

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 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 are now open and will close on **May 1, 2020 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 2020, for a minimum of 200 total hours, for 8-12 weeks, May 26 – August 28, 2020.

Open to rising sophomores, juniors, and seniors (graduating in 2023, 2022, or 2021) 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 2020.

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 learning goals and supervision from an organization's staff member.

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](#).

APPLICATION CRITERIA

Download and complete the application [HERE](#), **EMAIL IT to careers@scranton.edu** along with the information below. Apply with:

1. Completed 2020 Royal Experience Internship Application (click [HERE](#)) with written question responses.
2. Resume
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 26 - August 28, 2020.
 - 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. One Letter of Recommendation from The University of Scranton faculty, staff, or former/current work supervisor (Strongly Encouraged—applications with a letter of recommendation are given more weight, although applications are not discarded if there is no letter of recommendation). If your recommender prefers that the 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 1, 2020 at 4:00pm** in order to be considered.

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)
- Offer Letter from hiring organization detailing supervisor's name and learning goals, as well as confirmation of 200 internship hours during the 8-12 week time period
- Letter of Recommendation (Strongly encouraged—more weight is given to applications with a letter of recommendation) from a University of Scranton faculty, staff, or former/current work supervisor
- More weight is given to internships at nonprofit vs profit organizations
- Junior applications are given more weight than sophomore, and sophomore applications are given more weight than freshman applications. Note that freshmen have successfully applied and received the stipend

TIMELINE

Deadline: Friday, May 1, 2020 by 4:00PM

You will be notified by email if awarded the stipend by Friday, May 8th.

STUDENT EXPECTATIONS & 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 conduct themselves professionally at all times. Specifically, you will:

- Attend a required Pre-Internship Meeting during the week of May 11 or May 18 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 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. You will also be required to post 1 comment on another student's post for each due date. The first blog is due by Monday, June 22 and the second blog is due by Monday, August 17. 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 your summer experience in a poster session or other format at a presentation session during the Fall 2020 semester. Students will create and email posters in a PowerPoint slide converted to a PDF to careers@scranton.edu by Friday, September 4, 2020. 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 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 26 – August 28, 2020 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 2023, 2022, or 2021) in good academic standing. Students must be active University of Scranton students in the Spring 2020 and the Fall 2020 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 on-site supervisor at the organization.

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

No. The **Royal Experience Summer Internship Program** supports student internships at organizations that do not pay interns for their work. We know many students work for modest salaries, but it is important to prioritize those students who are not receiving any salary.

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 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.

Can I do my internship during the academic year?

No. Given the limited funding, the program supports 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 again. However, the internship must be a different experience. 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 funds 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, greater commitment, and a closer 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. Students will also have scheduled phone calls to check in with a staff member from the Center for Career Development three times throughout the summer. Finally, students will be required to present about the summer experience in a poster session or other format during the Fall 2020 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 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
- 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 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. 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.

When will I receive my stipend payments?

Students will be paid in two equal payments during the third full week of June and the second full week of August. Award recipients will learn more about the payment process at a required Pre-Internship Meeting in May.