SUMMER FUNDED INTERNSHIP

AWARDS PROGRAM 2016

Creative Thought Matters.
Creative Thought Works.
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Description:
The Skidmore Summer Funded Internship Awards Program (SSFIAP) was developed to provide Skidmore students an opportunity to participate in unpaid internships, research, volunteer, or community service projects over the course of the summer through the generous donations made by various donors of the Skidmore Community (parents, alumni, staff, Skidmore's Parents Council, and friends of the College).

AWARD DEADLINES:

Deadline to Apply (Early Deadlines): February 26, 2016

• Megan McAdams-Roldan ’08 International Community Service Award (faculty/department recommendation required)

Deadline to Apply: March 25, 2016

The following awards will be accepting applications until March 25.

• Skidmore Summer Funded Internship Awards Program
• The Elizabeth Marie Glotzbach Award (faculty recommendation required)
• The Gilbert Family ’14 Endowed Arts Administration Internship Fund
• The Jane ’50 and G. Yale Eastman Skidmore College Summer Entrepreneurship Grant
• Parents Council Internship Award
• West Coast Film Industry Award

IMPORTANT:
It is recommended that students review the eligibility of each internship award and prepare their documents early.

Projects undertaken in countries assigned a Travel Warning by the U.S. Department of State are not eligible for any Funded Internship Awards.

Students will be considered independent contractors and will receive a 1099 form indicating the amount of the payment early next year. A copy of the IRS Form 1099 is sent to the IRS. Students will be responsible for paying income and social security taxes on the award amount when they file their 2016 tax returns. A 30% tax withholding is required for all international students who do not hold dual citizenship or whose home country does not have a current treaty with the US.

All students must work a minimum of 250 hours in order to receive full funding. Students who receive any other type of funding through Skidmore College - stipend, scholarship, grant or any other award - are limited to receiving only one award per summer. In the event that a student does not complete the full commitment of the internship, volunteer experience, or community service project, they may be required to reimburse the College for the number of weeks they did not work. Students must complete all requirements of the internship, volunteer experience, or community service project prior to receiving final payment.

All internships, research, volunteer and community service projects must be completed on site. No virtual internships will be approved for funding.

Submitting an application for one of Skidmore's Summer Funded Internship Awards grants permission to The Career Development Center to review a student's record in regards to financial need, financial and academic status to determine eligibility.

International students must check with the Office of Academic Advising to ensure they meet all eligibility requirements.

Any application changes regarding internship placements must be submitted and approved by the Career Development Center (along with an essay) prior to the March 25 deadline. No organizations will be considered after this deadline.
**Purpose of the Award:**
The awards are designed to offer students an opportunity to gain the relevant knowledge, skills, and experience employers require of entry-level candidates. Since previous work experience is often listed as a requirement for job applicants, this program was created to provide students with an opportunity to gain the relevant experience and skills needed to become a competitive candidate in today's job market.

**Awards:**
An independent Selection Committee will determine the recipients of this year's Internship Awards. Each award will provide selected students with a $4,000 stipend for the majority of awards with a requirement of working a minimum of a 250 hours for their summer internship experience, although the majority of students intern between 8 and 12 weeks over the course of the summer.

In the event that a student does not complete the full commitment of the internship, volunteer experience, or community service project, they may be required to reimburse the College for the number of weeks they did not work. Students must complete all requirements of the internship, volunteer experience, or community service project prior to receiving the last payment check.

**Eligibility:**
The SSIAP is open to all full-time students regardless of career interests, major, or class year; while some awards will give preference to students with demonstrated financial need. When applying, students will submit only one application to each award. The deadline to apply for these awards is Friday, March 25, 2016 (Megan McAdams-Roldan deadline: February 26, 2016). Students must apply for the internship prior to applying for SSFIAP, but they do not have to have the internship already secured except in the case of the Megan McAdams-Roldan ’08 International Community Service Award, Parents Council, and SGA’s RCIAP.

Students who have not yet secured their internship must provide a brief synopsis of each internship they have applied for in their essay to substantiate the value of each experience. It's important to back up the importance of each experience to provide the Selection Committee with enough information when evaluating the value of all internships. Students will learn the status of their application no later than Wednesday, April 24 and must accept and have their internship secured no later than Thursday April 30, at which time we will then offer the award to the next student on the list. It is advised that students contact the organization prior to this time to check on the status of their application (you may let them know that you've applied for funding through your college; and, if selected, you will need to accept the award immediately).

