

Application Guidelines for the Ranney Webster Fund for Experiential Learning

The Ranney Webster Fund was created at Hiram College to support students' experiential learning through internships, research, apprenticeships, and other hands-on learning experiences. The funds are intended to enable students to participate in experiential learning that is not funded or inadequately funded by an external source. Each year, stipends of \$500, \$1000, \$1500 or \$2000 will be available. Preference will be given to experiences that clearly connect a student's academic experiences to the world of work. Preference will be given to students who have not yet received internship funding.

The stipend may be used in the following ways:

- To support unpaid internships offered by nonprofit or public service organizations
- To support paid internships where additional funding for transportation or housing is needed
- To support off-campus research that is unfunded by the sponsoring research project
- To support off-campus research that is funded but where additional funding for transportation or housing is needed to enable the student to participate
- To support service learning projects where students will be participating in community service related to an academic course or interest
- On a case by case basis, money may be awarded for other expenses that are not described above. Examples might include equipment for a field research project, admission fees for a research library or museum, room and board for a short term interview project, or mailing expenses for a survey.

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. 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 experiential learning 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 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.

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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