INTERNSHIP PROGRAM FUNDING GUIDELINES

Experiential learning is an essential part of the Jepson curriculum. Students planning to fulfill their required Jepson internship by working in unpaid positions for nonprofit, government or education organizations both in the United States and abroad may apply for a Burrus Fellowship. These fellowships benefit not only the students, but also the communities they serve through their nonprofit work.

General Application Procedures

1. Students must submit an application to the UR Summer Fellowships web portal via SpiderConnect. Applications are due March 20. Applications submitted after March 20 may still be considered.

2. Burrus Fellowship applications will be reviewed and evaluated by the Jepson School student affairs committee.

3. The associate dean for student and external affairs will communicate with students about award decisions.

General Procedures for Disbursement of Funds

1. All disbursements will be processed through the associate dean for student and external affairs, who will communicate with the student employment office.

2. Fellowship money will be dispersed as a stipend over intervals during a student’s internship and students will be notified of a payment schedule by the associate dean for student and external affairs.

3. Students who are already part of the University student employment system and have established direct deposit will have funds dispersed electronically. Those not in the system may submit paperwork for direct deposit or receive a check at their permanent address.

4. For U.S. citizens and U.S. persons for tax purposes, no taxes will be withheld from the payments and no year-end reporting, such as a Form 1099, will be provided to you. However, this amount may still be considered taxable income to you.

A. Eligibility

1. Any leadership studies major completing an unpaid internship for a nonprofit, government, or education organization in the United States or abroad is eligible to apply.

B. Procedures

1. Students must submit an application to the UR Summer Fellowships web portal via SpiderConnect. Applications are due March 20. Applications submitted after March 20 may still be considered. To apply, students should follow the instructions available on the UR Summer Fellowships web site.

2. The Jepson School student affairs committee then reviews the applications and chooses recipients based upon the quality of the internships described.

C. Conditions

1. Burrus Fellowship awards are contingent upon the student submitting a signed internship site approval form to the associate dean for student and external affairs.

2. Burrus recipients must agree to submit to the Associate Dean for Student and External Affairs a one paragraph summary highlighting their responsibilities and activities during their internship and the key lesson they took from the experience. This summary is due by the end of the second week of classes in the semester following the internship.