

# UR Summer Fellowship Guidelines Summer 2024

The Richmond Guarantee ensures eligible students access to one summer fellowship of up to \$5000 to support unpaid or low-paid internship or research experiences. Receipt of UR Summer Fellowship funding is contingent upon the student's submission of high-quality application materials that meet the requirements of the program(s) to which he or she applies.

## Student Eligibility

- Continuing, full-time, degree-seeking University of Richmond undergraduate students in good standing in the School of Arts & Sciences, Robins School of Business, or Jepson School of Leadership Studies may apply for a UR Summer Fellowship to support internship or research opportunities.
- In order to be eligible for a summer fellowship, applicants must meet enrollment requirements for the semester before and after the desired summer experience:
  - Applicants must be enrolled full-time during the semester preceding the summer fellowship OR be on an approved leave and have met all of the criteria to return in the fall semester following the summer experience;
  - Applicants must be registered for a full-time course load for the fall semester following the desired fellowship period OR have an approved leave scheduled for the fall semester with plans to return in the spring of the following year;
  - Applicants who plan to transfer to another institution the semester following a summer fellowship period are not eligible for funding. **Students who receive funding and sign a funding contract then decide to transfer during the course of the summer fellowship period may be required to reimburse the University for the funding amount granted.**
- Students may only be awarded one fellowship per summer
- First-time applicants who have not received UR Summer Fellowship funding in a previous summer are given priority in the awarding process. Students who have previously received a summer fellowship are not guaranteed an additional summer of funding support.

## Summer Experience Eligibility

- A summer internship opportunity that is unpaid or minimally paid (less than \$12.50/hr)
  - Commission based experiences or opportunities where total compensation is not determined prior to the start date are not permitted
- A summer experience must be a minimum of 240 hours and at least 6 weeks. The maximum number of hours that will be funded is 400.
- A summer experience can start no earlier than the Monday after the last day of spring semester exams and must end no later than the Friday prior to the first day of the fall semester.
- A summer experience cannot take place at a business owned by the student's family member
- In order to be an eligible internship, an experience must take place at an organization other than the University of Richmond
- Internships with organizations or businesses that are not affiliated with the University, but are owned by a UR-employee or in which the student will be supervised by a UR employee, are not typically eligible for funding through URSF. Employees who wish to hire or supervise a student for work at an outside organization with which they are affiliated must first contact the General Counsel's office for review based on the University's Conflict of Interest policy.
- In order for an internship to be eligible for UR Summer Fellowship funding, it must meet the National Association of Colleges and Employer's (NACE) criteria to be defined as an internship:
  - The experience must be an extension of the classroom: a learning experience that provides for applying the knowledge gained in the classroom. It must not be simply to advance the operations of the employer or be the work that a regular employee would routinely perform.



- The skills or knowledge learned must be transferable to other employment settings.
  - The experience has a defined beginning and end, and a job description with desired qualifications.
  - There are clearly defined learning objectives/goals related to the professional goals of the student's academic coursework.
  - There is supervision by a professional with expertise and educational and/or professional background in the field of the experience.
  - There is routine feedback by the experienced supervisor.
  - There are resources, equipment, and facilities provided by the host employer that support learning objectives/goals.
- Shadowing experiences are not eligible for a UR Summer Fellowship award, as they do not meet the above requirements.
- A summer experience must be done at an organization that meets the following Career Services guidelines:
    - A Federal Employer Tax Identification Number.
      - Phone number must be tied to a company contact and not a generic toll free number
      - Organization must have a physical workplace address that is present and verifiable. P.O. Box or residential addresses are not permitted.
      - Organization must have a valid website.
      - Work cannot take place in a private residence.
- Supervisors must:
    - Be a professional with expertise and education and/or professional background in the field of the experience.
    - Not be a current University of Richmond student.
    - Not be a member of the student's family
- Remote work experiences must include the following:
    - The type of training and how it will be provided must be clearly stated.
    - A schedule that includes a minimum of weekly in-person or virtual (Skype, FaceTime, Google Hangout) check-ins with supervisor
    - Opportunities to present work or collaborate with other employees
- Students who are interested in pursuing faculty-mentored research during the summer may apply for a fellowship to support their work as a researcher. Students must submit research proposals through the research fellowship application process of their faculty mentor's school. All research applications must be received by the February 12 deadline.
- Research proposals must be developed according to [program guidelines](#) and endorsed by a University of Richmond faculty member.
- Each program has its own requirements, and students must qualify according to program standards. GPA will be considered by some programs. Review [program qualifications](#) for further details.
- International internship or research experiences obtained via fee-based/third-party companies or providers are not eligible for UR Summer Fellowship funding, with the exception of the following approved providers: [CIEE](#); [IES](#); [ISA Internships](#), and the [diiVe summer 2024 consulting internships](#). Domestic (located in the US) internship or research experiences obtained via fee-based/third-party organizations are eligible for UR Summer Fellowship funding. It is highly encouraged that students engage with the resources provided by the university prior to utilizing a fee based/3<sup>rd</sup> party organization to secure a domestic experience. Approved third-party provider internships must meet all of the stated criteria for the desired URSF funding program, including total number of hours.
- Students going abroad with URSF must register their travel and abide by all the requirements associated with going abroad with UR support and any conditions established by the Office of International Education. The University of Richmond does not permit students to



