

## About Spider Internship Funds

- In the summer of 2024, the University awarded more than \$2 million in fellowship funding to over 550 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 may submit their Spider Internship Funds application by the initial deadline of 5 PM on March 24. This initial deadline is for students who wish to live on campus or intern abroad. All students must submit their application by May 2 at 5 PM in order to be considered for funding
- Students do not need to have secured their internship to apply
- 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](#)
- A summer experience must be done at an organization that meets [Career Services guidelines](#)

- 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, and any compensation
- 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 7 – 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 22

For any questions or additional information, please contact Brendan Halligan at [bhalliga@richmond.edu](mailto:bhalliga@richmond.edu)