



Experiential Learning Award

The Career Connections Center provides Clark undergraduate students the opportunity to apply for funding to support unpaid research or internships during the fall and spring semesters.

About the Award

This funded opportunity is open to Clark undergraduate students who secure and complete an **unpaid research or internship experience during the fall or spring semester**. Students may complete the research or internship for academic credit; however, funds may not be used to cover the cost of tuition. Learn more about the [Internship for Academic Credit process](#).

Application deadline

The deadline to apply for the Spring 2026 semester is 11:59 pm EST on February 2, 2026.

Apply through the application portal on the [Opportunity Funding Office web page](#).

Who is Eligible?

- Clark undergraduate first years, sophomores, juniors, seniors, and seniors in a 4+1 program.
- Students in good academic and social standing with the University.
- Students with an active, registered status.
- Students returning to study at Clark in the term following the proposed internship.
(Students studying abroad in the term following are eligible to apply, but must maintain an active, registered status at Clark.)

Criteria for Selection

The selection criteria include, but are not limited to:

- The quality and length of the experiential learning commitment (must meet the minimum guidelines set by Clark University).
- The quality of the written proposal: Is it well written? Does it include all required pieces?
- The value and clear connection of the experience to future career goals.
- Demonstrated financial need based on a detailed budget and clearly articulated funding request.



Eligible Experiences

- **Unpaid internship or research experiences secured before the application deadline.**
- Experiences must be completed within the semester funding is awarded.
- Supervised by a professional in the organization who agrees to the guidelines.

Ineligible Experiences

- Applications will not be accepted for internships or research that are not secured.
- Organizations and programs with fundraising expectations for their interns.
- Non-credit course or training program that does not contain any professional, experiential learning component; this includes programs where the main components include observing, shadowing, and attending lectures.

If You Are Awarded: Award Requirements

Students awarded funding will be required to:

- Participate in a student panel or presentation organized by the Career Connections Center or academic department during the next semester or the following academic year.
- Reflection Paper: Upon completion of your experience, you will submit a 2-3 page reflection paper by the deadline set by the Opportunity Funding team and email it to opportunityfunding@clarku.edu.
- Professional Development: Create a LinkedIn post or multiple posts sharing your internship or research experience and receiving the Experiential Learning funding award. Remember to tag Clark University and Clark University Career Connections Center in your post!
- Update your resume: Add your experience to your resume and follow up with a career advisor or the Career Lab to discuss your plans during the upcoming semester.
- Share your story! Send us at least one photo of your internship or research experience no later than the end of the semester. Photos should be sent to the Opportunity Funding Team by email at opportunityfunding@clarku.edu.

Contact Information

Students interested in applying for the Experiential Learning Award should contact Opportunity Funding by email at Opportunityfunding@clarku.edu.



Application Guidelines

Where to Apply

Applications will only be collected through the application portal on the Clark University website: <https://www.clarku.edu/opportunity-funding>. Additional directions for this application, and other funding possibilities, are included on the website.

Required Documents

- Abstract – approximately 150-word description of your internship or research experience.
- Proposal Narrative (details below)
- Budget (details below)
- Resume
- PDF of your unofficial transcript (To obtain your transcript, log into the ClarkYOU portal, then click Main Menu, Registrar's Office, Student Account and Financial Aid, Student Records, Unofficial Academic Transcript, and submit. You can save the page as a PDF or take a screenshot.)
- Copy of the internship or research description – saved as a PDF from the company website or an email from the company with appropriate contact information.
- Copy of the internship or research offer – saved as a PDF from the email or scanned in from a paper copy. The offer must include the name and contact information of your supervisor, the name of the organization, start and end dates of the experience, number of hours per week, and/or the number of hours for the entirety of the experience.

Proposal Narrative

Applicants should submit a 2 to 4-page, double-spaced narrative (saved as a PDF document) describing their secured experience, including, in depth, how the experience connects to their academics and their future career goals.

Formatting: Your narrative should include the following header information: Your name, class year, major(s), internship/research title, and organization name at the top of the first page. Do NOT use a separate title page.