Any application changes regarding internship placements must be submitted and approved by the Career Development Center (along with an essay) prior to the March 25 deadline. No organizations will be considered after this deadline.

It is highly recommended that students have their resume reviewed in the Career Development Center prior to submitting them online. Please contact CDC for a list of Career Coach drop-in hours.

**Academic Credit:**
Students do not need to apply for credit to receive the award. Students interested in receiving credit for the internship can access the Internship Credit Proposal Form online or in the Office of Academic Advising. Please check the Office of Academic Advising website for Internship Guidelines and application deadlines.

**Qualifications:**
All students must:
- Be enrolled full-time at Skidmore College.
- Be in good academic standing (defined as a 2.0 total GPA or better).
- Not be on academic probation at the time of applying for an award.

Internships, volunteer, or community service projects must be deemed by the College as an experiential educational opportunity that will add to the student's knowledge base in their major or career field of interest.

**International Students:**
International students should check with Student Academic Services before applying to identify any special requirements they need to meet to qualify to receive one of the awards.
**Selection Criteria:**
Students will be evaluated by the following selection criteria:

**Selection Criteria:**

1. Quality of Essay (both content and writing) (recommend you meet with counselor/career coach in CDC)
2. Clarity of learning objectives as related to academics and future career goals
3. Quality of Resume (recommend meeting with a Career Coach in CDC)
4. Good Academic Standing (GPA above 2.0) (not on academic probation)/faculty recommendation letters for some awards
5. Demonstrated Financial Need (for SSFIAP’s and some individual awards)
6. Overall value of the internship experience will be considered when evaluating applicants

**Essay Requirements:**
Application essays (approximately 500 words) must include each student’s major; personal and professional interests, strengths, and values; and what students hope to gain by participating in the internship and how this award will assist them in achieving their future goals. For students applying to more than one opportunity, please describe each experience in detail, so it may be necessary to go over the 500 word requirement.

Faculty, staff, and internship donors will review and select the winners of all awards. The Selection Committee members will review all applications against a rubric (please see below). Each application will be reviewed by selection committee members and ranked accordingly and will followed by discussions in order to determine the winners of this year’s internship awards.

**Expectations of Award Recipients:**
At the completion of the internship, students will be required to write a short essay (500 words) that includes their class year, major/minor, home location, a full description of how the internship was secured, responsibilities, what was learned, tips for other students, acknowledgement of donors, and how the experience related to their academics and will benefit them in their future career. Students are also required to plan a presentation to bring their summer experience back to the Skidmore community.

These presentations may be part of Skidmore’s Summer Funded Internship Student Presentations (Celebration Weekend), classroom presentations, or other CDC events as planned. For graduating seniors or students studying abroad, an online presentation to be posted on The Career Development Center’s website will also be accepted as meeting the requirements of the internship awards.

These reports and essays will become the property of the Career Development Center and may be posted on the CDC website. The report will be due in the Career Development Center no later than Friday, August 12, 2016.

Students are expected to send a thank you note to their site supervisor and their donor upon completion of the internship. Students will receive final payment of the award upon completion of all of the above requirements.

**Photo Contest!**
Photos are a great way to highlight your internship experience. We’re looking for entries that capture a great internship moment, whether it be a beautiful location, cultural landmark or tradition, event, meeting, or a photo of you or you and your CEO, mentor, or colleagues working on the job. Creativity is encouraged. Deadline to submit your photos for the contest is Friday, August 19, 2016.

**IMPORTANT:**
These awards cannot be combined with any other type of award. Students who receive any other type of funding - stipend, scholarship, grant or any other award - are limited to receiving only one award per summer. All of Skidmore’s summer internship awards have been designed to provide as many students as possible with a chance to receive funding for their summer internship.

Submitting an application for one of Skidmore’s Summer Funded Internship Awards grants permission to The Career Development Center to review a student’s record in regards to financial need and academic status to determine eligibility.
Questions?
Please make an appointment with Penny Loretto by calling The Career Development Center at (518) 580-5790.

