

# The Center for Career Development

## Crusader Internship Fund Policies and Procedures

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Read the Crusader Internship Fund Policies & Procedures document prior to applying. All questions must be sent to [careers@holycross.edu](mailto:careers@holycross.edu). Deadline to apply is October 25, 2018.

Applicants must have their resume reviewed and approved by a Career Development staff member in order to submit this application via Crusader Connections. Please stop into the Center for Career Development during drop in hours (M-F 1-4 pm & W 10am-12pm, 1-4 pm) to have your resume approved.

### Student Eligibility

Sophomores and Juniors are eligible to apply for summer internship funding **once** during their time at Holy Cross. Students must have their resume approved by a Career Development staff member before they are able to apply to internships and/or funding. Stop by the Center for Career Development in Hogan 203 during drop in hours (M-F 1-4 pm & W 10am-12pm) to have your resume approved. Students who are studying abroad or away may email their resume to [careers@holycross.edu](mailto:careers@holycross.edu) for review.

### Qualifying Experiences

You do not have to have secured an internship in order to apply for funding. To qualify for summer internship funding, the internship must meet the following criteria:

- take place during the summer
- be unpaid
- provide exposure to a career field of interest
- offer supervised training
- be at an organization for which you haven't already worked/interned\*

Stipends are calculated based on 35-40 hours per week for 10 weeks (350-400 total hours). For internships with a lesser time commitment, the stipend will be prorated. Students may not work more than 40 hours per week.

Internships are typically not approved for the Crusader Internship Fund when they are remote or virtually based. These opportunities must be reviewed and approved on a case-by-case basis. Internships arranged through an agency or requiring a fee are not eligible for the Crusader Internship Fund.

Expenses not covered by summer internship funding include (but are not limited to): the purchase of a vehicle; clothing; test prep courses (LSAT, GRE, etc.); insurance; personal travel; and entertainment. \*The one exception, which would need to be carefully reviewed on a case-by-case basis, would be where the duties and responsibilities of the new summer internship are substantially different and at a higher level than those of the previous experience.

## **Funding Sources & Award Amount**

Summer internship funding is available through the generosity of a number of various alumni and other Holy Cross affiliated groups, some of which are highlighted below. Other recent organization participants include the Fritz, Fisher, and Beale Fund.

Funding consists of a standard award of \$4000. Students who must relocate for their internship are eligible to receive an additional \$500-1000 cost of living award. Additionally, those students that demonstrate a financial need will be eligible for an additional \$1000 summer earnings award. The maximum award will be \$6000 for those that qualify.

***Please note:*** The award is not expected to replace wages or cover all of your summer expenses. The award is meant to provide some financial assistance and increase access to unpaid or underpaid internships that students may not otherwise be able to accept.

Stipends are calculated based on 35 hours per week for 10 weeks (350 hours total). For internships with a lesser time commitment, the stipend will be prorated. Students may not work more than 40 hours per week. Interns will receive information regarding the tax implications of receiving a stipend.

### **New York Leadership Council**

The Holy Cross Leadership Council of New York was founded in 1997 to raise the profile of the College among business leaders in the New York metropolitan area. The Council provides financial support to offset the cost of otherwise unpaid internships for Holy Cross students.

### **Reflection and Vocation Programs at Holy Cross**

Originally funded from The Lilly Vocation Discernment Initiative, Holy Cross' Reflection and Vocation Programs are a resource for members of the Holy Cross community to reflect on questions of meaning and purpose for discerning their own life's work. Since 2003, the Center for Career Development has worked to connect students with internships at non-profit organizations to help students discern a vocation that is meaningful, enjoyable and makes the best use of their unique talents.

### **Alumni Association and Regional Clubs**

The Holy Cross Alumni Association conveys the invitation from the College to all alumni to join with all other segments of the Holy Cross Community to accomplish the College's Mission to educate students to become leaders and contributors to our society in their business, professional and civil lives reflecting high intellectual and ethical standards. In 2006 the Alumni Association partnered with Holy Cross Regional Clubs from Boston, Cape Cod, and Worcester, Hartford, CT, Warwick, RI, and Washington, DC to establish funded summer fellowships for Holy Cross undergraduates who call these areas home.

### **J.D. Power Worcester Internship Fund**

The Power Family established a fund in 2006 in order for students to complement Holy Cross' challenging liberal arts curriculum with demanding work experiences. This endowed gift funds interns each summer at a business in the Greater Worcester area.

### **Atchinson Family Fund**

Bob and Mickey Atchinson P'05, '07, saw firsthand the benefits of internship experience through their son's experience. In 2007 they established a fund to provide financial support for students completing internships at non-profit agencies.

### **Bay Area Leadership Council**

Richard Carlstrom '78 and Jack Gallagher '74 established the Bay Area Leadership Council in the spring of 2012, modeled after the New York Leadership Council. Alumni in the San Francisco Bay Area raise money to support Holy Cross students in unpaid internships in the region.