use University funds to travel to countries under U.S. Department of State Travel Advisory Level of 3 or 4 unless the student has received specific approval from the Office of International Education. [Review the University's policy](#) for more information

## Awarding Guidelines

- The amount of the awards will be made according to the number of hours spent in the fellowship at the rate of \$12.50/hour. The minimum number of hours is 240 over the course of six weeks; the maximum is 400. For example:
  - 400 hours = \$5,000
  - 320 hours = \$4,000
  - 240 hours = \$3,000

**The award rate is non-negotiable; cost-of-living adjustments are not made based on the location of a given internship or research experience.**

- UR Summer Fellowships awards are not funded for more than a standard 40-hour work week.
- Multiple experiences/internships cannot be combined into one fellowship and a student cannot be awarded multiple fellowships in one summer.
- Students who are minimally paid by their site or another funding source (such as Bonner or Richmond Scholars) may apply to be topped off to the stated amounts. For example, if a student is paid a \$1,000 stipend from the internship site for a 400-hour internship, he/she may apply to receive \$4,000.
- Students are eligible to receive funding through UR Summer Fellowships regardless of their family's financial circumstances or whether they are receiving financial aid. Funding may affect the amount of financial aid that a student is eligible to receive during summer session if the research or internship overlaps with the student's summer school enrollment. Funding will not affect the amount of financial aid the student is eligible to receive for the academic year following the summer the fellowship is received; however, it may affect a student's eligibility for need-based financial aid for the year after. UR Summer Fellowship funding must be reported as student income on the next year's financial aid application, just as income from any other summer job would be reported, and it will be assessed as part of the overall review of the student's eligibility for need-based financial aid. We strongly encourage students to speak with a financial aid advisor to learn what, if any, impact UR Summer Fellowship funding might have on their financial aid eligibility.

## Additional Employment while participating in a UR Summer Fellowship

- If your supervisor or research mentor is a faculty or staff member at the University of Richmond, you may not work an additional campus job that will bring your total hours worked, including your fellowship, to more than 40 hours a week. If you wish to work an off-campus job while participating in a fellowship where your supervisor or mentor is a UR faculty or staff member, you will need to send written permission from your fellowship supervisor and your supervisor at your off-campus job to Brendan Halligan. If your supervisor is not a UR faculty or staff member, and you wish to work a campus or off campus job in addition to your UR Summer Fellowship, contact Brendan Halligan. You will need written permission from both your internship supervisor and your supervisor from the second position.

## Additional Guidelines

- Students are generally not permitted to enroll in credit-bearing work during the period of their undergraduate research or internship. If a student has a compelling reason to take a class during the same time period as his/her UR Summer Fellowship, the credit-bearing work cannot interfere with the student's research or internship, and it should not require any adjustment to the student's research or internship work schedule. If there is an important reason for a student to enroll in credit-bearing work during the period of their fellowship, contact Brendan Halligan to begin discussion about whether an exception can be permitted. In all cases, students who have a UR Summer Fellowship must receive permission from their site supervisor or faculty mentor and the Office of Financial Aid before they may enroll in credit-bearing work during the same time period.



- Application questions must be answered in your own words. An application will be denied if it is determined that responses were taken from a company website, job description or written in conjunction with another student
- All UR Summer Fellowship recipients and their internship or research supervisors sign a contract at the outset of the funded experience that states: “If you do not fulfill the conditions of this contract and the internship/research requirements, you will repay the University for the Initial 70% advanced to you and forfeit any right to the remaining 30%.” Extenuating circumstances should be discussed with the student’s [UR Summer Fellowship program manager](#). Examples of situations in which award recipients could be expected to remit partial or full repayment of summer fellowship awards include:
  - The student is dismissed or fired by the organization hosting the student as an intern or researcher
  - The student is awarded fellowship funding, but does not accept / participate in the internship or research opportunity for which the fellowship was awarded
  - The student departs an internship or research experience prior to the stated end of the fellowship period and/or without completing the research or internship project for which the fellowship had been provided
  - The student works significantly fewer hours than originally indicated in the summer fellowship contract
  - The student does not re-enroll at the University of Richmond for the fall semester following the summer in which they had a fellowship

