

Denison Internship Program: 2023 Summer Experience Requirements

Participating in the Denison Internship Program will ensure you make the most of your experience and provide you with coaching and support before, during and after your internship. In addition, You MUST participate in the Denison Internship Program to receive: stipend funding, sponsorship for on campus housing, CPT, departmental requirement, Summer on the Cuyahoga and/or the Global Internship Program.



Everyone Must do these things



Anyone seeking stipend funding **must also** do these

PRE-INTERNSHIP



1. Secure an internship.



2. Ask your Employer for a [verification letter PDF](#). You will submit it when you register.



3. Register your Internship by completing the [2023 Denison Internship Program Form](#). Create a username and password so you can access the form again.



4. If you want to apply for stipend funding, select “yes” when asked on the 2023 Denison Internship Program Form to access the stipend application.



5. Create a budget (see email titled “**2023 Summer Internship Stipend Eligibility**” for **your specific form and instructions**) and upload it to your stipend application. [See a sample budget here.](#)



6. You will receive a confirmation email letting you know we have reviewed your registration form and provide you with instructions on next steps.



7. Watch Orientation Video (if seeking a stipend, this must be done 24 hours prior to next step)



8. Schedule and complete a “stipend appointment” to review your internship and budget via Handshake



9. Once all steps are completed, you will receive a reward determination email with information about funding and timeline

DURING INTERNSHIP



10. Participate in summer workshop offerings (optional for all)



11. Complete a midpoint reflection form



12. Complete a LinkedIn Learning Course from the Career Competency Collection

AFTER INTERNSHIP



13. Update resume with your summer internship and submit it to VMock



14. Complete a final reflection form



15. Complete a Skill Survey Assessment



16. Thank your internship host and encourage them to fill out the Skill Survey Employer Feedback Form



17. Write a Thank you note to the Donor who provided your stipend

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Frequently Asked Questions

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 “2023 Summer Internship Stipend Eligibility.” If you are still uncertain, please reach out to 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.

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. Watch emails for updates.

How do I set up Direct Deposit?

Print this [direct deposit form](#) and send it to John Bishop in Business Services, bishopj@denison.edu. Direct deposit is required to ensure timely and accurate disbursement of funds.

What information needs to be included in my Employer Verification Letter?

Your verification letter 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)
- ✓ [See Sample Letter Here](#)