### **William F. McCall, Jr. '55 Summer Internships Fund**

Through a generous endowment to the college, the William F. McCall, Jr. '55 Summer Internship Fund has been established to financially support Holy Cross students at Boston area internships.

### **The Denzler Foundation**

Alumna Maryanne Boyd Shafter '87 generously gives money to the college through the Denzler Foundation, specifically earmarked for internships with a focus on museum and social service internships.

***Please note:*** Students need not apply for individual funding sources. If awarded funding, the Selection Committee and Center for Career Development staff will determine the most relevant funding source.

## **Crusader Internship Fund Selection of Candidates**

**Students are eligible to be funded once during their time at Holy Cross.** The Selection Committee will evaluate applications based on the following factors:

- Quality of proposal
- Fit with academic & career interests
- Benefit to student
- Effort in identifying & securing internship

*Assignment of funds to recipients will be determined by the Center for Career Development.*

Once funds are awarded, all recipients will receive an agreement which they must sign. This agreement will provide information about the terms of the award and the timing of the distribution of funds to the recipient. Awards are distributed in two separate checks. Half is distributed shortly after signing the contract and supplying the indicated documentation. The other half is distributed half way through the internship upon receipt of the midpoint evaluation.

Funding will be withheld from any recipient whose internship falls through before receiving the 1st installment of the funding. Likewise, if the internship ends prematurely, funding will be prorated according to time worked. Failure to comply with other terms as stated in the contract may result in the cancellation of the award, nonpayment of the first and/or second check, or in the recipient being billed by the College for any or all amounts already received.

## **Crusader Internship Fund Timeline 2019**

The following timeline is to serve as a general guide for the selection process. We give each application the same attention in order to serve as many students as possible. Therefore, we request your patience throughout the process.

Application deadline October 25, 2018 – Applications prepared for distribution to Crusader Internship Fund Selection Committee

Review of applications by Crusader Internship Fund Selection Committee will take place during the two weeks following the deadline.

Prior to Thanksgiving break notifications will be sent to applicants via email. Applicants will receive a notice of: Approval or Wait list. Any questions regarding the notification process should be sent to [careers@holycross.edu](mailto:careers@holycross.edu).

## Student Expectations

Students selected for funding will be expected to attend a mandatory Orientation Session, Summer Send-off Workshop, and participate in the Summer Internship EXPO. Arrangements will be made for students studying away from campus to receive and review all required materials. More detailed information about student expectation and requirements such as adding your internship to Crusader Connections, and completing mid-point and final self-evaluations will be explained at the Orientation session.

## Crusader Internship Fund Application Instructions

All applicants must review and follow the Application Instructions as outlined in this document. Failure to follow instructions as outlined will jeopardize consideration for funding.

Deadline is October 25, 2018. You should upload your documents well in advance of the deadline so that if you experience problems, you can contact us during business hours for help. All issues should be sent to [careers@holycross.edu](mailto:careers@holycross.edu).

- **Complete application materials**

1. **Crusader Internship Fund Application** - The electronic application is an attached document in the Crusader Internship Fund Application online posting. Use your Holy Cross ID# as your document name (Example: 0000000 Application)
2. **Resume** –Please save your resume using your full name. (Example: JaneDoeResume)  
Please note: you must have your resume approved by a Career Development staff member in order to apply for internships and summer internship funding. Please stop into Hogan 203 during drop ins (M-F 1-4 pm & W 10am-12pm) to have your resume approved. Students who are studying abroad or away can set up a Skype/Google Hangout appointment by emailing [careers@holycross.edu](mailto:careers@holycross.edu).

- **Upload application materials into Crusader Connections**

1. Log in to Crusader Connections (<https://holycross-csm.symplicity.com/students>).
2. Click on the “Documents” tab.
3. Click “Add New.”
4. Type in the name of your document in the “Label” box. Choose your document type (IMPORTANT: Resume will be “Resume”). The Crusader Internship Fund application is an “Other Document.” (If you do not choose the correct document type, you will not see your documents when you apply.)
5. Click “Browse” to upload your file.
6. Click “Submit” (NOTE: Your file will be converted to PDF).
7. Repeat steps 2 through 6 for each document.

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- ***Apply in Crusader Connections***

1. In Crusader Connections, click on the “Jobs / Crusader Connections Jobs” tab at the top of the page; type “Crusader Internship Fund” into the search box.
2. Click on “Crusader Internship Fund” from the search results list.
3. Click “Apply.”
4. Select each document to be included in your application and click “Submit.”
5. Once you have finished applying, you will see a message that states, “You have submitted your documents for this position.” You may also click the “Home” tab, “My Activity Summary” link to confirm and check status of your application(s).