

# The Royal Experience Summer Internship Program

## **Part One: Description**

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 do not provide a salary or stipend. By eliminating financial barriers, this program allows students to explore their career interests, gain skills, and experience the world of work.

Applications will open on [Royal Sync](#) on Monday, March 2<sup>nd</sup>, 2026 and will close on **Thursday, May 7<sup>th</sup>, 2026 at 4:00pm**. You will be notified by email if awarded the stipend the following week. Selected students will be eligible to receive up to a \$2,000 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.

## **Part Two: Eligibility**

Available to qualifying students who have accepted unpaid internships for the summer of 2026, for a **minimum of 150 total hours, May 23 – August 23, 2026**. The internship must be and remain unpaid during the duration of the student's internship, and the student must not be provided compensation in any form (i.e. pay, salary, stipend, benefits, tips, or commission). Students may only submit 1 internship offer for consideration for the stipend during the summer of 2026.

**Open to rising sophomores, juniors, and seniors (graduating in 2029, 2028, or 2027)** in good academic standing. Students must be actively enrolled undergraduate students 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 graduating in spring 2026 or summer 2026 are not eligible to apply.

Students who have received the stipend in the past can apply and receive the stipend again. However, the internship must be with a different organization and with new responsibilities/learning goals. 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.

Your internship during the summer of 2026 can be remote, in-person, or hybrid. Internships may be offered on-campus or off-campus (locally, regionally, nationally, or internationally) in all fields and industries of work. The primary goal of the stipend is to support your career exploration. We encourage students to broaden their 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 might prove 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.

The internship must be unpaid and in compliance with the [U.S. Department of Labor's Fact Sheet #71: Internship Programs under the Fair Labor Standards Act](#).

## **Part Three: Student Expectations and Requirements**

As a Royal Experience Summer Internship Program recipient, you will represent The University of Scranton and the Center for Career Development. All internship stipend recipients agree to meet the following requirements and to always conduct themselves professionally. Specifically, you will:

- Attend a required virtual Pre-Internship Orientation during the week of May 18 to review program requirements and logistics. If you are abroad, or you have indicated a time conflict, you must attend a separate virtual meeting that week. Information on payment process and stipend installment dates will be discussed.
- Complete the internship that you described in your application and notify the Center for Career Development of any changes in your internship description, goals, 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. The first blog is due by Wednesday, June 10<sup>th</sup> and the second blog is due by Monday, August 10<sup>th</sup>. Pictures are required to accompany your blogs. You will also be required to post 1 comment on all students' posts. Blogs are posted and shared via the Center for Career Development website and social media.
- Participate in 3 check-ins with your designated Center for Career Development mentor during your summer internship.

- Present your summer experience in a poster session or other format at a presentation session during the Fall 2026 semester. Students will create and email posters in a PowerPoint slide converted to a PDF to [careers@scranton.edu](mailto:careers@scranton.edu) by Friday, September 4, 2026. 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. Award recipients will receive more information about the posters during the required Pre-Internship Orientation in May.

#### **Part Four: Application Instructions & Materials**

Complete the application on [Royal Sync \(https://cglink.me/2rM/s1612\)](https://cglink.me/2rM/s1612), which includes the following information:

1. **Royal Experience Application 2026** on page 1, along with typed question responses on page 2.
2. **Resume**
3. **Offer Letter Form** completed by hiring organization, including signatures of supervisor and student. Students can find this form on [The Royal Experience Summer Internship Program website](#).
4. **One Letter of Recommendation** from The University of Scranton faculty or staff member, or a former/current work supervisor. If your recommender prefers that the letter remain confidential, this can be arranged by emailing it to [careers@scranton.edu](mailto:careers@scranton.edu). Your Summer 2026 internship supervisor and Letter of Recommendation reference must be two different people.
5. **International students must have signed documentation from the Office of Global Education authorizing their internship has been approved for either OPT or CPT.**

Students are able to upload materials #2-5 directly on the Royal Sync application. Applications must be completed with all documents by the deadline of **Thursday, May 7<sup>th</sup>, 2026 at 4:00pm**. Applications that are missing any component will not be considered. Unfortunately, we cannot accept partial or late applications. While we would like to extend the deadline further, we know students who have secured an internship are waiting to learn 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. Please follow up with the organization to indicate your timeline.

#### **Part Five: Selection Criteria**

This is a highly selective opportunity and applications will be evaluated and chosen based upon these criteria:

- Strength and quality of resume.
- Strength and quality of responses to the application questions (including summary of organization, learning goals, process of obtaining the internship, and connection to career goals).
- Junior applications are given more weight than sophomore, and sophomore applications are given more weight than first-year student applications. Note that first-year students have successfully applied and received the stipend.
- Offer Letter Form and Letter of Recommendation must be submitted with the application to be considered, although the content of the documents is not weighted.

Note that while we do ask about extenuating circumstances and consider them, this is not a need-based award. Students must meet all criteria and are ranked on the strength and quality of the application. All applications go through a blind review process.

**For any questions, contact the Center for Career Development  
by email: [careers@scranton.edu](mailto:careers@scranton.edu) or by phone: (570) 941-7640.**

**Please note: The application deadline for both the Royal Psychology Summer Internship and the Royal Sustainability Summer Internship Program is Thursday, April 30<sup>th</sup>, 2026 at 4:00pm. Applicants not chosen will then be submitted to the general Royal Experience pool for consideration.**