

Summer Experience Funding Guidelines
Career Center – Lawrence University
Updated 2/29/24

Summer Experience Funding (SEF)

Through the generous support of our alumni and other donors, Lawrence University students are eligible to apply for funding designed to enhance their access to opportunities for summer internships, service or volunteer work, and/or research projects. Funding can help defray transportation costs, living expenses, and more, so that students can pursue the types of activities that will expand their classroom learning and acquire skills that will benefit them in their lives after Lawrence.

Opportunity Criteria for Summer Experience Funding:

In order to be considered for funding, an opportunity must:

- Total a cumulative of at least 120 hours.
- To be considered for maximum funding (\$5000), opportunities need to be in excess of 250 hours. Total funding not to exceed \$5000/year.
- Have a named site supervisor (off-campus) and faculty and/or advisor reference (on-campus) available to answer the student's questions, act as points of contact, and provide performance feedback, including the mid- and final evaluation of the NACE Career Readiness Competencies.
- Allow the student to spend the majority of scheduled work hours completing assignments that are substantive and meaningful to the organization (with the exception of professional trainings).
- Provide opportunities for the student to develop skills that will be marketable for future employment opportunities.
- Agreement from the site supervisor to help the student further develop one or more of the eight NACE Career Readiness Competencies.

Priority will be given to students:

- Doing unpaid or very low paid work (e.g., stipend allotment below minimum hourly wage).
- With a demonstrated financial need, as determined by Financial Aid Services.
- Who are receiving only one source of LU funding during the summer of application, and that source is an SEF source. (NOTE: SEF funds are not to be combined with other funds or grants, e.g, Senior Experience, Senior Recital, LURF, Humanitarian Grant, etc.)
- Who have not previously received funding from the Career Center in past years.
- Interning for an employer external to Lawrence - or, alternatively, participating in a professional skill building program external to Lawrence (e.g. HBS Core program, CNA courses, coding bootcamps, working at a music festival, masterclasses, etc.).
 - NOTE: Funds cannot be used for admission to or participation in music camps or festivals.

- Returning to complete at least one semester at Lawrence after the experience (exceptions will be made for Con-Squared and student teaching opportunities).
- With clear learning goals/outcomes listed in their application.

Prohibitions – What the SEF funds can't be used for:

- SEF funds cannot be used for host organization operational costs, other than offsetting the student's wage.
- SEF funds are not to be combined with other Lawrence University associated funds or grants (e.g, Senior Experience, Senior Recital, LURF, Humanitarian Grant, etc.).
- Senior Experience, Senior Recital, or research funds are not supported through SEF funds.
- Funds cannot be used for personal technology equipment, entertainment, supplies or equipment for the hosting site for their operations/events/projects, or anything not directly connected to the project.
- Opportunities with family members or relatives, or family businesses, will not be funded.

Stipend Amounts & Details

- Students are issued stipend awards in 2 disbursements if awarded amount is more than \$1,500.
 - The first deposit is disbursed to students upon returning their signed SEF offer letter.
 - The second deposit is disbursed after their mid-summer check in is completed with a Career Center staff member.
- Base rate of pay for students interning at host sites: \$12.00
- Students with additional expense needs are encouraged to fill out supplementary budget information (to be linked – rather than included in existing application).
- Eligible expenses include travel, lodging, food, and living expenses.
- Ineligible expenses include personal technology equipment, entertainment, supplies or equipment for the hosting site for their operations/events/projects, or anything not directly connected to the project. Senior Experience, Senior Recital, or research funds are also not supported.
- No student will receive funding in excess of \$5,000, for any one internship or any combination of funded experiences.
 - Exception: The Diversity in Conservation and the Colorado College Activism Institute opportunities carry a specific negotiated cost with Lawrence University. More such dedicated opportunities may arise in the future. These opportunities are formally negotiated by Lawrence University well in advance of any application season and are not negotiated by the student.

Funding Policies

As a recipient of funding, you are expected to:

- Provide written confirmation of your acceptance to the Career Center (note: Michelle will reach out to you directly with an offer letter to sign).

