

# DENISON INTERNSHIP PROGRAM: SUMMER 2022

## What is the Denison Internship Program?

Internships are an integral part of the career exploration and preparation process and can help you determine if a career path is right for you or not. But we know that sometimes the entire internship process can seem confusing, so we created a program to help you every step of the way. The Denison Internship Program provides you with the support you need to prepare to succeed **before** the start of your internship, leverage the experience and network **during** the internship, and reflect on and articulate what you gained **after** your internship to ensure you are [Career Ready](#).

The Denison Internship Program is offered during each academic term and during the Summer. This guide details the process for the **Summer 2022 Denison Internship Program**.

## What is an Internship?

To ensure that an experience is educational, and thus eligible to be considered a legitimate internship by Denison University the experience must meet the definition of an internship as defined by the National Association of College and Employers (NACE), all the following criteria must be met. If you believe your experience does not meet one of these statements, please contact the Knowlton Center at [career@denison.edu](mailto:career@denison.edu) or schedule an appointment with a Career Coach before proceeding.

- This experience will be an extension of the classroom: a learning experience that will allow me to apply knowledge I gained in the classroom in a professional setting.
- The skills or knowledge I learn during this internship will be transferable to other employment settings.
- The experience has a defined beginning and end, and a job description with desired qualifications.
- There are clearly defined learning objectives/goals related to the professional goals of the student's academic coursework.
- There will be supervision by a professional with expertise and educational and/or professional background in the field of the experience.
- I will be provided or will seek out routine feedback from my supervisor.
- Internships must be 200 hours in length to qualify for the Denison Internship Program

## What are the requirements for the Denison Internship Program?

Requirements vary depending on if you receive a stipend or not, or participate in a Denison Sponsored Program (CLIMB, SOTC, etc.). Every participant will set goals and reflect on them before, during and after the internship. Any additional requirements will be communicated to you in your approval email and may vary year to year.

## What help is available to me as I plan for a summer internship?

The Knowlton Center has several [resources to help you find a summer internship](#), including internship search workshops, one-on-one coaching, walk-in hours and online tools. [Make an appointment](#) with a career coach who can help guide you through the entire process.

## Does the Denison Internship Program provide any funding?

Students needing financial support for an internship can also apply for a stipend as part of the Denison Internship Program. In addition to taking part in all program requirements, students seeking funding must also complete a **stipend application** and **interview with the Knowlton Center**. Please keep in mind that applications are accepted on a rolling basis and the process is competitive.

start early.  
start now.

Austin E.  
**Knowlton Center**  
for career exploration

## DENISON INTERNSHIP PROGRAM: STIPEND FUNDING

### What is a Denison Internship Program Stipend?

Denison University is fortunate to have multiple partnerships with generous alumni and other donors. Through these donor partnerships, the Denison Internship Program can support a stipends to help students offset the cost of participating in an internship. Stipends are not intended to replace, pay, or fully fund internships, but rather to help defray living costs for the duration of the internship, including housing, travel, food, etc.

All first year, sophomore, and junior students are eligible to apply but the total amount you may request is dependent on your financial need level as determined by the Office of Financial Aid. **All eligible students are sent an email in February with your eligibility amount. Consult your email (Subject Line: 2022 Summer Internship Stipend Eligibility) for your stipend amount eligibility and budget sheet.**

### How do I apply for Stipend?

Internship stipends are awarded to students based on a formal and competitive application process.

You will apply for a stipend when you [register your internship](#). Select "yes" when asked if applying for a stipend to be taken to the stipend application. **When applying for a stipend you will:**

1. Create a budget to think through your summer expenses
2. Interview with a Career Coach

### What cannot be included in my budget?

Funding is not intended to pay you a wage or cover all costs you may incur. When creating your budget, please do not include non-essential costs or costs you would otherwise incur regardless of completing an internship. Examples of non-allowable expenses include but are not limited to cable, internet, cell phone, car payment, gym membership, entertainment, and personal hygiene items. You will need to think about these types of expenses as you plan for your internship but please do not include them in the budget. **You can not request funding for housing if your internship is remote, as you can complete that internship from home.**

### What are coaches looking for during my stipend interview?

During the interview, coaches want to learn more about you and your internship experience.

### You should be prepared to:

- Confidently communicate how you will contribute to and benefit from the internship
- Talk through your thought out and realistic budget
- Speak to why funding is necessary to achieve your internship and career goals
- Show you will be a good steward of the donor's dollars that provide internship stipends to students

### When will I receive my stipend?

Stipends are awarded on a rolling basis. Any awards will be communicated within a few days after your stipend interview. Stipends are sent for funding beginning May 1st. You will receive an email when your stipend was sent and you can expect to receive it within 10 business days of that email.

### Is my stipend taxable?

If you receive a stipend it may be regarded as income and taxes may be due as mandated by the IRS. Any stipend greater than \$600.00 will result in you receiving a 1099 form from Denison University at the end of the calendar year. If you are not sure of how this will impact you, please email [financialwellness@denison.edu](mailto:financialwellness@denison.edu) to discuss your individual situation.

Connect with the Knowlton Center

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