Resume Critiques
Career Coaches in the Career Development Center are available each day from 10 am to 4 pm for drop-in hours to review resumes.

PLEASE NOTE: Students will be considered independent contractors and will receive a 1099 form indicating the amount of the payment early next year. A copy of the IRS Form 1099 is sent to the IRS. Students will be responsible for paying income and social security taxes on the award amount when they file their 2015 tax returns.

International students are subject to a 30% tax deduction from the award amount unless the U.S. has a treaty agreement with their home country.
The Megan McAdams-Roldan ’08 International Community Service Summer Internship Program has been established through the generosity of the McAdams Family to promote the value of participating in a summer community service project abroad. Grant awards under the program are for students of demonstrated financial need and a GPA of 3.0 or above. Internship must be secured by the deadline of February 26.

IMPORTANT:
Students who receive any other type of funding - stipend, scholarship, grant or any other award – are limited to receiving only one award per summer. All of Skidmore's summer internship awards have been designed to provide as many students as possible with a chance to receive funding for their summer internship.

Projects undertaken in countries assigned a Travel Warning by the U.S. Department of State are not eligible for any Funded Internship Awards.

Submitting an application for one of Skidmore's Summer Funded Internship Awards grants permission to The Career Development Center to review a student's record in regards to financial need and academic status to determine eligibility.

These awards are designed to encourage students to use the skills they are acquiring at Skidmore to identify ways to improve the lives of those less fortunate in other parts of the world. This type of summer internship experience also offers students an opportunity to gain relevant knowledge, skills, and experience desired by today's employers, while helping them to grow personally by providing community service at a destination of their choosing abroad. Given that community service is seen as a positive attribute for candidates in today's global marketplace, this program provides an additional benefit of enhancing the participants' competitiveness as candidates in the current job market.

Eligibility:
Domestic students with demonstrated financial need and a GPA of 3.0 or above will be given preference when applying for The Megan McAdams-Roldan ’08 International Community Service Summer Internship Program.

Award:
Each award will provide a student with a total of $5,000 with a requirement that s/he complete a minimum of 250 hours of community service over the course of the summer. Each award recipient will receive $2500 just prior to the start of his/her internship to help curtail expenses and the remaining $2500 at the end of the internship. The second payment is intended to, in part, replace summer earning loss due to participating in an internship rather than summer employment.

Expectations of Award Recipients:
At the completion of the internship each awardee will be required to write a short essay that includes their class year, major/minor, home location, a full description of how the internship was secured, responsibilities, what was learned, and how they feel the experience helped shape them in regards to becoming responsible citizens in today's global marketplace. It is also required that each recipient find faculty in relevant academic departments where the recipient can provide a brief presentation and Q & A to the faculty's students about their experience abroad.

These essays will become the property of the Career Development Center and may be posted on the Career Development Center website. Final reports will be due in the Career Development Center no later than August 12, 2016. Students are expected to send a thank you note to their site supervisor and their donor upon completion of the internship. Students will receive final payment of the award upon completion of all of the above requirements.
Application Process:

Students must submit the following materials to apply for the Megan McAdams-Roldan Award.

1. Application Form
2. Resume
3. Essay
4. One faculty recommendation letter (emailed to Penny Loretto, ploretto@skidmore.edu)

   **Subject Line: FACULTY RECOMMENDATION LETTER – Student Name**

**Please have faculty send recommendations to Penny Loretto, ploretto@skidmore.edu, with a subject line: FACULTY RECOMMENDATION LETTER – Student Name. It is recommended that students give faculty ample time to do a letter and check back with their faculty member to ensure that this recommendation letter has been submitted.**

Application Deadline:

Applicants who do not submit all of the required documents (application, resume, essay, via My CDC Account plus 1 faculty recommendation with FUNDED INTERNSHIP RECOMMENDATION LETTER – STUDENT NAME in the subject line sent to Penny Loretto, ploretto@skidmore.edu, by Friday, February 26, 2016, 11:59 pm deadline, will be eliminated from the selection process. **No late applications will be accepted.**

Essay Requirements:

Please submit a 500 word essay that includes the following information:

1. Please provide a brief description of the position, organization, and the organization’s mission statement.
2. What you hope to learn from the internship experience.
3. What unique talents, knowledge, skills, and previous experience you have that qualifies you for the internship.
4. How the experience relates to your career and personal goals and how you feel it will better prepare you for your life after college.
5. What attracts you as an applicant to the destination you have chosen?
6. Any personal information you feel is relevant when being considered for an award including financial need.

