What you need to DO

**STEP 1 - Secure a summer internship.**

- You need to secure an internship prior to submitting your Intern Summer Fellowship applications.
- The Internship Office can assist you with identifying and applying for internships, as well as help you prepare resumes and cover letters, practice interview skills, create LinkedIn profiles, communicate with hiring managers and prepare for networking opportunities.

**STEP 2 - Complete and submit the Intern Summer Fellowship application by March 31, 2020.**

- Select which of the following you are applying for:
  - Funding
  - On-campus summer housing discount
  - TFA-003 zero credit course (so the internship appears on your official transcript)
- Complete and submit the required sections of the Summer Intern Fellowship application based on your selections above to internsummerfellows@furman.edu by March 31, 2020.
  - Please note that it is the student’s responsibility to ensure the appropriate sections of the application are completed and submitted by the deadline to internsummerfellows@furman.edu.
  - Late, incomplete applications or applications not submitted to internsummerfellows@furman.edu may not be reviewed.

**STEP 3 - Notification will occur in mid-April.**

- If approved for funding, you will receive notice of your fellowship award along with instructions to set up non-payroll direct deposit, and to sign up for a mandatory information session in late April/early May.
  - Fellowships payments are prioritized by class level and awarded using the following guidelines:
    - Demonstration of the student’s financial need;
    - Whether the student had a previously funded engaged learning experience (internship, undergraduate research or study away) through the Center for Engaged Learning and met the commitments of that previous funding; and
    - If/how much the internship site may pay the student (guidelines are provided below)

<table>
<thead>
<tr>
<th>Organization Payment</th>
<th>Fellowship Stipend for Student</th>
</tr>
</thead>
<tbody>
<tr>
<td>$0-$1,000</td>
<td>$2,500</td>
</tr>
<tr>
<td>$1,000 to $3,499</td>
<td>$3,500 minus Organization’s Payment</td>
</tr>
<tr>
<td>$3,500 or more</td>
<td>$0</td>
</tr>
</tbody>
</table>

- If considered eligible for on-campus summer housing discount, you will be notified and your name and ID will be given to Residence Life.
  - Please note you also need to apply for summer housing within the required deadlines in order to be eligible to receive the on-campus summer housing discount rate.

- If eligible to enroll in TFA-003, you will receive an individualized instruction form to complete and submit to Engaged Learning no later than June 1.

For questions, please contact internship@furman.edu.