

2024 Spider Internship Fund Student Application

Please submit your completed application and supporting materials **by 5:00 p.m. on March 25, 2024** if you are interested in an international experience or you want to live on campus. All applications and supporting materials must be received **by May 3 at 5 PM** to be considered for a fellowship.

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' resume rubric](#) to draft and edit your resume
4. A URSF recommendation form must be submitted on your behalf. You can request a recommendation directly in the application.

Please indicate the name of your internship or your first choice internship site:

1. Describe the organization and how interning there will further your career goals (at least 150 words)
2. How did you secure this internship? What steps have you taken so far to secure a summer internship? Include organization names, application timelines, and any other information you have to demonstrate the work you have done in preparation for a summer internship (at least 150 words)
3. What tasks do you hope to/ will you complete during your summer experience or what types of projects do you hope to work on? (at least 150 words)
4. Please discuss 3-5 goals 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 (at least 150 words)
5. Will your secured internship or your first choice internship take place at the organization or will it be remote/virtual?
 - a. I will work on-site at the organization I am interning at
 - b. My internship will be remote/virtual
6. Please describe the type of training you will receive from the organization and how you will receive it (remote only)
7. 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. (remote only)
8. Please describe what opportunities you will have to present work or collaborate with other employees (remote only)

Spider Internship Fund Scoring Rubric 2024

- **Accept:** Applicant has sufficiently met stated criteria for funding
- **Deny:** Applicant has not sufficiently met stated criteria for funding

Criteria
Submitted resume is acceptable in format and content
Application (excludes resume) is high quality and demonstrates attention to detail in completion: <ul style="list-style-type: none">a. It is clear the student put substantial effort into completing the application;b. Application is free of spelling and grammatical errors;c. Applicant adhered to all application instructions;d. Questions were answered fully, and each item was addressed as requested;e. And application demonstrates research and forethought into desired internship experience.f. Application is written in the student's own words
Application demonstrates how the internship will benefit the student academically and professionally: <ul style="list-style-type: none">a. Student and summer experience meet all eligibility requirements;b. Applicant adheres to instructions, constructing 3-5 goals;c. Goals are concrete and committee can determine the goals can be measured;d. Applicant created a tangible connection between the internship opportunity/ies described in the application and the goal statements;d. And applicant demonstrates how the desired internship will create forward progress in academic and career development
Application clearly demonstrates student's progress toward obtaining an eligible summer internship opportunity.