- **[International students only]:** Submit all CPT paperwork. CPT authorization is required before any funds can be disbursed.
- Attend one or more of the Summer Experience Orientations (dates to be sent to recipients).
- Provide an electronic copy of a reflection paper describing your experience, including your professional and/or personal learnings to Michelle Buchinger by the given date on the offer letter.
- Adhere to professional conduct in all external-facing interactions and perform your required activities to your best ability. Remember: you're representing not just yourself, but Lawrence University.
- Be available for a virtual mid-experience and final check in, conducted by Lawrence staff.
- If unforeseen circumstances prevent you from completing the funded experience, you are required to notify Career Services immediately and return funding. We will help you determine the amount needed to be returned.
- The award or grant you receive may be considered taxable income per IRS regulations. The IRS considers any award or grant that does not pay for tuition, books, expenses, and other fees as income. It is your responsibility to report the appropriate amount on your tax return. Please consult a tax professional for assistance.
- Per IRS regulations on payments to Nonresident Aliens, the award may be taxed upfront. If so, it will either be included on your Form 1042-S or W-2 form. If you have any questions regarding this tax treatment and/or form, please contact Financial Services, Financial_Services@lawrence.edu.

Application Process

Meeting with a Career Advisor to review your application materials (including a professional resume) prior to submission is required for all applications requesting \$2500 or more. Doing so helps to strengthen your application and your application's potential for success.

To Apply:

- Secure a qualified opportunity. Connect with a Career Advisor for more help in finding/securing opportunities in target fields.
- Secure written confirmation (letter or email in electronic format as a PDF) of your experience from your internship or research site.
- The written confirmation must:
 - be addressed to the student and include the site supervisor's name and title;
 - include a brief summary of your role/responsibilities (bullet points are sufficient);
 - include confirmation of start and end dates and time commitment (tentative will suffice if details are still being worked out);
 - be sent directly from your employer's/supervisor's work email or appear on the letterhead of the employer/supervisor.
- Prepare your resume. If you need help starting, see the Career Center's guide/examples, and connect with a Career Advisor to have your document reviewed.

- Complete and submit an application that also includes well-articulated learning outcomes and relationship of the experience to one's course of study.
- Schedule an appointment with a Career Advisor to review your application, including any supplemental budgetary requests.
- Within two weeks of the application deadline (currently 3/29/24), all applicants will be notified via email whether or not they have been awarded funding. Students are then expected to attend a virtual or in-person Summer Experience Orientation Session. Recipients will be informed dates and times and will have options from which to select.

Important Application Information and Deadlines:

Students are encouraged to apply as soon as possible. That said, we've intentionally incorporated a two-deadline system, so as to allow for greater flexibility and equitable access to funding. Please note:

- When monies for a particular fund are exhausted for the award cycle, no additional monies can be awarded from that fund. Hence the importance of submitting by the Priority Deadline, if possible.
- Applications received after the Priority Deadline (5pm CDT, 3/29/24) may not be funded because we will first review those applications that did make the Priority Deadline and consequently, the monies may have already been awarded.
- We can inform potential applicants who have yet to submit if funds remain available, 2-3 weeks after the Priority Deadline (not sooner).
- Applications that come in after the Priority Deadline will be timestamped and reviewed in order of receipt, should monies be available for the particular fund.
- No special application deadline arrangements outside of the above will be considered.
- We use the receipt timestamp (time and day) provided when applications are submitted electronically.
- When submitted in-person, we will manually timestamp (time and day) your application when received.
- Applications slid under a door or sent by campus mail will be timestamped (day and time) only when received during the normal work week (Monday-Friday).

Questions can be directed to Michelle Buchinger: michelle.m.buchinger@lawrence.edu

- **Priority deadline: Friday, March 29th, 2024 @ 5pm (CDT)**
- **Other applications are reviewed on rolling basis until April 26th, 2024 @ 5pm (CDT)**
- **Funding is contingent on available funds and is not always guaranteed.**
- **A formal application is required and must be submitted using the guidelines outlined above.**