Funded Internship Award (FIA) 
Applications 2012-2013

Colby Career Center 
107 Eustis 
(207) 859-4140 
internship@colby.edu
Guidelines and Application

**Deadlines:**
- Jan Plan applications are due by Thursday, November 1, 2012, 5 p.m.
- Summer applications are due by Friday, April 5, 2013, 5 p.m.

All applications require the following (for more detail, see Page 5):
- Completed Funded Internship Award Application Form
- Budget Proposal
- Internship Proposal
- Completed Faculty Recommendation Form
- Internship Organization Commitment Letter
- Current Resume
- Required Paperwork for completing an internship abroad, as applicable

Return completed, single-sided, hard copies of application to the Colby Career Center (Eustis 107)
If you are off campus, you may submit materials to internships@colby.edu

**Important Considerations:**
- Funding is not meant to serve as compensation for an internship. Rather, it is intended to cover supplemental costs that may come along with an unpaid internship, e.g. lodging, travel expenses, commuting costs, meals, etc.

- Applicants do NOT need to have a confirmed internship to apply. Based on the application deadlines, students are often still waiting to hear back regarding their summer plans at the time applications are due. Funding applications can be submitted without a secured internship, but should be completed with information for one specific opportunity – that which is the most likely to take place. The committee will make a decision based on the initial application. If you are awarded funding, it will be provisional on receipt of a letter from the organization confirming the internship. If your plans change and you end up pursuing a different opportunity, you will need to resubmit the application with any updated internship information.

- In order to receive Jan Plan and/or Academic Credit for your internship, you must complete an additional application form, posted on: [http://web.colby.edu/careercenter/students/internships/credit/](http://web.colby.edu/careercenter/students/internships/credit/)

- After your internship experience has ended, all applicants must complete the Endowed Internship Fund Report, in addition to any academic projects required by Faculty Sponsors for Jan Plan Credit, Academic Credit or Transcript Notation. The Endowed Internship Fund Report can be downloaded at: [http://web.colby.edu/careercenter/files/2011/07/Endowed-Internship-Fund-Report.doc](http://web.colby.edu/careercenter/files/2011/07/Endowed-Internship-Fund-Report.doc)

- If you are planning to do a January or summer internship/independent study outside of the United States, please be mindful that Colby will not sponsor your efforts (i.e. grant Jan Plan credit, transcript notation, academic credit, or fellowship money) if the experience is located in a country that the U.S. government has issued a travel warning or recognizes as being a “dangerous place.” Please visit the U. S. State Department’s Website for a list of these countries at: [http://www.travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html](http://www.travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html)

- International students receiving an award who are subject to non-resident alien taxes will have 19% withheld from their check.

- Please do not tie your plans to winning these very competitive awards; it’s important to make alternative plans in the event you are not selected. The Colby Career Center does NOT have additional funds, but we can help you strategize.
# Internship Award Competitions

<table>
<thead>
<tr>
<th>Fund</th>
<th>Offerings</th>
<th>Background</th>
<th>Award Amount</th>
<th>Eligibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Leslie Dougherty Biddle ’89 and George Biddle Fund for International Service Learning, Internships, and Research</td>
<td>X X</td>
<td>Supports students’ participation in international service learning courses (Jan Plan or otherwise), international internships—preferably with non-profit organizations, or in international research.</td>
<td>Typically $1,000 to $2,500, sometimes more</td>
<td>Need-based</td>
</tr>
<tr>
<td>Descoutex Internship Fund</td>
<td>X X</td>
<td>Preference will be given to students pursuing New York-based internships and/or opportunities in the financial services sector.</td>
<td>Varied</td>
<td></td>
</tr>
<tr>
<td>Linda K. Cotter Internship Fund</td>
<td>X X</td>
<td>Preference is given to unpaid internships at non-profit, humanitarian, scientific research (non-profit), or government (state, local, federal) organizations. Internships at for-profit organizations will be considered on a case-by-case basis.</td>
<td>January awards range from $500 to $1,000; summer awards range from $500 to $2,500</td>
<td>Need-based</td>
</tr>
<tr>
<td>Frank J. Malinoski ’76 and Judith A. Malinoski Fund for International Service Learning, Internships, and Research</td>
<td>X X</td>
<td>Supports financial aid students’ participation in internship or research opportunities that foster global awareness and appreciation for the world—preferably with non-profit organization, or in international research.</td>
<td>Varied</td>
<td>Need-based</td>
</tr>
<tr>
<td>Medalie Family Entrepreneur Internship Fund</td>
<td>X X</td>
<td>The award is open to all majors. Internships may be completed in any professional career area but must be with a small, entrepreneurial organization or an individual.</td>
<td>$1,000</td>
<td></td>
</tr>
<tr>
<td>Christine Petersen ’85 Fund for International Service Learning, Internships, and Research</td>
<td>X X</td>
<td>Supports financial aid students’ participation in international civic engagement opportunities (Jan Plan or otherwise), in international internships—preferably with non-profit organization, or in international research.</td>
<td>Varied</td>
<td>Need-based</td>
</tr>
<tr>
<td>Fund for Student Research and Internships in the Physical Sciences</td>
<td>- X</td>
<td>Supports off campus internships, The awards will support students who undertake unpaid internships in disciplines such as engineering, geochemistry, and environmental engineering. The awards will provide support for a student by replacing summer wages that are lost if a student accepts an unpaid internship.</td>
<td>Up to $6,000</td>
<td></td>
</tr>
<tr>
<td>John Roderick Fund</td>
<td>- X</td>
<td>Provides financial support to students who desire to enhance their Colby education through international research or internships in Asia. First preference will be given to students interested in Japan, who also have an interest in journalism, with secondary preference given to students interested in conducting research or participating in internships in China, and tertiary preference for students interested in the countries of East Asia, Southeast Asia, and South Asia (in that order). Students in any major are eligible to apply and previous experience in Asia is not a requisite. However, students undertaking internships in contexts in which English is not the working language will be required to demonstrate competency in the appropriate language. Awards will not be made to students pursuing internships in their home countries.</td>
<td>$4,000</td>
<td></td>
</tr>
<tr>
<td>David Strage ’82 International Internship</td>
<td>X X</td>
<td>The Fund helps to defray the travel and/or living expenses incurred by pursuing an international experience.</td>
<td>$1,000</td>
<td></td>
</tr>
<tr>
<td>Tinsley Fund</td>
<td>X X</td>
<td>Tinsley Fund will assist students planning to pursue internships or research opportunities abroad.</td>
<td>Varied</td>
<td></td>
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</tbody>
</table>
**STUDENT ELIGIBILITY**

