

Internship Funding Application Instructions: J-term and Summer 2023

Through grant funding and generous alumni donations, the Luther College Career Center is able to offer funding for students to pursue educational internship opportunities for the J-term and Summer 2023.

Forms and more information can be found at:

<https://www.luther.edu/career/internships/funding/>

Deadlines:

Priority deadline for applications is 5pm on Thursday, December 8. We will accept applications after this date, but priority is given to applications submitted by the deadline.

Meetings:

- Still finalizing your internship and could use some extra support? [Schedule a Career Coaching appointment via Handshake.](#)
- Students selected will need to meet with a member of the Career Center team 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 nonprofit organizations. The internship can be paid, but this may reduce the amount of the funding received by the applicant.
- Top summer award is \$2,000. Students can receive multiple awards throughout their time at Luther, but the total cannot be more than \$2,000.
- The internship funding is designed for domestic (U.S.) internships. International internship awards will be considered but are capped at \$1,000.
- Any sophomore or junior enrolled at Luther may apply for the summer internship funding. Occasional awards may also be granted to first-year students.
- 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. To receive academic credit, the internship must be a minimum of 100 hours and four weeks long.

Award amounts are always dependent on the amount of available funding.

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 letterhead or an official email from your supervisor with the following information:
 - Addressed to the intern and includes the site supervisor's name and title
 - A brief description of the intern's role/responsibilities (bullet points are fine)
 - Whether or not the intern will be paid. If payment is available, approximately how much the intern will be paid.
 - 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 Internship Funding Application, including the essay questions.
5. Include an updated [resume](#).
6. Email application materials to the Madeline Jungbauer, internship manager, at jungma01@luther.edu by the deadline. Applications received prior to the deadline will receive first consideration.

****Complete application materials include:**

- Confirmation letter from supervisor
 - Internship Budget Proposal
 - Internship Funding Application with completed essays
 - Updated resume
7. Wait for award notification. You should receive an email within approximately two-three weeks of application telling of your award status.
 8. If awarded, you need to meet with a member of the Career Center team 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 or email career@luther.edu. You will not be awarded funds 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 as long as you don't have an outstanding balance.

Terms of Agreement

All funding recipients are required to do the following:

- Apply for internship credit.
- Complete a post internship survey.
- Send a picture of themselves at the internship site/work area (if remote) to the Career Center.
- Participate in a reflection session and/or panel presentation with other grant recipients in the school year following the internship.