

CENTER FOR STUDENT OPPORTUNITY

Venture Program – Supervisor Information

The Alma Venture Grant program provides students with up to \$2,500 to offset eligible costs associated with putting what they are learning in the classroom to work in a meaningful way that advances their academic, personal and professional goals.

Students are eligible for this grant once they have completed at least 56 credits and a minimum of two semesters at Alma College, provided that they have declared a major and are in good standing with Alma College.

Guidelines for Venture-Eligible Internship/Research/Clinical Experiences

1. To qualify, experiences must be a minimum of 150 hours. Venture support is not available for work for a relative, work based in a private home, or for remote or virtual internships.
2. Internship/clinical/research experiences must present learning opportunities relevant to the professional or career interests, or educational goals of the student.
3. Students must receive supervision and feedback from an employee of the host site on a regular basis throughout the experience.
4. If a proposed internship is unpaid or paid less than minimum wage, the supervisor should review the Department of Labor Factsheet on internships to ensure compliance with the Fair Labor Standards Act: <http://www.dol.gov/whd/regs/compliance/whdfs71.htm>. Students completing unpaid internships with for-profit entities that do not meet the six-point test outlined in the Factsheet may not be eligible for the Venture Program.
5. In their application to the Venture Program, **students** will be required to answer a series of short answer questions, including identifying the professional skills that they will develop during their internship/research/clinical experience. You can assist them by providing a description of their responsibilities, meeting with them to establish learning objectives and identifying how learning will be evaluated and feedback provided.
6. For a student to be eligible for the Venture Program, their site supervisor must complete and return the *Venture Grant Learning Contract* before the experience begins.
7. The supervisor listed in the *Learning Contract* will receive an evaluation form from the Center for Student Opportunity at the conclusion of the internship. Please return the completed evaluation no later than two weeks following receipt of the evaluation form.

Timeline for applications

All application materials, including a signed *Venture Grant Learning Contract*, must be submitted before the student's application will be considered. Applications will be considered after each of the following deadlines: October 31, November 30, January 30, February 27, March 31, and April 30.

Contact us

If you are supervising a Venture-supported student internship/research/clinical experience, please do not hesitate to contact us with questions, comments, or concerns.

Carla Jensen

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