

**ENVIRONMENTAL STUDIES SUMMER INTERNSHIP AWARDS
2014**

APPLICATION PROCESS
The Environmental Studies Program

Award Competition: 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. The internship experience should be grounded in the student's academic and research interests in Environmental Studies and significantly enhance and expand upon these interests and the student's personal learning goals. Internships engage the student in environmental work on the local, national, or international level. For a partial list of potential Environmental Studies internships, please visit the Environmental Studies website, http://cms.skidmore.edu/environmental_studies/internships-and-fellowships.cfm.

Summer grants are awarded in an amount up to \$4,000. Recipients will receive a stipend for an 8 to 10 week internship of a minimum of 260 hours.

Eligibility: Applicants for the Environmental Studies Summer Internship Award must be currently enrolled at Skidmore College full-time, and be in good standing with the College. Preference will be given to ES majors and minors but all students, including first year students and sophomores who have not yet declared a major but are thinking of an ES major/minor and are planning to an ES related internship or summer project, are strongly encouraged to apply. The Environmental Studies Summer Internship Award provides financial support to students while they participate in a noncredit or credit-bearing summer internship. 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 any other award, scholarship, stipend, or grant.*

Application Process: The deadline for applying is **4pm Friday March 28, 2014**. Complete applications should be submitted to Carol Goody, Environmental Studies Administrative Assistant, 172 Dana. If you have any questions, please contact Nurcan Atalan Helicke, Assistant Professor in Environmental Studies Program (natalanh@skidmore.edu).

UNDER NO CIRCUMSTANCES WILL LATE PROPOSALS BE ACCEPTED!

Below are the requirements to apply:

1. Complete Application Form (see below).
2. Application Essay- Attach a brief essay (2-3 pages; typed) describing the relevance of your internship to your study of Environmental Studies. Describe your preparation for the internship and how the internship experience will enhance your liberal arts education. You must also provide a specific description of the activities and responsibilities of the internship. This application process is competitive, and your essay will be judged on the quality and clarity of the writing. Vague or poorly written proposals will not be accepted.
3. Faculty Recommendation Letter- Each applicant must have a faculty sponsor who endorses the proposed internship experience. Strong endorsements will describe the students' preparation for the internship, the quality of the internship experience, and how the student's

experience will further the students' Skidmore education and career prospects. The faculty letter must include the faculty name, student name, and date.

4. Internship Supervisor: The on-site supervisor of the internship must submit a signed letter or email detailing the responsibilities and work schedule for the student.

Selection Criteria:

1. Quality of personal statement
2. Consistency of internship and academic interest and learning goals
3. Rigor of internship as outlined by internship supervisor or coordinator
4. Faculty recommendation
5. Academic Standing

Strong applications will propose internship activities that demonstrate clear links to the applicant's Environmental Studies major or minor, her or his Skidmore education, previous courses, and plans for a senior thesis, capstone project, or independent studies.

Follow-up Report: At the conclusion of the summer internship, recipients are required to submit a reflective essay of approximately five pages, discussing how they benefitted personally, intellectually, and academically from their internship experience, addressing specifically how the internship has enhanced their academic goals as a student of Environmental Studies.

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APPLICATION FORM

Applications must be returned by 4pm on Friday, March 28, 2014 to Carol Goody in the Environmental Studies Office, 172 Dana. If you have any questions, please contact Nurcan Atalan-Helicke, Assistant Professor Environmental Studies Program (natalanh@skidmore.edu).

Student's Name: _____ Class Year: _____
Major(s): _____ Minor(s): _____
Cell Phone: _____ E-Mail Address: _____
P.O. Box Number: _____
Faculty Sponsor: _____ Dept/Prgm: _____
Faculty Advisor: _____ Dept/Prgm: _____
Most Recent GPA: _____ Cumulative GPA: _____
Descriptive Title of Internship: _____

On-Site Supervisor (name and title): _____
Name of Organization: _____
Address of Organization: _____
Phone: _____ FAX: _____ E-Mail: _____

Dates of the internship: Begins: _____ Concludes: _____
Total number of weeks for the internship: _____
Total number of hours per week for the internship: _____

Are you applying to any other Skidmore College internship awards, stipends, grants or loans?
☐ Yes ☐ No If so, which ones? _____

Will this be a paid internship? ☐ Yes ☐ No
Do you receive financial aid from Skidmore? ☐ Yes ☐ No

Signature _____ Date _____

For Office Use Only

- ☐ Date Received
- ☐ Application Form Completed
- ☐ Application Essay
- ☐ Faculty Recommendation Letter
- ☐ Internship Supervisor Letter
- ☐ Student's Cumulative Record Attached

- ☐ Reviewed by the Associate Dean of the Faculty for Academic Advising