2025 Spider Internship Fund Student Application

Please submit your completed application and supporting materials **by 5:00 p.m. on March 24, 2025** 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 2 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 2025

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

Statement	YES	NO
General Guidelines		
1. Meets 6 week minimum	☐	☐
2. Meets 240 hour minimum	☐	☐
3. No more than 40 hours/week	☐	☐
4. Paid less than $12.50/hr and any compensation is clearly defined (No commission based experiences).	☐	☐
5. Student didn't indicate a previous fellowship	☐	☐
Organization Eligibility		
1. Not an international 3rd party provider unless a UR approved organization	☐	☐
2. One organization and continuous experience	☐	☐
3. Organization is not the University of Richmond	☐	☐
4. Organization is not owned or supervised by family member	☐	☐
5. For Profit Organization is not owned or supervised by UR faculty or staff member	☐	☐
6. Student is not supervised by a current UR student	☐	☐
7. Organization is not the student's own business	☐	☐
8. Experience must meet NACE criteria to be defined as an internship https://www.naceweb.org/internships	☐	☐
Application Materials		
1. Quality Resume (Does not need to meet chronological resume rubric)	☐	☐
2. Positive Recommendation (Recommender believes the student has the capabilities to successfully complete the internship)	☐	☐

3. Student clearly articulates how interning for their chosen organization will further their career goals	☐	☐
4. Student shows progress towards securing an internship and has clear plan if one is not already secured. Student does not indicate paying a fee or working with an organization to secure their experience	☐	☐
5. Student has a strong idea of the tasks and projects they will work on/hope to work on and they are tasks that a supervisor can evaluate (cannot be majority shadowing or vague volunteering)	☐	☐
6. Student articulates at least 3 concrete, measurable goals. At least one academic goal references specific UR courses and one is linked to a career goal)	☐	☐
Remote Guidelines		
1. Student clearly outlines the training they will receive	☐	☐
2. Student outlines a meeting schedule with their supervisor (at least one a week)	☐	☐
3. Students articulate opportunities to collaborate with others	☐	☐