Selection Criteria

1. Quality of Essay (both content and writing)
2. Substance of Internship
3. Quality of Resume
4. Academic Standing/Faculty Recommendation
5. Demonstrated Financial Need
6. Overall value of the internship experience may be considered when evaluating applicants
7. Faculty/staff recommendation letter

An independent Selection Committee will determine the recipients of each year's Internship Awards.

IMPORTANT:

In the event that a student does not complete the full commitment of the internship, volunteer experience, or community service project, they may be required to reimburse the College for the number of weeks they did not work. Students must complete all requirements of the internship, volunteer experience, or community service project prior to receiving the last payment check.

PLEASE NOTE:

Students will be considered independent contractors and will receive a 1099 form indicating the amount of the payment early next year. A copy of the IRS Form 1099 is sent to the IRS. Students will be responsible for paying income and social security taxes on the award amount when they file their 2015 tax returns.

International students will be subject to a 30% tax deduction unless there is a U.S. treaty in place with their home country.
The Elizabeth Marie Glotzbach
Memorial Film-Industry Internship Fund

Description:
This gift was given to Skidmore College in July of 2011 by Bettina Towne Moore ’41 and John Moore, son of Skidmore’s 2nd President Henry T. Moore, to support a Skidmore student interested in pursuing a career in the film industry in memory of Elizabeth Marie Glotzbach, daughter of President Philip A. and Marie B. Glotzbach.

Purpose of the Award:
The Elizabeth Marie Glotzbach Memorial Film-Industry Internship Fund Award will be offered on a competitive basis to support Skidmore students who wish to participate in an unpaid summer internship program in the film industry. Skidmore students from any major or minor may apply for the award.

Eligibility/Academic Credit/Qualifications/Selection Criteria/Expectations: Internships must be secured prior to applying for this award. The Elizabeth Marie Glotzbach Memorial Film-Industry Internship Fund follows all of the other criteria and requirements as Skidmore’s Summer Funded Internship Awards Program and also requires one faculty recommendation letter to be sent to Penny Loretto, ploretto@skidmore.edu with FACULTY RECOMMENDATION LETTER – STUDENT NAME in the Subject line. The Elizabeth Marie Glotzbach Internship Award is open to all students - demonstrated financial need will not receive preference for this award.
Gilbert Family Endowed Arts Administration Internship Fund

Gilbert Family Endowed Arts Administration Internship Fund is designed to provide a stipend to a student interested in pursuing a summer internship in the field of Arts Administration. **Preference for this award will be given to financial need students.**

**Internship Guidelines:**

- Eligible students must demonstrate financial need as indicated by their receiving need-based financial aid from the College.
- Selection of stipend recipients will be coordinated by the Director of the Arts Administration Program in partnership with the Career Development Center.
- Eligible internships, as determined by the Director of the Arts Administration Program, will be in the field of Arts Administration and will be either unpaid or paying an insufficient amount to meet the basic financial needs of the recipients, such as transportation or food stipends.
- Initially, the expectation is that one stipend will be awarded each year.
- Initially, the target stipend amount will be subject to the availability of endowment interest from the fund, and adjustable in the future at the discretion of the Director of the Arts Administration Program.

This fund will be in accordance to all other stipulations set forth in Skidmore’s Funded Internship Awards Program.
The Jane '50 and G. Yale Eastman Skidmore College Summer Entrepreneurship Grant

The Jane '50 and G. Yale Eastman Skidmore College Summer Entrepreneurship Grant Awards invite students to explore new ventures; to apply their academic-year learning to real-world challenges; and to turn their entrepreneurial energy into real-world ventures. Awards may be used to support existing or planned entrepreneurial profit or non-profit ventures. We ask that you think meaningfully and creatively about the type of venture you would like to pursue.

