

Application Guidelines for the NetVUE Grant Internship Fund

With the support of the NetVUE Grant, Hiram College is able to support student's experiential learning through internship funding. **These funds are intended to enable students to participate in an internship that has low funds (below minimum wage) or is not funded by an external source.** Each year, five stipends of \$1,000 will be available for Fall, Spring, and/or summer. Preference will be given to students who have not yet received internship funding. To qualify for the NetVUE Grant Internship Fund, internships must meet all Hiram Connect internship requirements.

The NetVUE Grant Internship Fund will advance students' capacity to foster vocational reflection on career and calling, two of Hiram Connect's 5 C's.

To apply, please submit the following materials electronically to careercenter@hiram.edu, the Office of Career & Academic Development, where the application process is coordinated. Final decisions will be made by the Hiram Connect committee.

- An **internship description**, outlining the goals and objectives of the internship
- A spreadsheet calculating **dollars per hour** (\$1,000 divided by total number of hours)
- 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**

Award recipients are required to submit the following materials after the experience is completed:

- Completed **Hiram Connect personal reflection assignment**
- **Up to date resume** that includes the internship or research
- Completed "**Reflection and Planning: Next Steps**" essay

Award recipients are also required to meet with a Career and Calling Coach at the start of the internship

funding and again at the end of the internship. Students must also complete two online learning modules through OFIC Skills Library once approved for funding. 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](#). Only Traditional College students are eligible to receive funds.

Sample successful applications are available in the Office of Career & Academic Development for applicants to read. If you have questions, please email the Career Center at careercenter@hiram.edu.

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.

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

Students will only receive funding for the work that has 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

Reflection and Planning: Next Steps

What are your next steps?

- What career and calling questions were raised during the internship? How will you identify answers to those questions?
- Have you identified skills that you would like to develop because of the internship? How will you continue to develop those skills?
- Were you able to identify a position that that you thought might 'fit' your future? What steps will you take to obtain that position?
- Because of this experiential learning experience, how have your career goals changed or evolved?
- Based on your internship or research experience, is there now a course that you are interested in taking at Hiram College? How will the experience effect your curriculum overall?