

## F.U.S.E. Frequently Asked Questions

### Who is eligible for F.U.S.E. funding?

All returning (includes JDP students and those studying abroad) undergraduate students currently enrolled in any degree program. Applicants must be in good academic, financial, and disciplinary standing at the time of application and remain in good standing throughout the internship. If the cumulative GPA falls below 2.5 during the semester immediately preceding the internship, the award will be subject to review. International students with questions about work authorization should consult the [Reves Center](#).

### What qualifies as underfunded?

Underfunded is defined as any internship or applied learning experience with some form of compensation that is less than the current minimum wage.

### What internship and employers are eligible?

Federal law requires payment of interns unless the internship satisfies criteria outlined by the U.S. Department of Labor (DOL) in the [Fair Labor Standards Act \(FLSA\)](#). William & Mary cannot determine whether any internship satisfies the DOL criteria. To help ensure that W&M students are provided with beneficial internships, we require all employers with unpaid experiences participating in the program to complete an online [verification form](#) to certify that they have reviewed and will abide by the DOL criteria.

### Are there internships or situations that don't qualify?

The following criteria serve as automatic disqualification from the F.U.S.E. funding process:

- Independent or unsupervised internships
- Internship site is owned or managed by member of intern's family
- Inaccurate representation of internship or employer information
- Honor code, academic or disciplinary conduct violations
- Transferring or withdrawing from the university before, during, or after the internship

### Can I participate in an international internship?

William & Mary's [international travel policy](#) should be considered for any international internship. Students hoping to intern abroad while receiving funding for an internship should check the university's [travel alerts](#) page for the country in which they are interested. If the country is on the university's travel advisory list, please complete a [petition](#) which will be reviewed by the W&M International Travel Review Committee.

### How is funding distributed?

Our office will work with students receiving awards to ensure that the necessary paperwork is completed. Students will need to enroll in direct deposit and their awards will be disbursed as a refund through the Bursar's Office. Whenever possible, awards will be distributed prior to the start of the experience.

### What are the funding expectations?

- To be considered for F.U.S.E. funding managed through the Office of Career Development & Professional Engagement, you must complete one of three prerequisites: My Active Career Exploration (MACE), Career Readiness Foundations, or [SCHEV Developing Career Readiness Skills modules](#) (Course Foundations and at least 3 modules). If you have not already completed MACE or Career Readiness Foundations at the time of application, you will need to complete the SCHEV modules.
- Awardees must enroll in a 0-credit internship course during the term they are receiving funding.
- The internship supervisor must submit an evaluation of the intern's performance, including verification that the required hours were completed during the award summer or semester. If the

supervisor evaluation form is not returned at the conclusion of the experience, the internship is considered incomplete, and students will be expected to repay all funds awarded.

- Students must complete an evaluation reflecting on the internship's impact on their academic and career goals.
- Recipients are expected to write thank you notes to donors and participate as requested, if available, in activities such as information sessions and donor-recognition events.
- Awardees must produce a deliverable (i.e., research paper, PowerPoint presentation, poster, etc.) and participate in an internship showcase.

If an intern does not complete the full internship or any of the requirements for any reason, they will be responsible for repaying the full award amount.

### **Inclusion in Publicity Materials**

Acceptance of an award by a student implies their agreement that William & Mary may use the student's name and likeness in materials related to the internship funds. Recipients may request an exemption from this by writing to [Lisa Randolph](#).