

CVC Summer Internship Scholarship - FAQs

What is required of those who receive the CVC Summer Internship Scholarship?

Students receiving scholarship funds must:

- Complete an internship during summer 2019.
- At a minimum, the internship needs to be:
 - 240 on-site hours
 - 6 weeks in length
- Complete 12+ hours of reflective work. Length of reflective work will depend on the duration of the internship experience.
- Commit to the Community Covenant while participating in the internship.
- Complete internship prep and follow-up tasks:
 - Maximizing your Summer Internship, April 30 in Phelps from 7:00-8:15pm
 - Before starting, create a learning agreement
 - Complete pre and post-surveys
 - Write thank you notes to your site supervisor, manager, and faculty advisor (if earning credit)
 - Meet with your Career Coach to debrief internship experience
 - Come prepared with updated resume
 - Come prepared with internship network list (who you connected with over the summer)
 - Give permission for your internship site, title, location, and dates to be included in the searchable Wheaton College Internship database

Can I apply for the scholarship if I have not yet received confirmation that I have secured the internship?

- Yes, fill out the application with all the details of the internship (including where you are in the process) and if you are awarded the scholarship, you can let us know when you secure the internship. Securing the internship must occur before funds are dispersed.

What if I am applying for multiple internships and I don't know which one I will get or which I will choose?

- Please fill out the application with the full scope of possible internship opportunities included. You can note those that are paid/unpaid. When working on the budget, include a range of needs based on the different options. If the form seems constricting, you can send along a separate document with more details.
- Once you land the specific internship, please provide an update as we will use that information to make the final awards.

Can I apply if I will be studying abroad next fall and will not be able to attend the debrief session in early September?

- Yes, you may still apply.

Is the CVC available to help me find an internship?

Yes, if you are seeking possible internship opportunities, please come by the CVC and work with a Career Coach or CVC Ambassador to learn strategies for your search. You may also login to Handshake to schedule an appointment with a coach.

Can I combine work at multiple organizations?

Yes. Most recipients intern at one site, sometimes two, although in special circumstances it might make sense to combine more than two experiences. For example, a student could have a more traditional primary internship experience, but also include a part-time volunteer role or incorporate rotational shadowing as a secondary experience. Please include a confirmation letter or email from each site for the two most significant experiences. In your written statement please describe how each experience will contribute to your vocational and career goals.

Does my internship need to fulfill both the minimum hour and duration requirement?

Yes.

Am I eligible to receive the CVC Summer Internship Scholarship if I previously received a different type of internship funding at Wheaton?

Yes.

What criteria will the selection committee be using when determining which applications to select for a grant award?

- **Financial Need:** The applicant demonstrates financial need.
- **Intentionality:** The applicant shows evidence of thought around what they are searching for and how criteria for the summer experience have been determined.
- **Compelling articulation of why:** The applicant provides compelling rationale as to why these types of experiences would be critical to explore or pursue an identified career interest.
- **Depth of research and maturity:** The applicant demonstrates evidence of research and understanding of industry-based, organizational, geographic, and/or cultural dynamics of the proposed experience.

If I receive an award, how much funding can I expect?

The maximum award is \$4000.

Can I apply for an internship scholarship to support a fall or spring semester internship?

At this time we are only able to offer funding for summer internships due to the funding available.

Am I required to register for an academic internship for my experience?

No.

Do I have the option to earn academic credit for my internship? If so, what is the process?

Registering for an academic internship is a different process with different deadlines. Please review the registrar's guidelines and work with your academic department to earn academic credit for your internship experience.

Is it a good idea to have my application reviewed by someone in the CVC before I submit it?

Following all of the instructions is the best way to ensure a successful application. The CVC is always interested in helping you explore and pursue your career interests, but it is generally not necessary to have your application or written statement reviewed before submitting it. Career Coaches or CVC Ambassadors are also always available for resume review and internship search support.

What if I cannot complete the required tasks (Maximizing your Summer Internship, meeting with a Career Coach, etc.)?

We expect that recipients who are on campus will complete all required tasks. If you are abroad or have another special situation that will prevent you from completing required tasks, you will need to explain your situation **before** accepting a scholarship.

When will I be notified if I am chosen for the award?

Recipients will be notified by April 12, 2019.

What kind of documentation do I need to show I have an internship?

A forwarded email or offer letter to internships@wheaton.edu.

If I am awarded funding, when and how will I receive payment?

Those that are awarded funding will receive a checklist to complete and return to the CVC to receive payment. The scholarship will be processed through Student Financial Services. Those that are awarded funding and submit the required forms as requested will receive the scholarship via direct deposit in early June.

What if I have any additional questions about the application process?

If you have a question that is not addressed on the website and the FAQ page, please email your question to internships@wheaton.edu.

What other summer funding sources might I consider?

In addition to the CVC Summer Internship Scholarship you can also explore other Wheaton summer scholarships:

- GEL Travel Grant
- Center for Faith, Politics and Economics Internship Scholarship
- Center for Faith, Politics and Economics Scholars Program
- James G. Dixon Jr. Award
- Dr. Norman Ewert Scholarship – Business/Economics Travel Fund
- Global Health Internship Scholarship
- Health Scholars Summer Internship Scholarship