

## Application Guidelines for The Betsy Keefer '67 Endowed Internship Fund

The annual distribution of the Fund shall be used to support and encourage student internships with non-profit organizations, with preference being given to interns working with local Girl Scout Councils and/or the Girl Scouts of the United States of America. **The Fund may be dispensed for the following purposes: to support wages, housing or travel expenses, or other expenses specifically associated with said internships.** 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](mailto:careercenter@hiram.edu) - in the Office of Career & Academic Development, where the selection is coordinated. A faculty committee will review your application materials.

- 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 advisor, 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.

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

Sample applications are available in the Office of Career & Academic Development for your information. Please contact the Career Center at [careercenter@hiram.edu](mailto: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 on the deadlines and/or to see if there are funds remaining by emailing [careercenter@hiram.edu](mailto: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).*

*Fall 2020*