# About Spider Internship Funds

* In the summer of 2022, the University awarded more than $2 million in fellowship funding to over 490 students for a summer research or internship experience
* Spider Internship Funds is one of seven UR Summer Fellowships programs that award fellowships of up to $5,000 to students each summer
* Continuing, full-time, degree-seeking undergraduate students in good standing in the School of Arts & Sciences, Jepson School of Leadership Studies, and Robins School of Business may apply

# Application Process

* Students are responsible for finding and applying for internships, or working with organizations to create an internship
* Students must meet enrollment requirements for the semester preceding and following their summer experience
* Summer experience must be paid less than $12.50/hr in order to be eligible for Spider Internship Funds
* Summer experience must be at least 6 weeks and between 240 – 400 hours
* A student cannot be funded for more than 40 hours per week
* The student must submit their Spider Internship Funds application by 5 PM on April 28 in order to be considered for funding
* Funds are awarded for applications that contain substantive and applicable learning objectives for the internship and demonstrated connection to the academic and career goals of the student.

# Employer Requirements

* 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](https://ursf.richmond.edu/_common/pdfs/URSF-Guidelines-Summer-20231.pdf)
* A summer experience must be done at an organization that meets [Career Services guidelines](https://ursf.richmond.edu/_common/pdfs/URSF-Guidelines-Summer-20231.pdf)
* Supervisors must be a professional with expertise and education and/or professional background in the field of the experience. Supervisors must also not be current UR students or the intern’s family member. Organizations can also not be owned by a University of Richmond employee, current UR student, or the student’s family member
* Once the student has secured the internship and funding, the student and employer are required to sign a Fellowship Contract that details the internship requirements, including length of the internship, number of hours each week
* During the internship, the student is required to create a Learning Agreement, which the employer signs.
* Career Services will contact the student’s supervisor at the midpoint of the internship to see if any questions or concerns have arisen during the course of the summer experience.
* The employer is required to submit an evaluation of the student’s performance at the conclusion of the internship.

Spider Internship Fund Timeline

* April 10 – June 1 – Supervisor signs the student’s Spider Internship Fund contract confirming the dates and hours worked along with any compensation provided
* First week of the internship – Supervisor and the student meet to complete a learning agreement. The learning agreement outlines the student’s goals for the duration of the internship. The supervisor signs the learning agreement and the student submits it to Career Services
* Midpoint of the internship – Supervisor will receive an e-mail from UR Career Services to see if any questions or concerns have arisen at this point in the internship
* End of the internship – Supervisor will receive a student evaluation by e-mail with a request to complete it by August 21

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