

Summer Internships: The Process

► PHASE I

- **ALL STUDENTS HAVE A DUTY TO REPORT TO THEIR INTERNSHIP COORDINATOR OF JOB SITUATION CHANGES.**

- **Make sure you provide working email address and that you check it regularly.**

- **ALL STUDENTS MUST SIGN UP FOR THE ONE CREDIT HOUR CLASS EVEN IF THEY ARE NOT APPLYING FOR (OR RECEIVING) WORK STUDY.**

- **STUDENTS CANNOT APPLY FOR WORK STUDY IF THEY WILL NOT BE ENROLLED IN THE LAW SCHOOL FOR FALL SEMESTER.**

- To receive a Summer Work Study award offer students will need to fill out BOTH current year FAFSAs and the next year's FAFSA. Please note that you do NOT sign up for work study on your FAFSA form. School year work study and Summer Work Study are two different things. Summer Work Study is a separate form.

- Student fills out the Summer Work Study form and the orange registration form for the 1 Credit Hour Class (cost of class \$25) under one of the following :

SPIF/Public Interest register for 24-LITG-730-401 (Internship Coordinator Sean Rhiney; Rhiney will report grade to Registrar)

International Internship-Urban Morgan/Human Rights register for 24-LITG-730-403 (Bert.Lockwood will report grade) Internship Coordinator Nancy Ent

Innocence Project (under Jennifer Bergeron, Karla Hall) register for 24-LITG-730-402 (Bergeron will report grades) Internship Coordinator Katie Gallagher

- Work Study forms are available on the One Stop site and should be filled out, **MARKED "LAW" and** sent to Financial Aid. Financial Aid approves the Work Study. **ALL FORMS CAN BE TURNED INTO JESSICA BUTLER IN ADMISSIONS (A BOX IS PROVIDED).** We fax the forms to Financial Aid.

► PHASE II

Once a student receives Summer Work Study Award via email, do the following:

1. Go to <http://www.financialaid.uc.edu/summeraid.html> [One Stop] and click "check my aid;" then "Summer Work Study Award." This will be the current year's aid. Click to **Accept** and when the screen comes up that shows all of your Accepted Aid, then save that screen as a PDF or Word document. Save this document because you will be attaching it to the job posting later in the process.

2. Bryan Weng bryan.weng@uc.edu has provided a step by step process of the student sign up for the job posting. This is a Power Point demonstration. To recap:

- Bryan will send each student a link to sign up for the Summer Work Study job online. This is where the student will attach the Accepted Summer Work Study form (see #1).
- There are also HR (Human Resources) employment forms that also have to be filled out. (**required if you are first time UC employee**). These can be picked up from Bryan Weng or at <http://www.law.uc.edu/current/resources/hrstudentforms.shtml>.
- The Direct Deposit for the Summer Work Study paperwork entails providing either a cancelled check or an account number and a routing number when signing up for Summer Work Study employment.
- All students should sign up for DIRECT DEPOSIT on One Stop. Do not confuse this “Direct Deposits” with the one for Financial Aid (this is the One Stop Direct Deposit for which all students should be signed up).
- Receiving Work Study Money: The checks will be paid in two installments (dates will be determined by Payroll Officer Bryan Weng).

FOR INTERNATIONAL INTERNSHIPS ONLY: There is a grant that can be applied for:
<http://www.uc.edu/global/documents/OnlineGrantFlier.pdf>