



## Winter Break 2020-21 – Funded Mini Internships

With students having at least six weeks of Winter Break this academic year, the office of Experiential Learning and Community Engagement in APEX is offering an opportunity to apply for funding for mini internships (at least 40 hours) that would otherwise be unpaid. We expect most students will either be working on small projects or be engaged in the organization's day-to-day operations.

**Application deadlines** - There are two chances to apply for funding:

- Sunday, November 15 by 11:59 p.m.
- Sunday, December 13 by 11:59 p.m.

Students will be notified of their award status within five business days. Due to holiday and staff vacation schedules, no applications will be accepted after December 13.

**Eligibility:** Applications will be accepted from students who are

- enrolled at The College of Wooster or in a College of Wooster-endorsed off-campus study program for both fall 2020 and spring 2021 semester
- attending either on-campus or remotely (either domestically or internationally)
- in good academic and behavioral standing under The College of Wooster's Codes of Academic Integrity and Social Responsibility

**Expectations:** Students will work with an organization either remotely or on-site for at least 40 hours, beginning no earlier than Monday, November 30, 2020\* and ending no later than Friday, January 15, 2021. All students receiving mini-internship funding will

- Submit a complete [application](#) by one of the two deadlines
- Complete required paperwork and APEX's on-line pre-experience preparation activities before starting their internship

*No later than Monday, January 25, 2021, students will submit*

- a 750-1000-word reflective report, responding to APEX prompts
- at least three photos of themselves engaged in the mini-internship activities
- all documents for one [Career Exploration Conversation](#) activity

Students awarded a mini internship will be using a Moodle training site to find activities and submit completed work.

**\*\*Remote vs. On-site:** With the pandemic still a factor guiding on-site experiences, **students are strongly encouraged to find remote opportunities.** Students who want to be

considered for on-site experiences will need to demonstrate the organization's safety and health protocols and how those fit with local and federal guidelines, and will need to complete an emergency preparedness plan.

**Academic Credit** is available for students completing mini internships of at least 45 hours in duration. Credit will be applied to the first half of the student's spring schedule. International students who are in the U.S. must apply for credit. For all other students, academic credit is optional.

- International students who are in the U.S. must work with Carole Knoble in ISS for CPT and must register for credit before starting their internship
- All students registering for credit must meet with Prof. Sarah Sobeck, Associate Dean for Experiential Learning, before submitting the [internship for credit form](#)
- Students seeking credit are responsible for finding a [faculty member who will advise them](#) during the internship

Students who receive academic credit will have a few more requirements to complete during the first seven weeks of the semester, as detailed on the internship-for-credit form.

**Funding and Allocation of Awards** – Variable funding is available based on the length of the experience and will be awarded *after* the experience is completed and all required submissions to APEX have been received:

- 40-49 hours - \$450
- 50-59 hours - \$550
- 60-69 hours - \$650
- 70 hours (or more) - \$750

Depending on how many students are awarded at each funding level, we predict we will make at least 25 awards. Funds will be allocated based on when viable applications are received.

**Please note:** Mini Internship award recipients must have a U.S. bank account to which the funds can be deposited.

**Finding Internship Opportunities** – Students are encouraged to meet with professional staff and peer advisors in Career Planning and Experiential Learning & Community Engagement, and make use of resources on APEX's webpages. Appointments can be made by contacting [apex@wooster.edu](mailto:apex@wooster.edu), or through Handshake. Drop-in advising is available during Wired-in Wednesdays 1:30-4:00 p.m. and 8:00-10:00 p.m. on Teams.

\*Students starting their internship before Tuesday, December 8 will need to demonstrate all final exams and fall semester course obligations are scheduled to be completed beforehand.

\*\*As of 8 October 2020, the College of Wooster Safety Committee has not made a ruling on whether students living on-campus over winter break may complete on-site internships. (Remote internships are allowed.) We hope to have more definitive information by early November.