One awardee (individual or team) will receive a $5,000 stipend for a significant summer experience of 10 weeks. Funds may be used at the student's discretion to cover any and all startup expenses, including legal or patent fees, inventory, packaging, website design and programming, participation fees or tuition, travel expenses, and summer room and board. Start-Up Grant funding may be used to access opportunities anywhere in the world, except in countries with State Department travel warnings or advisories. Start-Up Grant Awards may not be used to fund job shadowing opportunities or work experience of little academic value or summer student-faculty research at Skidmore. Students receiving a Start-Up Grant Award agree to participate in weekly meetings to report on plans and progress and in a final presentation to a group of faculty and alumni.

Eligibility: Students must be enrolled full-time and be in good academic, social, and financial standing with the College. International students should check with Student Academic Services before applying to identify any requirements they need to meet to qualify for this award. These awards cannot be combined with other funded experiential learning opportunities at Skidmore.

Application Process: Complete applications must be submitted on My CDC by Friday, 11:59 pm, on March 25, 2016. UNDER NO CIRCUMSTANCES WILL LATE PROPOSALS BE ACCEPTED!

We expect to fund up to one student in summer 2016; the recipient should be notified no later than April 25th, 2016.

IMPORTANT: All documents must be in Word format and must be uploaded to the My Documents tab at the top of the page in My CDC and then uploaded by hitting the Apply button next to the position description. Please review application instructions on page 17.

Please submit:
1. Complete Application Form.
2. Resume.
3. Application Essay - Attach a brief essay (2 pages; typed) describing your Start-Up and the relevance of the experience to your educational goals.
4. Business Plan - Attach a one-page description of the business plan for your Start-Up and what goals you hope to accomplish over the summer.
5. Financial Projections - Provide a one-page financial summary. The summary should include a budget for how you plan to use the grant funding and a three-year cash-flow projection that shows how much money your company will make and when. This application process is competitive, and your essay, business plan and financial projections will be judged on the quality and clarity of the writing and the likelihood of success of the business. No vague or poorly written proposals will be accepted.

Selection Criteria:
1. Quality of the Application
2. Substance and rigor of the experience
3. Consistency of the experience with the student's academic goals and degree of preparation
Parents Council Funded Internship Award

Description:
The Parents Council Internship Award was developed by The Parents Council to support a student participating in a summer funded internship experience. All internships must be secured prior to applying for The Parents Council Award.

Eligibility/Academic Credit/Qualifications/Selection Criteria/Expectations:
When applying for the Parents Council Award students must have already secured their summer opportunity. The Parents Council Internship Award follows all of the other same criteria and requirements as Skidmore’s Summer Funded Internship Awards Program. The Parents Council Funded Internship Award is open to all students - demonstrated financial need will not receive preference for this award.
The West Coast Film Award

Description:

This $5,000 award will be given to a Skidmore student who either has established or who procures an internship in the film industry / theater on the west coast for summer 2016.
**SKIDMORE SUMMER FUNDED INTERNSHIPS 2016**

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* For the following 3 awards, preference will be given to students with demonstrated financial need:

1. Skidmore Summer Funded Internship Award Program
2. Megan McAdams-Roldan ’08 International Community Service Award
3. The Gilbert Family Endowed Arts Administration Internship Fund

The following awards are also available; please view their websites for complete details:

**The Furthering Awareness Community and Technology (FACT) Internship**
This internship award offers Skidmore students an opportunity to explore the field of disability services or disability studies.

**SEE BEYOND**
SEE-Beyond Awards invite students to explore new techniques, technologies, or modes of inquiry or expression; to apply their academic-year learning to real-world challenges; and to clarify the interrelationship between their educational and post-baccalaureate goals.

**The Levine Internship Award**
Offered on a competitive basis to support Skidmore students who wish to undertake government internships in fields related to the practice of American government, politics and/or law.

**SGA’s Responsible Citizenship Internship Award**
RCIA was created by Skidmore’s Student Government Association to provide students financial support for undertaking unpaid summer internships that will expand their sense of community involvement, service, awareness, and civic engagement.

**Environmental Studies Funded Internship Awards**
The Environmental Studies Summer Internship Awards are offered on a competitive basis to support Skidmore students who wish to undertake summer internships in fields related to Environmental Studies.