The following are considered criteria for a high-quality application:

Criteria	Expectations
Quality of the opportunity	Detailed position description and narrative clearly convey the kind of organization, the quality of work to be done, and the potential impact on professional and personal development.
Learning goals and/or internship deliverables	Clearly stated, with either some kind of tangible artifact being produced by the end of the internship or a purposeful learning experience that is at the heart of the project.
Strength of narrative and supplementary materials (resume, transcript)	The narrative clearly articulates why the student wants to complete the experience and why the timing is appropriate. Supplementary materials affirm the student's readiness.
Connection to academic studies and/or future career goals	Narrative clearly states how this experience will deepen academic work and aid in future career goals.
Budget	The budget is detailed and conveys that the student understands their expenses while completing the experience. The student clearly articulates and demonstrates a financial need and a thoughtful financial analysis of their expenses.

Instructions for Budget

Applications must include a budget with line items for both additional income and expenses.

We highly recommend that you utilize [this budget template](#) to create your budget. Please save a copy of the template and add your expenses, any income, and your funding request.

Income may include paid part-time work, on-campus student employment, paid internships or research, or a stipend for contract work. Add separate line items for each source of income you receive. Include a total of all income added together. If you do not have additional income, leave this section blank.

Similarly, expenses should be listed as a monthly total multiplied by the duration of your experience. For example, if you have a monthly utility expense of \$100 and your experience will take place over four months, indicate the monthly expense as well as a separate column for the total expense of \$400 during your experience. Expenses must include the total sum of all expenses over the duration of your experience.

The [budget template](#) is set up to calculate the overall costs for each expense item. **Applications that do not include total expenses will not be reviewed.**



Based on your budget, clearly state in your financial summary (example below) the amount of funding you are requesting, and how you plan to supplement if you do not receive the full funding amount. Include details, be specific!

Include your budget spreadsheet as part of your PDF application.

Do not include the following in your budget:

- Tuition
- Meal Plans
- Lost Wages
- Streaming Services
- Car insurance
- Anticipated emergency expenses

Do include the following expenses in your budget, as applicable:

- Groceries
- Meals
- Transportation
- Mileage (Use the IRS's guide for mileage reimbursement)
- Parking fees
- Rent
- Utilities if renting/owning (e.g., heat, electricity)
- Laundry
- Internet if required for your experience
- Professional clothing if required for your experience



Budget & Summary Example

Items:	Breakdown per month:	Total Cost:
Rent and utilities (internet, water, and electricity):	\$600*2 months	\$1,200
Transportation	\$924*2 months	\$1,848
Food	\$240*2 months	\$480
Laundry and Personal Hygiene Products	\$115*2 months	\$230
Professional clothing	Once	\$150
	Total Expenses:	\$3908
	Funding Amount Requested:	\$4000

Summary:

I am requesting a funding amount of \$4000 to offset my expenses during my internship. If I do not receive enough financing from this award, I will work a part-time job to procure enough money to make this work. I am currently working a part-time job that pays enough to cover rent in Worcester, but I will use some of these funds for cost-of-living expenses for one month during my internship. My parents may be able to assist me in covering smaller expenses, but not enough to cover rent or transportation.

After You Apply

Selection Process & Timeline

Review committees comprising a wide array of Clark staff and faculty members convene as a group to finalize selections. A scoring rubric is used to evaluate applications, and all applications have at least two committee members who read and score them. All students who apply will be notified in **writing by email of the committee's decision.**

Award Disbursement

If funded, you will receive an award during the semester. Please note that you **MUST set up direct deposit authorization** specifically for Awards and Refunds with Student Accounts, so the funds will be deposited into your bank account. Please note that this authorization is separate from Payroll Direct Deposit. If you are awarded funds, you will receive detailed instructions for setting up direct deposit.

Tax Information

Domestic students: No taxes are withdrawn pre-disbursement; however, you will be expected to claim this award on your annual taxes, and this may impact your taxes due at that time. Please consult an accountant for more details.



International students: International students staying in the US for their internship will have some taxes deducted from their funding amount before receiving the funding; this means that the amount you receive will be less than the total award. The amount deducted depends on which country you are from and the tax treaty that the US has with that country. Generally, expect about 12-15% of your total award to be withdrawn. Please see the Clark payroll office for specific questions about your tax amount. International students doing their internship outside the US will not have taxes withdrawn or reported.

