

## SUCCESSWORKS INTERNSHIP FUND FAQ

### WHAT IS THE SUCCESSWORKS INTERNSHIP FUND?

- The SuccessWorks Internship Fund provides support payments of up to \$5,000 to enable L&S undergraduates to take advantage of internships—paid or unpaid—during their undergraduate careers. The funds may be used to offset lack of wages for an unpaid or underpaid internship, as well as assist with expenses incurred during the internship, including living and transportation costs.

### WHAT IS THE APPLICATION DEADLINE/TIMELINE?

- There are two rounds of applications. The first round opens February 1 and the deadline to apply is March 31. The second round opens April 1 and the deadline to apply is May 15.
- Students will be notified of their selection the first week in May (for round 1) and the first week in July (for round 2).

### WHO IS ELIGIBLE TO APPLY?

- L&S undergraduate students (must be seeking a degree in the College of Letters & Science; if you are unsure of your degree, login to your *Student Center* and click the *My Academics* tab).
- Overall GPA is 2.5 or above.
- Internship must be 10 hours/week minimum; 6 weeks minimum; cannot be post-graduation.
- Must be returning to complete at least one semester at UW-Madison after the internship experience.

### HOW DO I APPLY?

- Students apply through the UW-Madison Scholarship Hub (WiSH). Found here: <https://wisc.academicworks.com/opportunities/16420>

### I WENT TO WISH, BUT I DON'T SEE ANYWHERE TO CLICK "APPLY."

- Make sure that you are logged in with your NetID and password. You will find the "sign in" button on the top right-hand corner of the WiSH webpage.

### WHAT ARE THE SELECTION CRITERIA?

- Students will be selected based on the strength of their application, satisfactory academic performance, demonstrated financial need, and quality of the internship experience.

### WHAT IF I AM NOT ELIGIBLE TO COMPLETE THE FAFSA (EXAMPLE: INTERNATIONAL OR UNDOCUMENTED STUDENTS)?

- Students who are not able to fill out the FAFSA are still eligible to receive funds but must have alternate means of confirming financial need. Through your application, you must clearly articulate your financial situation and why funds are necessary for you to complete the internship. Do this by answering the open-ended questions with this information.

**WHAT IS AN INTERNSHIP?**

- A short-term, real-world work experience that integrates knowledge from the classroom with practical application and skill development
- A mutually-beneficial relationship between both you and your employer
- Can be paid, unpaid, for credit, full-time, or part-time
- Can involve a for-profit, non-profit, or governmental organization
- Involves an ongoing relationship with at least one supervisor or professional at the organization
- Introduces you to a particular kind of potential career path

**The following criteria is used to evaluate the validity of an internship:**

[Basic Criteria for Determining Internship Validity \(pdf\)](#)

**HOW DO I CALCULATE A BUDGET?**

- Do your best by using tools and information available. A few suggestions:
  - <https://www.epi.org/resources/budget/>
  - <https://www.twc.edu/articles/budgeting-your-internship-dc>
  - <https://www.cmc.edu/sites/default/files/csc/SponsoredInternships/SampleBudget%28Domestic%29.xlsx>

**WHERE CAN STUDENTS GO TO LEARN MORE INFORMATION?**

- SuccessWorks Webpage: <http://successworks.wisc.edu/money>