**Note:** Additional funding opportunities may exist. Please check with your academic department to see if they offer or know of any internship scholarships or funding sources. Students who receive any other types of funding - stipend, scholarship, grant or any other award are limited to receiving only one award per summer.
FAQ’S

What types of experiences are eligible to receive Skidmore funding?
Eligible internships include those at not-for-profit organization or agencies or for any unpaid internship, research, government, volunteer or community service project. No third party or virtual internships will be considered for an award.

Who is eligible to apply?
Students must be enrolled full-time at Skidmore to receive funding for an internship, research, volunteer, or community service project. The Selection Committee will weigh the internships relevance to the student's academics and future career goals, clarity of learning objectives, quality of all submitted documents, academic standing, and the overall value of the internship experience. The importance of receiving funding to complete an internship experience is also recommended to be included in the essay. Faculty recommendations are required for some awards.

Students are required to check the eligibility requirements of each internship to see if they are eligible. Seniors are eligible to apply for many of the funded internships; again, it's important to check the eligibility requirements prior to submitting all documents.

It is recommended that students apply to all internship awards they are eligible to apply to, which could increase their chance of getting funding.

Can I apply for funding for more than one internship?
You can apply for more than one internship on the application form. You will need to describe each opportunity as Selection Committees will base decisions on whether the experience connects to your academics or overall career goal (make use more than 500 words). Any additional or new internship opportunities will need to be sent to Penny Loretto, ploretto@skidmore.edu, for approval (with essay) prior to the March 25, 2016 deadline so that there’s ample time to get this information to the Selection Committees. No changes may be made after the March 25 deadline.

How many hours do I need to work to receive funding?
A minimum of 250 hours are required to receive funding for an internship.

May I receive funding from more than one source?
No. If you receive a scholarship, grant, or funding from more than one source from Skidmore; you will be required to accept only one award.

Can I receive funding to do an internship abroad?
Yes. Projects undertaken in countries assigned a Travel Warning by the U.S. Department of State are not eligible for any Skidmore Funded Internship Awards.

What if my home country has a travel warning and I plan on doing my internship there?
Students may receive funding for a summer opportunity in their home country, even if it is on the U.S. Department of State’s travel warning list.

How are students selected to receive a funding for their internship?
Selection Committees on campus will determine the winners of each year’s program based on the criteria included in this booklet.

What is the amount of funding is available for each internship?
The majority of internship stipends total $4,000 (Megan McAdams-Roldan ’08 International Community Service Award, The Eastman Start-Up Awards, the West Coast Film Award are in the amount of $5,000) and will depend on the donations received by the College in any given year.

Is financial need a requirement to receive internship funding?
There are several awards that do give preference to students with demonstrated financial need.
Do I have to do an internship for credit to receive funding?
No

Do I have to secure an internship prior to applying for funding?
No (SGA and Parents Council do require that students secure an internship prior to applying for their awards.). Students must provide a brief synopsis of each internship they have applied for in their essay to substantiate the value of each experience. It’s important to back up the importance of each experience to provide the Selection Committee with enough information when evaluating the value of each internship.

If I do not get an offer from one of the organizations listed in my application materials; but I do receive an offer from another organization, can I use the funding for this new opportunity?
No. Any application changes regarding internship placements must be submitted and approved by the Career Development Center (along with an essay) prior to the March 25 deadline. No organizations will be considered after this deadline.

Can I do more than one internship to make up the required number of hours?
If you are doing 2 internships, you will be able to receive funding if you work a minimum of 250 hours over the course of the summer between the two internships. It is the student’s responsibility to make sure that the Career Development Center has the contact information for all supervisors. The Career Development Center must be notified prior to the March 25 deadline if you are anticipating doing 2 part-time internships.

How do I apply?
Students can apply by going into their My CDC Account. All documents will need to be completed and then uploaded as a Word document under the My Documents tab at the top of the page in My CDC.

Once you are logged in, under the Internships/Jobs tab, All Jobs/Internships, Advanced search, then click on Position Type on the page and select Internship Funding. Most internships require an application form, resume, and essay (some also require a Faculty Recommendation Letter). The Application Form appears on each listing in My CDC in the top right corner under the APPLY button.

It is recommended that students apply early to avoid last minute problems logging into My CDC. It is also recommended that students review each internship, since specific requirements may apply. Only complete applications will be considered in the selection process. If any documents are missing or if documents are not submitted on time, students will not be considered for funding.

