

Application Guidelines for the Generous Donor Internship Fund

The Generous Donor Internship Fund was created at Hiram College to support students' experiential learning through internships. **The funds are intended to enable students to participate in experiential learning that is not funded or inadequately funded by an external source.** Students can receive up to \$12 an hour for their unpaid or underpaid internship experience in Fall, Spring, or Summer. Internships must be 120 hours and count towards a student's Hiram Connect experience if the student has not yet completed their Connect experiential learning requirement. Preference will be given to students who have not yet received internship funding.

To apply, please submit the following materials electronically to the Career Center at careercenter@hiram.edu - in the Office of Career & Academic Development where the selection is coordinated:

- An **internship description**, outlining the goals and objectives of the internship
- A **wage request form**, indicating the total number of hours you intend to work
- An **acceptance letter** from the organization/supervisor offering the internship
- A **letter of support** from your faculty adviser for the project, specifically stating the adviser's support for your receipt of the funding
- A **Hiram Connect Internship Learning Agreement**.

Once approved for the internship funding, students must:

- Complete **two online learning modules** through OFIC Skills Library
- Complete a **reflection assignment** at the conclusion of the internship using the 5 C's reflection writing prompt.
- Complete an evaluation of your experience at the conclusion of your internship experience – the evaluation will be provided electronically by the Career Center.

Your supervisor/employer will be asked to complete an evaluation two weeks into your internship and also at the conclusion of your internship. We ask that all award recipients present during the *Week of Experiential Learning* or during other on-campus opportunities, and require presentations of those who are using this experience for their Hiram Connect requirement.

If looking for an internship, please visit [Hiram CareerNet](#).

Sample applications are available in the Office of Career & Academic Development. Please contact the Career Center at careercenter@hiram.edu with any questions.

For all internship funding, there will be application deadlines. Students can apply for funds outside of these deadlines; please check with the Career Center for more information by emailing careercenter@hiram.edu.

Students might not be eligible to receive funding twice for the same internship.

Please note that only full-time Traditional College students are eligible to apply for internship funding. Students will only receive funding for the work that is yet to be done and will not receive internship funding for hours that they have already completed at the time of their application.

Recipients may not exceed \$4,000 in combined internship funds per academic year (fall, spring, summer).

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