

The Royal Experience Summer Internship Program

Part One: Description

The Royal Experience Summer Internship Program is a selective opportunity that awards stipends to The University of Scranton undergraduates who obtain internships with organizations that do not provide a salary or stipend. By eliminating financial barriers, this program allows students to explore their career interests, gain skills, and experience the world of work.

Applications will open Friday, March 1, 2024 and will close on **Friday, April 26, 2024 at 4:00pm**. You will be notified by email if awarded the stipend by Thursday, May 2, 2024. Selected students will be eligible to receive **up to** a \$2,000 stipend dispersed in two installments during the summer. Stipends will be awarded only to students who have received a formal internship offer for the period stated below.

Part Two: Eligibility

Available to qualifying students who have accepted unpaid internships for the summer of 2024, for a **minimum of 150 total hours, for 8-14 weeks, May 20 – August 23, 2024**. Students may only submit 1 internship offer for consideration for the stipend during the summer of 2024.

Open to rising sophomores, juniors, and seniors (graduating in 2027, 2026, or 2025) in good academic standing. Students must be actively enrolled undergraduate students at The University of Scranton in both the spring semester before and fall semester after your internship (students studying abroad are considered actively enrolled). Students graduating in spring 2024 or summer 2024 are not eligible to apply.

Students who have received the stipend in the past can apply and receive the stipend again. However, the internship must be a different experience. If you have applied in the past for the stipend and were not selected, you are encouraged to apply again. There is no limit to the number of times you can apply.

Your internship during the summer of 2024 can be remote, in-person, or hybrid. Internships may be offered on-campus or off-campus (locally, regionally, nationally, or internationally) in all fields and industries of work. The primary goal of the stipend is to support your career exploration. We encourage students to broaden their experiences off-campus, thus creating a larger career network. This should be your priority when researching potential internships. However, we recognize that in certain cases (for example, research with a professor), the continuity of work on-campus might prove more beneficial for your career. In such cases, you must be explicit in your application statement as to why the on-campus internship rather than an off-campus experience better fits your specific career goals.

The internship must be unpaid and in compliance with the [U.S. Department of Labor's Fact Sheet #71: Internship Programs under the Fair Labor Standards Act](#).

Part Three: Student Expectations and Requirements

As a Royal Experience Summer Internship Program recipient, you will represent The University of Scranton and the Center for Career Development. All internship stipend recipients agree to meet the following requirements and to always conduct themselves professionally. Specifically, you will:

- Attend a required Virtual Pre-Internship Meeting during the week of May 6 or May 13 to review program requirements and logistics. If you are abroad, or you have indicated a time conflict, you must attend a separate virtual meeting that week. Information on payment process and stipend installment dates will be discussed.
- Complete the internship that you described in your application and notify the Center for Career Development of any changes in your internship description, goals, dates, number of hours, direct supervisor, etc. **Contact the Center for Career Development immediately to discuss a situation in which you will not begin or complete your internship.**
- Contribute 2 blog posts in response to specific questions. The first blog is due by Thursday, June 13 and the second blog is due by Monday, August 12. Pictures are required to accompany your blogs. You will also be required to post 1 comment on all students' posts. Blogs are posted and shared via the Center for Career Development website and social media.
- Participate in 3 check-ins with your designated Center for Career Development mentor during your summer internship.

- Present your summer experience in a poster session or other format at a presentation session during the Fall 2024 semester. Students will create and email posters in a PowerPoint slide converted to a PDF to careers@scranton.edu by Friday, September 6, 2024. Posters can be created in full color. The Center for Career Development will then print a 36x24 inch poster attached to foam board at Printing Services on campus. Award recipients will receive more information about the posters during the required Pre-Internship Meeting in May.

Part Four: Application Criteria

Download and complete the application on the website, email it to careers@scranton.edu along with the information below:

1. **Complete the Royal Experience Application 2024** with typed question responses. Remember to complete the first half of the page in addition to answering the questions.
2. **Resume**
3. **Offer Letter** from hiring organization detailing supervisor's name, their title, and learning goals. The letter must:
 - a. Confirm employment dates, at least 150 total hours, for 8–14 weeks, May 20 – August 23, 2024.
 - b. Confirm that the internship is unpaid.
 - c. Explain the intern's responsibilities in detail (or attach a detailed job description).
 - d. Acknowledge and support student's learning goals (from your application).
 - e. Detail how the student will be supervised and indicate if any hours will be completed off-site or remotely.
4. **One Letter of Recommendation** from The University of Scranton faculty or staff member, or a former/current work supervisor. If your recommender prefers that the letter remain confidential, this can be arranged by emailing it to careers@scranton.edu.
5. **International students must have signed documentation from the Office of Global Education authorizing their internship has been approved for either OPT or CPT.**

Applications must be completed with all documents by the deadline of **Friday, April 26, 2024 at 4:00pm**. Applications that are missing any component will not be considered. Unfortunately, we cannot accept partial or late applications. While we would like to extend the deadline further, we know students who have secured an internship are waiting to learn if they have received funding before accepting their internship offer. Many employers are willing to expedite their decision-making process if they are aware that you are applying for funding from The University of Scranton. Please follow up with the organization to indicate your timeline.

Part Five: Selection Criteria

This is a highly selective opportunity and applications will be evaluated and chosen based upon these criteria:

- Strength and quality of resume.
- Strength and quality of responses to the application questions (including summary of organization, learning goals, process of obtaining the internship, and connection to career goals).
- Offer Letter from hiring organization detailing supervisor's name, their title, and learning goals, as well as confirmation of 150 minimum internship hours during the 8-14 week time period.
- Letter of Recommendation from The University of Scranton faculty or staff member, or a former/current work supervisor.
- More weight is given to internships at nonprofit vs. profit organizations.
- Junior applications are given more weight than sophomore, and sophomore applications are given more weight than first-year student applications. Note that first-year students have successfully applied and received the stipend.

Note that while we do ask about extenuating circumstances and consider them, this is not a need-based award. Students must meet all criteria and are ranked on the strength and quality of the application. All applications go through a blind review process.

**For any questions, contact the Center for Career Development
by email: careers@scranton.edu or by phone: (570) 941-7640.**

Please note: The Royal Psychology Internship Program's application deadline is Monday, April 22, 2024 at 4:00pm.