropriate address is on file with the college to prevent further delays. It is up to you to watch your account for these funds. If you do not verify the receipt of your funds prior to the last business day of June, you forfeit your award because we lose all remaining funds at the end of the fiscal year.

**20. I am currently off-campus. Can I still apply?**

Yes. The entire application is accessible online through Summit (under Office of the Dean of the College). You are expected to be in close contact with the Career Center during the application process and throughout your internship regardless of location. You will need to let us know if you have difficulty completing any requirements and expectations because you are out of the country. As long as you are studying away from campus, it is likely this will count as “fully enrolled” for the semesters necessary. If you are on leave of absence, this may disqualify you from funding.

**21. I will be abroad or away from campus for the spring, summer, and/or fall. How do I complete all of the requirements I have agreed to?**

All expectations can be fully completed while away from campus, but it will be your responsibility to communicate early, and often, when you will need alternative options due to your situation. All communication will be through email, so please ensure we have the appropriate email for you to receive communication often and effectively throughout the application process, during the summer, and into the fall semester. If you have additional concerns, reach out to the Career Center.

**22. Can a student receive an award without enrolling in direct deposit?**

Yes. We encourage you to enroll in direct deposit because you can say where exactly you want your money deposited. However, if you do not choose to complete direct deposit paperwork, or do not complete it before your funds are released, a check will be processed and sent to the current address on file with the college. This may take longer than direct deposit. You will want to ensure that this address is where you actually want the check sent.

**23. Do these awards affect financial aid? Are there tax implications?**

You will be expected to report all earnings on your taxes as usual. It will depend on your financial aid situation, but this award could impact your aid eligibility. Contact the Financial Aid Office for any specific concerns.

## 24. **What are the requirements I must agree to complete in order to receive Summer Internship Funding?**

In order to supplement the professional development and learning you will experience in your internship, we have set several expectations for you to complete. Please plan ahead to fulfill pre-internship requirements as soon as possible to avoid your payout being delayed, as well as wrap up all other requirements as requested throughout and upon completion of your internship by all expected deadlines. We do not want to drag out these requirements and expectations any longer than you do, but we also want you to take advantage of the support that is being offered to you.

These expectations are included in your Agreement and more details will be provided before the end of block 8, throughout the summer, and as you are wrapping up your experience. If you have any questions about these expectations. Please reach out to the Career Center.

A sampling of potential expectations includes:

- You are expected to keep the Career Center informed of any changes or challenges with your planned internship.
- Participate in a **pre-internship workshop** offered by the Career Center to prepare you for your internship experience.
- Complete the **agreed upon minimum duration** (weeks and hours) of your internship per the award received.
- Provide **photos** of you “at” your internship.
- Make a **Story Map** or reflective portfolio about your summer experience.
- Complete the **Summer Experience Survey**.
- Participate in the **Summer Research and Internship Symposium**.

### **More Questions?**

Contact the Career Center at [careercenter@coloradocollege.edu](mailto:careercenter@coloradocollege.edu) or 719.389.6893