

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. Students are only eligible for funding once during their academic career at Hiram College, and must have a scheduled appointment with the Career Center to secure funding and check eligibility.

To apply, please add your internship as an Experience to Handshake. [Click here to submit your experience and funding request](#). This will include getting approval from your site supervisor and faculty advisor through Handshake. If you have questions, please contact careercenter@hiram.edu.

If the internship is off-campus and not for academic credit, you must also submit:

- Student Internship Agreement
- Partner Internship Agreement

Once approved for the internship funding, students must:

- Complete two online learning modules through OFIC Skills Library within three weeks of receiving your approval / award email. Failure to do so will result in your funding being halted or terminated.
- Complete a reflection assignment at the conclusion of the internship using the 5 C's reflection writing prompt and upload it to your DigiCation ePortfolio. [Click here](#) to find the Hiram Connect 5 C's reflection prompt that is used for this reflection, or find it on Handshake under the Resources tab.
- Complete an evaluation of your experience at the conclusion of your internship experience – the evaluation will be provided electronically by the Career Center through Handshake.

Your supervisor/employer will be asked to complete an evaluation at the conclusion of your internship.

The funding period will not begin until the application is completed and approved. There will be no payment for hours worked prior to approval.

Recipients may not exceed \$2,000 in combined internship funds per academic year (fall, spring, summer).

Spring 2022