Internship Funding Application Instructions: January Term 2020

Luther College, through grant funding and alumni donations, is able to offer funding for students to pursue educational internship opportunities for the January of 2020. (Limited funding will be available for January 2019. J-term internship must be part of Alumni Internship program to be considered.) Forms and more information can be found at: https://www.luther.edu/career/internships/funding/

Deadlines:
- Priority deadline for applications is 5pm on Friday, November 8, 2019 in the Career Center. We will accept applications after this date, but priority will given to those applications submitted by the deadline.

Meetings
- General information is given during the Career Center’s “Locating Internship’s” workshops. You can also meet with Dan individually at the Career Center to find out more about the program. Stop by to make an appointment.
- Students selected will need to meet with Dan in the Career Center prior to disbursement of funding.

Eligibility Guidelines
- We are able to support a variety of unpaid and underpaid internships. This includes internships with both for-profit and non-profit organizations.
- Students can receive multiple awards throughout their time at Luther, but the total cannot be more than 2000.
- Any sophomore or junior enrolled at Luther may apply for the summer internship funding. First-year students can apply but will be given careful scrutiny and need approval from more than one faculty member.
- To receive credit the internship must be a minimum of 100 hours and 4 weeks long.
- The internship can be paid, but this may reduce the amount of the funding received by applicant.
- The internship funding is designed for domestic (U.S.) internships.
- International internship awards will be considered but are capped at 1000 dollars.
- The student must register for at least one hour of academic credit hour through the appropriate department. The student must use summer school registration for summer internships and J-term registration for January internships.
- Top J-term award is 1000 dollars.
- Top summer award is 2000 dollars.
- Award amounts are always dependent on amount of funding available.

Application Process
1. Secure an internship that meets the criteria listed above.
2. To receive academic credit you need to request a Confirmation Letter on company letter head or email with the following information:
   A. Addressed to the intern and includes the site supervisor’s name and title
   B. A brief description of the intern’s role/responsibilities(bullet points are fine)
   C. Whether or not the intern will be paid. If payment is available, approximately how much the intern will be paid.
   D. Must appear on the letterhead or a copy of the email must be sent directly from the supervisor.
3. Complete Estimated Budget worksheet, and if needed, the Financial Aid Summer Budget worksheet.
4. Complete the Grant Award Application, including the essay questions.
5. An updated Resume.
6. Deliver application packet to the Career Center by the deadline. Applications received prior to the deadline will receive first consideration.
   A. Complete packet includes:
      a. Confirmation letter from supervisor
      b. Estimated Budget Worksheet
      c. Grant Award application with completed essays
      d. Updated Resume
7. Wait for award notification. You should receive an email within approximately two weeks telling of your award status.
8. If awarded, you need to meet with Dan Marlow in the Career Center to complete the paperwork required to receive your funding. You also need to complete the internship registration paperwork to enroll for credit for the internship. Stop by the Career Center to start the internship paperwork process. You will not be awarded until you are shown as registered for credit.
9. Funding will show up as a credit on your financial aid budget. You can move that credit to your bank account.
Terms of Agreement
All funding recipients are requested to do the following to gain academic credit for the internship:

- Apply for internship credit.
- Complete a post internship survey.
- Provide a picture of you at the internship site to the Career Center.
- Participate in a reflection session and/or panel presentation with other grant recipients upon return to campus.