

# University of Evansville

## Undergraduate Experiential Education Stipend Request

The Stipend program is to encourage **undergraduate** internship participation across the College of Arts & Sciences and College of Education and Health Sciences. At this time, students not enrolled in these colleges or completing graduate education programs are not eligible to receive this stipend. Students should be completing an unpaid or minimally paid experience for a nonprofit, government, education, NGO or related organization. The Center for Career Development reserves the right to adjust these processes with permission from the Vice President of Student Affairs and Executive Vice President of Academic Affairs or their designees. Please direct all questions to Gene Wells, Senior Director, Center for Career Development.

### Information

- Be a University of Evansville student in good academic standing, completing a minimally paid or unpaid experiential education opportunity. Stipends will be processed as received; first come first served.
- Students are eligible to receive a total stipend amount of \$500.00 in their undergraduate college career. During fall/spring terms, stipends are distributed after midterm. A Stipend Application Review Team evaluates all completed submissions.
- In order to receive University of Evansville credit for an internship experience, students must generally complete 50 hours of on-site work experience for every hour of academic credit; or as determined by each academic department. The stipend will be determined by the number of work hours completed; 150 or more hours=\$500.00; >150 to 100 hours =\$333.00; > 100 to 50 hours=\$167.00. The total amount for each UE student may not exceed \$500.00 and may include several stipends that cumulatively add up to \$500.00.
- Application deadlines for stipends will be approximately five weeks from the beginning of each term. During summer terms, deadline is approximately two weeks from the beginning of each session. ***Please note that applications are first come, first served and stipend pool may be closed prior to the first day of class.***
- **Stipend Payouts:** Stipend payments will be direct deposited into one's bank account, please input bank information on **WebAdvisor** under "Bank Information and click "**submit**". Payments may be processed on the bi-weekly payroll schedule. Please note that taxes may be withheld for on-campus experiential learning and require students to go to the Payroll Department in Olmsted Hall to file the required paperwork.
- **Stipend Processing:** There are a limited number of stipends, up to \$500.00 total amount for each UE student. Applicants will be notified of approval within three weeks after application submission. The Team reserves the right to require further information to adequately evaluate stipend requests, such as: Statements or documentation from an internship or academic advisor, and internship site or supervisor.

### Directions

- Be enrolled in a UE credit or zero-credit internship, practicum or other experiential learning course and complete all requirements to receive a passing grade.
- **Required Documents**
  1. *A position description and an offer letter or equivalent*, which should include, but not be limited to the following information: All company contact information and direct supervisor; outline of tasks and projects; length of internship and hours worked per week; outcomes, assessment or goals.
  2. *A learning contract or syllabus*, which usually consists of, but is not limited to: a list of measurable learning objectives or goals; outline of tasks/expectations; description of supervision provided; complete details of the duration, hours worked, daily schedule of experience; course number and credit hours; and a description of the measurable academic requirements, outcomes, projects or processes.
- Have an active and approved résumé submitted for use in Handshake; if a résumé is not on file in Handshake, students are required to schedule and successfully complete a résumé appointment. The stipend will be forfeited if a résumé is not approved in Handshake on or before the end of mid-term period unless written and approved arrangements are made. <https://evansville.joinhandshake.com/login>
- Submit Internship Stipend Request Application Form to: [aw505@evansville.edu](mailto:aw505@evansville.edu) and [career@evansville.edu](mailto:career@evansville.edu).