

2024 Robert L. Burrus Jr. Application Questions

Please submit your completed application and supporting materials **by the initial deadline of 5:00 p.m. on March 25, 2024 or the final deadline of May 3, 2024 at 5 PM.**

Directions:

1. Complete the UR Summer Fellowship module on Blackboard
2. After reviewing the questions below, complete the UR Summer Fellowship application found here <https://ursf.richmond.edu/apply/index.html>
3. A resume is required for this application. Use the [Career Services Website](#) to draft and edit your resume.
4. You are also required to submit an unofficial transcript. A letter of recommendation is NOT required.
5. If you are applying for a Weinstein Grant, please select **Yes** in the application and complete the questionnaire. You will be required to upload an estimate of economy air travel, to and from, your chosen destination with your estimated dates of travel.

GENERAL INFORMATION

1. **You will provide personal information such as, your full name, student ID number, etc.**

COMPENSATION

2. **You will need to answer Yes or No to the question “will you receive any compensation from your internship site or from another university funding source”?**
 - a. If you select yes, you will need to select the options of funding choices and provide the dollar amount.

GENERAL QUESTIONS

3. Please select all internship programs for which you would like to be considered, including your first choice.
***Jepson Juniors SHOULD SELECT the BURRUS FELLOWSHIP, but are also welcome to apply for other programs.**
 - a. If you have selected more than the Burrus Fellowship, please also make certain to select your FIRST CHOICE in the dropdown question. Jepson Juniors should select Burrus as the first choice.
4. **You will need to answer Yes or No to the question “have you secured an internship?”**
 - a. Regardless of your Yes or No answer, you are required follow the prompts requesting information about the internship, including number of weeks, totals hours, start and end dates, as well as the next several questions:
5. **Please describe the organization and how interning there will help you further your career goals:**
6. **How did you secure this internship? What steps did you take to secure a summer internship? Include organization names, application timelines, and or any other information you have to demonstrate the work you did in preparation for a summer internship.**
7. **What tasks will you complete or what projects will you be working on?**
8. **List 3-5 specific goals you have for this experience. One goal must relate to your academic pursuits and reference specific University of Richmond classes you have taken or will take in a future semester. One goal must directly relate to a future career interest {Use concrete, measurable terms (e.g. specific skills you will gain, projects you hope to complete)}.**
9. **Will your secured internship or your first- choice internship take place at the organization or will it be hybrid/remote?**

If you select remote or hybrid:

- A. **Please describe the type of training you will receive from the organization and how you will receive it.**
- B. **In order for a remote or virtual internship to be eligible for a UR Summer Fellowship, it must include weekly meetings with your supervisor. Please outline a schedule for meeting with your supervisor,**

the method you will use to conduct those meetings, and the purpose of the check-ins.

- C. Please describe what opportunities you will have to present work or collaborate with other employees.**

10. Do you plan to live on campus? Yes or No.

Depending on your answer you will have to provide additional information.

***If you will be residing internationally there will be additional questions, and also an opportunity to apply for Weinstein Grant.**

11. How will your internship enrich your academic course(s) of study and understanding of leadership studies?