

Spider Internship Funds Rubric 2026

Statement	YES	NO
General Guidelines		
1. Meets 6 week minimum	<input type="checkbox"/>	<input type="checkbox"/>
2. Meets 240 hour minimum	<input type="checkbox"/>	<input type="checkbox"/>
3. No more than 40 hours/week	<input type="checkbox"/>	<input type="checkbox"/>
4. Paid less than \$13.25/hr and any compensation is clearly defined (No commission based experiences).	<input type="checkbox"/>	<input type="checkbox"/>
5. Student didn't indicate a previous fellowship	<input type="checkbox"/>	<input type="checkbox"/>
Organization Eligibility		
1. Not an international 3 rd party provider unless a UR approved organization	<input type="checkbox"/>	<input type="checkbox"/>
2. One organization and continuous experience	<input type="checkbox"/>	<input type="checkbox"/>
3. Organization is not the University of Richmond	<input type="checkbox"/>	<input type="checkbox"/>
4. Organization is not owned or supervised by family member	<input type="checkbox"/>	<input type="checkbox"/>
5. For Profit Organization is not owned or supervised by UR faculty or staff member	<input type="checkbox"/>	<input type="checkbox"/>
6. Student is not supervised by a current UR student	<input type="checkbox"/>	<input type="checkbox"/>
7. Organization is not the student's own business	<input type="checkbox"/>	<input type="checkbox"/>
8. Experience must meet NACE criteria to be defined as an internship https://www.naceweb.org/internships	<input type="checkbox"/>	<input type="checkbox"/>
Application Materials		
1. Quality Resume (Does not need to meet chronological resume rubric)	<input type="checkbox"/>	<input type="checkbox"/>
2. Positive Recommendation (Recommender believes the student has the capabilities to successfully complete the internship)	<input type="checkbox"/>	<input type="checkbox"/>
3. Student clearly articulates how interning for their chosen organization will further their career goals	<input type="checkbox"/>	<input type="checkbox"/>

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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	<input type="checkbox"/>	<input type="checkbox"/>
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)	<input type="checkbox"/>	<input type="checkbox"/>
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)	<input type="checkbox"/>	<input type="checkbox"/>
Remote Guidelines		
1. Student clearly outlines the training they will receive	<input type="checkbox"/>	<input type="checkbox"/>
2. Student outlines a meeting schedule with their supervisor (at least one a week)	<input type="checkbox"/>	<input type="checkbox"/>
3. Students articulate opportunities to collaborate with others	<input type="checkbox"/>	<input type="checkbox"/>

Decision	Award	Decline
	<input type="checkbox"/>	<input type="checkbox"/>