

Civic Fellows Application Tips

1. **Academic component:** The Civic Fellowship enables the intellectually curious student to integrate the theoretical (academic study) with the practical (hands-on work in an internship). The academic component distinguishes the Civic Fellowship Program from a summer job and other internships, making it “an internship with a bang!” Competitive applicants will articulate how their particular internship complements their academic trajectory, including what they have studied through curricular and co-curricular activities and what they plan to pursue post-graduation in terms of a career or graduate school. Civic Fellowships can lead to great senior thesis projects and give you a leg up in graduate school and job applications!
2. **Learning goals:** Closely related to the academic component, competitive applicants will articulate how this internship will help them meet predefined learning goals. How will this internship broaden you intellectually and/or help you gain a deeper understanding of an issue important to you?
3. **Specifics:** Whenever possible, provide specifics. This will indicate to the selection committee that you have done your homework and had detailed discussions with your prospective site supervisor and faculty mentor. You should be able to describe the types of tasks/projects you will undertake at your internship site and you should be able to list titles and authors of proposed reading assignments as well as describe some written assignments.
4. **Substantive nature of the internship:** Competitive applicants will make a case for how their work will contribute to their organization and the community their organization serves. Every job involves some grunt work, such as copying and collating documents, but Civic Fellows are expected to spend the majority of their time engaged in substantive project work that clearly benefits their organization.
5. **Professionalism:** View the application process as you would a job application. Applications to any and all of the UR Summer Fellowships should be typed and free of punctuation, spelling, and grammatical errors. Applications should also adhere to the word limit.
6. **Mentor:** Choose a faculty/staff mentor who has expertise in the issue area associated with your internship; this expertise can derive from their academic discipline and/or through a connection they have with the community organization where you’d like to intern or with the issue with which you’d like to engage. Many students choose to work with a faculty/staff member they already know, but that is not always the case. The faculty/staff mentor can be a great support to you during your internship, so choose someone who will offer you guidance and insight throughout the experience.
7. **Timeline:** Some applicants will not receive a definite commitment from their first-choice internship site before the Civic Fellowship application deadline. If that is the case, you may state that in your application and, if applicable, you may briefly describe a back-up internship to which you have applied should your first-choice internship not pan out. If you are awarded a Civic Fellowship but do not secure your first-choice internship, you will have the opportunity to re-submit an application with details on the internship you did secure. The selection committee will then evaluate your new application and make a decision about whether you can retain your Civic Fellowship award.
8. **Other Fellowships:** It is to your advantage to apply for any UR summer fellowships for which you are eligible. If you do this, you may increase your chances of being funded. If you apply for more than one fellowship, the

application will prompt you to identify your first-choice fellowship. Some fellowship selection committees—the Civic Fellowship, Chaplaincy Summer Internships, Urban Education Fellowship, and the Burrus Fellowship—rank applicants on the quality and fit of their application for the particular program and may be less concerned with whether a student has received previous summer funding. Spider Internship Funds, on the other hand, will only be awarded to students who have not previously received UR summer funding. Students who plan to intern abroad should apply for fellowship funding and a [Weinstein grant](#) to cover the cost of their travel.

Questions?

<http://engage.richmond.edu/fellowships-grants/civic-fellowships.html>