

# Denison Internship Program: Summer 2022

Every student should participate in the Denison Internship Program to ensure you are prepared to succeed **before** the start of your internship, that you leverage the experience and network **during** the internship, and that you reflect on and articulate what you gained **after** your internship to ensure you are Career Ready. The process for participation is different depending on if you intend to apply for stipend funding or not.

**Important Note:** Denison does not provide credit for participation in summer internships. If your internship employer requires credit, we will provide you with a transcript notation letter **only if you participate in the program.**

Below is a quick, high-level view of the Denison Internship Program Process. Use this as a guide and checklist to track your progress. This will not cover every detail but will give you a good sense of your current status. **Consult your email (Subject Line: 2022 Summer Internship Stipend Eligibility) for your stipend amount eligibility and budget sheet.**

	REQUESTING A STIPEND	NOT REQUESTING A STIPEND
<b>Follow this process when:</b>	<ul style="list-style-type: none"> <li>✓ You intend to apply for a stipend (see <i>email for eligibility</i>) for an unpaid or low-paid internship</li> <li>✓ You want to earn transcript notation for your internship</li> <li>✓ <b>You want to make the most of your internship!</b></li> </ul>	<ul style="list-style-type: none"> <li>✓ You don't need/aren't eligible for a stipend</li> <li>✓ You want to earn transcript notation</li> <li>✓ You need a letter for your employer stating we offer transcript notation in lieu of credit</li> <li>✓ You want to apply for on-campus summer housing</li> <li>✓ Want to utilize CPT</li> <li>✓ <b>You want to make the most of your internship!</b></li> </ul>
<b>Before Internship</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Secure an internship offer</li> <li><input type="checkbox"/> Ask the Employer for a verification letter as a PDF. You will submit it with application. See next page for details.</li> <li><input type="checkbox"/> Put together a budget</li> <li><input type="checkbox"/> Register your Internship</li> <li><input type="checkbox"/> Watch Orientation Video</li> <li><input type="checkbox"/> Confirm Direct Deposit is set up</li> <li><input type="checkbox"/> Audit Career Readiness in Focus2</li> <li><input type="checkbox"/> Schedule Stipend Interview <b>after</b> receiving internship approval email</li> <li><input type="checkbox"/> Interview with a Coach</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Secure an internship offer</li> <li><input type="checkbox"/> Ask the Employer for a verification letter as a PDF. You will submit it with application</li> <li><input type="checkbox"/> Register your Internship</li> <li><input type="checkbox"/> Watch Orientation Video</li> </ul>
<b>During Internship</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Complete midterm reflection</li> <li><input type="checkbox"/> Complete LinkedIn Learning career competency of choice</li> <li><input type="checkbox"/> Participate in optional virtual sessions as provided (check email!)</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Complete midterm reflection</li> <li><input type="checkbox"/> Participate in optional virtual sessions as provided (check email!)</li> </ul>
<b>After Internship</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Submit final reflection</li> <li><input type="checkbox"/> Complete Skills Survey</li> <li><input type="checkbox"/> Update resume/upload to VMock</li> <li><input type="checkbox"/> Write Thank You Note for Donor</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Submit final reflection</li> <li><input type="checkbox"/> Complete Skills Survey</li> </ul>

# Denison Internship Program: Summer 2022 Frequently Asked Questions

## Why should I participate if I'm not requesting a stipend?

By participating in the Denison Internship Program, you will receive transcription notation which is like a Denison Seal of Approval on your internship experience. It also means you will have access to virtual summer workshops offered by the Knowlton Center as well as full support before, during and after your internship experience. In addition, if you need a letter for your internship provider of transcript notation in lieu of credit, you must participate in the program. Additionally, any student working locally who wishes to live on campus during the summer must also participate.

## Where can I find the stipend application?

You can find the stipend application here, or by visiting [Knowlton Connect](#).

## How much funding am I eligible for?

Stipend maximums are tailored to each student based on demonstrated financial need. Check your email for communication from the Knowlton Center with the subject line "2022 Summer Internship Stipend Eligibility." If you are still uncertain, please reach out to [career@denison.edu](mailto:career@denison.edu), or stop by.

## What can I use the stipend for?

The stipend can be used to defray costs associated with your summer internship. Housing, food, transportation, professional attire, and airline travel to your internship site are all common stipend expenses. As part of the application process, you will draft a budget for your stipend and discuss it with a Knowlton Center coach. Stipend funds may not be used for summer study abroad tuition, or any other program that charges a fee to its participants.

**Is the stipend taxable?** Stipends 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. Email [financialwellness@denison.edu](mailto:financialwellness@denison.edu) to discuss how this may impact you.

## Can I apply to the Denison Internship Program Stipend if I don't have an internship offer yet?

No, you **MUST** have an offer to start. Once you have been hired, you can start the application and then submit it once you have your offer letter. Do not start the application until you have been hired.

## If I am receiving compensation from my internship employer, can I still apply for a stipend?

The Knowlton Center may supplement a paid internship up to the maximum eligibility of the applicant. For example, a student eligible for \$2,000 whose internship site is compensating them with a \$1,500 payment over the summer could apply for an additional \$500 supplemental stipend from the Knowlton Center. Your budget sheet will automatically take your compensation into account.

## Is there a stipend deadline?

Stipends are awarded on a first-come, first-served rolling basis until funds are depleted. All applications must be in by April 15th, and applicants must complete the process (interview and all documentation submitted) by April 22nd, to ensure timely disbursement of funds. Application may remain open longer depending on available funding. Check [Knowlton Connect](#) for updates.

## How do I set up Direct Deposit?

You can pick up a direct deposit form from the Office of Human Resources, or a copy can be downloaded from MyDenison. The form must be turned in to the Office of Human Resources, located on the third floor of Doane. Direct deposit is required to ensure timely and accurate disbursement of funds.

## What information needs to be included in my verification letter?

Your verification letter, which can be in the form of an email from your employer, and must include the following information:

- ✓ Your name
- ✓ Company name
- ✓ Estimated number of hours of internship
- ✓ Estimated dates of internship
- ✓ Compensation information, including any large non-monetary benefits (e.g., housing)
- ✓ A statement regarding your internship status in light of the COVID-19 situation (e.g. in-person or remote)
- ✓ [See Sample Letter Here](#)