

Denison Internship Program: 2024 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/receiving funding **must also** do these

PRE-INTERNSHIP

-  1. Secure an internship.
 -  2. Carefully read through the email you receive on February 1 titled “**Denison Internship Program 2024**”
 -  3. Ask your Employer for a [verification letter PDF](#). You will upload it when you register your internship.
 -  4. If you plan to apply for a stipend, create a budget (see email titled “**Denison Internship Program 2024**” for **your specific form and instructions**). Save it as a PDF and upload it to your stipend application. [See a sample budget here](#).
 -  5. Register your internship by completing the [2024 Denison Internship Program Form](#). You will need the following when registering:
 1. Information about your internship and an idea of your goals for the experience
 2. A signed Employer offer letter saved as a PDF
 3. If applying for a stipend, your budget sheet from your email, saved as a PDF
 -  6. If you want to apply for stipend funding be sure to select “I’m seeking stipend funding” from the dropdown on the registration form
 -  7. Carefully read and answer all questions on the form and submit for review by our team.
- STOP HERE - you will not proceed until you receive an email with next steps-----**
-  8. You will receive an email titled “Initial Review: Denison Internship Program 2024” once your registration has been reviewed by our team and determined to qualify for the Denison Internship Program. If approved, you can continue with the following steps.
 -  9. Schedule and complete a “stipend appointment”. Please note: DO NOT just make a normal appointment with a coach. The appointment you select **MUST** be titled “Stipend Appointment 2024” Please note, this option will only be available to you in Handshake once your application has been reviewed and you have received your Initial Review email.
 -  10. Complete the stipend appointment. Remember, this is a competitive process with limited funding so failure to show up for your appointment will reflect negatively. Please reschedule if you need to.
 -  11. Once all steps are completed, you will receive a reward determination email with information about funding and timeline
 -  12. You will receive another email from Denison Canvas titled “Course Invitation” to join the Denison Internship Program 2024 Canvas Group. This is where you will complete and track all requirements.
 -  13. Watch the Denison Internship Program Orientation video (in Canvas)

DURING YOUR INTERNSHIP



14. Participate in summer workshop offerings (optional for all). These will be communicated to you through Canvas.



15. Complete a midpoint reflection in Canvas.



16. Complete a LinkedIn Learning Course from the Career Competency Collection and complete related assignments in Canvas.

AFTER INTERNSHIP



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



18. Complete a final reflection form



19. Complete a Skill Survey Assessment



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



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

Have any questions? Please come to a [Denison Internship Program Q&A Drop-In](#) offered every Wednesday from 4:30-5 p.m. and Thursday from 12:30-1 p.m.

Denison Internship Program Stipends

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 “Denison Internship Program 2024.” 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 reviewed and awarded based on a priority funding timeline. Please see your email for when your application will be reviewed.

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](#)