

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?

- Application opens February 1. The deadline to apply is March 31.
- Students will be notified of their selection the first week in May.

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 for internship 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 you 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 on the strength of their application, satisfactory academic performance, demonstrated financial need, and quality of the internship experience. Preference will be given to first-generation college students and those from underrepresented backgrounds.

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: <https://careers.ls.wisc.edu/ls-finding-an-internship/money-for-your-internship/>

FAQS SPECIFICALLY FOR THOSE WHO HAVE NOT SECURED THEIR INTERNSHIP BY THE MARCH 31 DEADLINE.

CAN I APPLY EVEN IF I DO NOT HAVE AN INTERNSHIP YET?

- Yes, but you MUST have secured the internship and all required documentation by April 15.

WHAT PROCESS SHOULD I FOLLOW IF I DO NOT HAVE MY INTERNSHIP YET?

- Submit an application by the advertised deadline (March 31), including as much information as you know at the time. Once you have secured your internship and have the missing details, email employers@successworks.wisc.edu. Your application will be re-opened, and you must complete it by April 15, or it will be removed from the applicant pool.

HOW CAN I FILL IN THE FIELDS FOR THE “INTERNSHIP INFORMATION”?

- You may fill out the information based upon your first choice internship, or, you may enter “N/A” into these fields.

WHAT SHOULD I UPLOAD AS THE “INTERNSHIP JOB DESCRIPTION”?

- If you are applying to a small number of positions, try to include all of the job descriptions by combining them into one document (ex. PDF) and uploading that.
- If you are waiting to hear back about one internship, upload that job description.

WHAT SHOULD I UPLOAD AS THE “LETTER OF VERIFICATION” OR “OFFER LETTER”?

- In lieu of an official offer letter, create a document that includes all of the information you know for each internship you are waiting to hear back from (beginning and end dates of the internship, the number of hours a week, and pay or stipend information).
- If you have none of this information, explain that in your document.

HOW SHOULD I ANSWER THE OPEN-ENDED QUESTIONS IF I DON’T KNOW WHAT INTERNSHIP I AM DOING?

- Do your best to answer the questions with the information that you have.
 - You may choose to answer the questions broadly about internships in general or select one or two related internships and answer the questions as if you have secured those opportunities.