The Royal Experience Summer Internship Program

The Royal Experience Summer Internship Program is a selective opportunity that awards stipends to The University of Scranton undergraduates who obtain internships with organizations that are not able to provide a salary or stipend. By eliminating financial barriers, this program allows students to explore their career interests, gain new skills, and experience the world of work.

Applications are now open and will close on **May 7, 2018 at 4:00pm**.

Selected students will be eligible to receive up to a $4000 stipend dispersed in two installments during the summer.

Stipends will be awarded only to students who have received a formal internship offer for the period stated below.

**ELIGIBILITY**

Available to qualifying students who have accepted unpaid internships for the summer 2018, for a minimum of 200 total hours, for 8-12 weeks, May 29 – August 24, 2018.

Open to rising sophomores, juniors, and seniors (graduating in 2021, 2020, or 2019) in good academic standing.

Students will be an actively enrolled undergraduate student at The University of Scranton in both the spring semester before and fall semester after your internship (Students studying abroad are considered actively enrolled).

Students may only submit 1 internship offer for consideration for the stipend during the summer of 2018.

While some remote/online work is allowed, the majority of your hours must be spent on-site at the location indicated in your application.

To ensure this is a meaningful experience, the internship must include established learning goals and supervision from an organization’s staff member.


**APPLICATION CRITERIA**

You must download and complete the application [HERE](https://example.com), PRINT IT AND DELIVER IT to the Center for Career Development in Ciszek Hall along with the information below:

Apply with:

1. Resume
2. 2018 ROYAL Experience Internship Application (click [HERE](https://example.com)) with written question responses.
3. Offer Letter from hiring organization detailing supervisor’s name and learning goals. The offer letter must:
   - Confirm dates of employment, which must be a minimum of 200 total hours, for 8-12 weeks, May 29 - August 24, 2018.
   - Confirm that the internship is unpaid.
   - Explain the intern’s responsibilities in detail (or attach a detailed job description).
   - Acknowledge and support student’s learning goals (from your application).
   - Detail how the student will be supervised and indicate if any hours will be completed off-site or remotely.
4. Letter of Recommendation from The University of Scranton faculty, staff, or former/current work supervisor (Strongly Encouraged). If your recommender prefers that their letter of recommendation remain confidential, this can be arranged by emailing it to careers@scranton.edu

Note: Applications must be complete with all documents by the deadline of **May 7, 2018 at 4:00pm** in order to be considered.
SELECTION CRITERIA

This is a highly selective opportunity and students will be screened and chosen to receive the stipend based upon the following four main criteria:

- Strength and quality of resume
- Strength and quality of responses to the application questions
- Offer Letter from hiring organization detailing supervisor’s name and learning goals
- Optional Letter of Recommendation from The University of Scranton faculty, staff, or former/current work supervisor

TIMELINE

Deadline to Apply: Monday, May 7, 2018 by 4:00PM

You will be notified by email if awarded the stipend by Friday, May 11th.

STUDENT EXPECTATIONS & REQUIREMENTS

As a Royal Experience Summer Internship Program recipient, you will be representing The University of Scranton and the Center for Career Development. All internship stipend award recipients agree to meet the following requirements in order to receive the stipend and agree to conduct themselves professionally at all times.

You will:

- Attend a required Pre-Internship Meeting the week of May 14th to review program requirements and logistics. If you are abroad, or you have indicated a time conflict, you must attend a virtual meeting that week.
- Complete the internship that you described in your application and notify the Center for Career Development of any changes accordingly in regard to changes in your internship description, goals, internship dates, number of hours, direct supervisor, etc. Contact the Center for Career Development immediately to discuss a situation in which you will not begin or complete your internship.
- Contribute 2 blog posts in response to specific questions. You will also be required to post one comment on another student’s post for each due date. The first blog will be due by Monday, June 25th and the second blog will be due by Monday, August 13th. Pictures and/or video are strongly encouraged!
- Participate in 3 check-ins with your designated Center for Career Development staff member during your summer internship.
- Present about your summer experience in a poster session or other format at a Division of Student Formation & Campus Life meeting during the Fall 2018 semester. Students will create and email posters in a Powerpoint slide converted to a PDF to careers@scranton.edu by Friday, August 31, 2018. Posters can be created in full color. The Center for Career Development will then print a 36x24 inch poster attached to foam board at Printing Services on campus. Selected students will receive more information about the posters during a required Pre-Internship Meeting in May.
FREQUENTLY ASKED QUESTIONS (FAQ)

For answers to commonly asked questions regarding the Royal Experience Summer Internship Program, see below. For additional questions, contact the Center for Career Development by email: careers@scranton.edu, phone: 570-941-7640, or please visit us during office hours 8:30 – 4:30 M-F.