Is there a GPA requirement to receive funding?
A number of the awards do have a GPA requirement, please check each listing.

How often will I get paid?
Payments will be made in two equal installments. For most internships this will mean that payments will be made in mid-June and mid-August. All requirements of the program must be met prior to final checks being distributed.

Will taxes be taken out of each payment?
No. Students will be considered independent contractors and will receive a 1099 form indicating the amount of the payment early next year. A copy of the IRS Form 1099 is sent to the IRS. Students will be responsible for paying income and social security taxes on the award amount when they file their 2013 tax returns.

Will taxes be taken out for international students?
The Tax liability for international students is 30% for those students from countries with no U.S. treaties in place.

Do I need recommendation letters when applying for funding?
The Megan McAdams-Roldan ’08 International Funded Internship Award, and The Elizabeth Marie Glotzbach Award do require one faculty/department recommendation letter. Recommendation letters should be sent to Penny Loretto, ploretto@skidmore.edu, with the Subject Line: FACULTY RECOMMENDATION LETTER – Student Name.

Career Coaches – Resume & Cover Letter Critiques
E-Resumes – careercoach@skidmore.edu. Career Coaches are available each day from 10 am to 4pm for drop-in hours.
**APPLICATION INSTRUCTIONS:**

1. Access "My CDC Account" on CDC website
   - [https://skidmorecollege-csm.symplicity.com/students/index.php/pid387729](https://skidmorecollege-csm.symplicity.com/students/index.php/pid387729)

2. Click on "My Documents Tab" at Top
   - Upload all Documents in MS Word Format
     - Please upload application form, resume, and essay, and then any other required forms under “other”

3. Click on "Jobs/Internships" Tab
   - Select "All Jobs & Internships" from drop down menu

4. Click on Advanced Search
   - Just to the right of the search bar, then scroll down and

5. Click on "Position Type"
   - "Internship Funding"; then “Search”

6. Review Eligibility for Each Award
   - Select Awards to Apply To

7. Download, complete, save & upload
   - "Application Form" (right side of page under APPLY)

8. Hit “Apply” for Each Eligible Internship
   - Make sure All Required Documents are uploaded to
     - My Documents at the top of the page for each award in MS Word Format

9. CONFIRM APPLICATION WAS RECEIVED
   - Go to My CDC Home Page
   - Click "X Applications Submitted" (Top left corner)

   Confirm All Applications were submitted

Students that submit documents incorrectly will be ineligible to receive an award. Students are strongly encouraged to check each award and submit the correct documents prior to the deadline, so that they are able to contact The Career Development Center if they encounter any difficulty with the application process.

* For the following 3 awards, preference will be given to students with demonstrated financial need:
  1. Skidmore Summer Funded Internship Award Program
  2. Megan McAdams-Roldan ’08 International Community Service Award
  3. The Gilbert Family Endowed Arts Administration Internship Fund

SSFIAP’s requiring Faculty Recommendation Letters:
  1. Megan McAdams Roldan ’08 International Community Service Award
  2. Elizabeth Marie Glotzbach Film Industry Award

Internships must be secured prior to applying for these awards:
  1. Megan McAdams-Roldan ’08 International Community Service Award
  2. The Parents Council Award

Recommendation letters should be sent to Penny Loretto, ploretto@skidmore.edu with the Subject Line: FACULTY RECOMMENDATION LETTER – Student Name.

The Career Development Center also welcomes photos and videos taken at the internship placement site and we encourage all interns to participate in our [2016 Photo Contest](#)!

**Student Photographs on Front Cover of Booklet:**

<table>
<thead>
<tr>
<th>Student / Class Year</th>
<th>Award</th>
<th>Organization</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ayelen Pagnanelli ’15</td>
<td>Gilbert Award</td>
<td>BRIC</td>
<td>Brooklyn, NY</td>
</tr>
<tr>
<td>Chris Coughlan ’15</td>
<td>Elizabeth Marie Glotzbach Award</td>
<td>Galileo Media Arts</td>
<td>Saratoga Springs, NY</td>
</tr>
<tr>
<td>Devany Baez ’14</td>
<td>Megan McAdams-Roldan ’08 Award</td>
<td>Carismaperu</td>
<td>Huancayo, Peru</td>
</tr>
</tbody>
</table>