

## Career Catalyst Internship Grant Recommended Application Timeline

### Purpose

The Career Catalyst Internship Grant is a rolling application and accepts applications throughout the academic year. This document is intended to act as a recommendation for applicants to ensure that they receive a decision within a reasonable timeframe.

### Recommended Timeline

Students applying for the Career Catalyst Internship Grant in hopes of using the funds for a summer internship should follow the recommended timeline below.

Semester of internship:	Summer	Fall	Spring
Recommended submission date:	Monday following the beginning of the 14-week term.	Monday following spring break.	Monday following fall break.
Expected response:	End of February	End of April	Mid-November
Presentation to campus:	First two weeks of 14-week Fall term	First two weeks of 14-week Spring term	First two weeks of 14-week Spring term

#### *Two semesters prior to internship*

- Work with Director of Career Services to identify an internship that aligns with academic and career goals.
- Apply for internship with your selected internship site.

#### *One semester prior to internship*

- Complete and submit application.
- Application will go under review. Expect 3-4 weeks for a decision.
- You should receive a decision within a month, notifying you whether your grant has been fully funded, partially funded, or not funded.
- If your grant has been fully funded or partially funded, you will receive an award letter, along with a student agreement and a travel waiver.
  - Reply to this award letter notifying the Administrative Assistant for Student Opportunities of your acceptance or denial of the grant.

- Submit completed copies of the student agreement and travel waiver to the Administrative Assistant for Student Opportunities within two weeks of receiving your award letter.
  - Once you have submitted the necessary paperwork, this will trigger the process to have your stipend deposited into your ACH account on file.

### *Internship*

Throughout your internship experience, you are expected to complete the following activities:

- Weekly reflections and timesheets during the internship,
- Draft of poster due the final week of their internship, and
- Poster presentation, due the semester following their internship.

### *Semester following internship:*

Once the student has completed their internship, they will turn in a final version of their poster presentation to the Administrative Assistant for Student Opportunities and the representative of the endowed fund that sponsored their experience.

The student will have the opportunity to present their poster presentation in a public setting early in the next semester.