

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.

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