What are the program requirements for length and number of hours of the internship?

The internship must be a minimum of 8 weeks between May 29 – August 24, 2018 and at least 200 hours. The length and duration of the program ensures that you have the opportunity to engage in thoughtful reflection, develop skills, and meet your learning outcomes, while receiving meaningful supervision from a staff member at the organization.

Who is eligible to apply?

The program is open to rising University of Scranton Sophomores, Juniors, and Seniors (graduating in 2021, 2020, or 2019) in good academic standing. Students must be active University of Scranton students in the Spring 2018 and the Fall 2018 semester.

Is the program open to all fields of work?

Yes. All unpaid internships will be considered. The internship should involve significant duties and meet a set of goals agreed upon by the student and the supervisor at the organization. Please see the eligibility criteria on the website for further details.

I’m getting paid for my internship; can I still apply?

The ROYAL Experience Summer Internship Program is designed to support student internships at organizations that do not have the resources to pay interns for their work. We know many students work for modest salaries but we feel it is important to prioritize those students who are not receiving any salary at all.

Can I pursue an unpaid experience on campus?

Yes. The primary goal of the stipend is to support your career exploration. We encourage students to broaden your experiences off-campus, thus creating a larger career network. This should be your priority when researching potential internships. However, we recognize that in certain cases (for example, research with a professor), the continuity of work on campus would be more beneficial for your career. In such cases, you must be explicit in your application statement as to why the on-campus internship rather than an off-campus experience better fits your specific career goals.

Can I do my internship during the academic year?

Given the limited funding, the program is currently designed to support students pursuing summer internships.

Can I be considered for the ROYAL EXPERIENCE Summer Internship Program more than once while a student at The University of Scranton?

Yes. Students who have received the stipend in the past can apply and receive the stipend. However, the internship must be a different experience than previously completed. If you have applied in the past for the stipend and were not selected, you are encouraged to apply again. There is no limit to the number of times you can apply.
Can I do two separate internships that equal the required length and number of hours?

No. The program is designed to fund a single internship at an organization providing an opportunity to learn about and explore your career related goals. The benefit of one internship is that it fosters a deeper learning experience, commitment and supervisory relationship between the intern and organization.

What are the requirements of me while at my internship this summer?

Selected students need to check in at least three times with their assigned Center for Career Development staff member throughout the summer. This is to ensure the students are having a productive experience and enables the career center staff to help them reflect on their experience while it is occurring.

For similar reasons, selected students will be required to submit two blogs during their internship and comment on another student’s blog twice throughout the summer. Finally, students will be required to present about the summer experience in a poster session or other format during the Fall 2018 semester.

Will someone at The University of Scranton Center for Career Development be available during my summer internship if I need assistance?

Yes. You will be assigned a Center for Career Development staff member who will check in with you at the beginning, middle, and end of your internship. You can always contact the staff member over the summer for information and advice while at your internship.

What should the Offer Letter from internship supervisor include?

The Offer Letter must confirm that you have been offered an internship at the organization, as well as

- Confirm dates of experience, which must be a minimum of 200 total hours.
- Confirm that the internship is unpaid.
- Explain the intern's responsibilities in detail (or attach a detailed job description).
- Acknowledge and support student's learning goals (from your application).
- Detail how the student will be supervised and indicate if any hours will be completed off-site or remotely.

This letter is a significant part of your application, and should be sent from your supervisor to you, which you can then add to your application.

What happens if I don't have an internship secured by the deadline?

Unfortunately, we cannot accept partial or late applications and you must submit a completed application by May 7, 2018. While we would like to extend the deadline even further, we know students who have secured an internship are waiting to see if they have received funding before accepting their internship offer.

Many employers are willing to expedite their decision-making process if they are aware that you are applying for funding from The University of Scranton. You should follow up with the organization to indicate your timeline.

How and when will I receive my stipend payments?

Students will be paid via check in two equal payments that will be mailed during the first full week of June and the second full week of August. Selected students will learn more about the payment process at a required Pre-Internship Meeting in May.