- Certain funds are need based; applicants must have a current academic year financial aid application at Colby. Other awards are open to all students; no financial information is required. Eligibility information can be found on Page 2.

- January awards are open to sophomores, juniors, and seniors.

- Summer awards are open to freshmen, sophomores, and juniors.

- While students who have previously been awarded funds may reapply, preference will be given to new applicants.

**INTERNSHIP ELIGIBILITY**

- An internship is a carefully monitored work experience in which a student has intentional learning goals and reflects on what he or she is learning throughout the experience. An internship takes place at an off-campus job site and is monitored by an on-site work supervisor. It is designed to broaden a student’s awareness of a career field and specific jobs within that field. If you are uncertain about whether your internship qualifies, please review it with an advisor in the Colby Career Center.

- Preference is given to non-paid internships at non-profit and government organizations, except for the Medalie Entrepreneurial Internship. Paid internships and internships at for-profit organizations will be reviewed on a case-by-case basis considering both financial need and academic/career relevance.

- Internships that include community service must demonstrate a clear link with your area of academic and career interest. All internships must identify an internship supervisor who will be contacted by the committee.

- January internships require a minimum of 100 hours (30 hours/week). Summer awards can be adjusted for the length of the internship, and usually require a minimum of 20 hours a week for 8 weeks. No internship work schedule may exceed 40 hours per week and must comply with Federal wage and hour laws.

- Programs that charge a fee, charge tuition, include residence on the Colby campus, or include a registered Jan Plan course do not qualify for these awards.

- International internships will be carefully examined to be sure that they meet the criteria above. Because of limited funding and the large number of internships available in the U.S., the committee will only be able to fund a small number of internships outside the U.S. unless a particular Fund specifically states international internships as a focus.
APPLICATION REQUIREMENTS

• Applications must be submitted to the Career Center by 5:00 p.m. on the specified deadline.
• Applications materials must be submitted in hard copy form on single-sided paper.
• Late applications will NOT be accepted.

Please follow the directions below. Submit one copy of the complete application packet to the Colby Career Center. Make copies of all your application materials for your records; the Colby Career Center will not make copies for you. If you are off campus, you may email your application to the Internship Coordinator (internship@colby.edu).

1. Internship Award application form (Page 5).

2. A proposal that describes the internship opportunity. Proposals should be carefully written and edited, usually about 1000 words in length. Proposal quality is important! The proposal should answer the following questions:
   • How does this internship relate to your academic and career goals?
   • What courses or other experiences have you had that will contribute to the internship?
   • How do you hope to contribute to the organization?
   • What do you hope to learn from this internship experience?
   • What will be your internship responsibilities?
   • How will you be supervised?

3. A budget proposal (Page 6).

4. A completed Faculty Reference Form (Page 7).

5. An updated resume.

6. A brief letter from the organization providing the internship, outlining your responsibilities and including the name and phone number of the person who will be supervising the internship. Please make every effort to include this letter with your application. However, if you are still waiting to hear from the internship provider by the application deadline, you may still apply. If you are awarded funding, it will be provisional on receipt of a letter from the organization.

7. If you are also applying for Transcript Notation or Jan Plan credit, you must go to the online Internship Application Form on the Career Center’s Web site and follow the instructions for this separate application.

8. Required paperwork for completing an internship abroad: If you would like to complete a Jan Plan or summer internship abroad, you must complete additional paperwork to be eligible to receive Credit, Transcript Notation, Jan Plan Credit, or an internship award/stipend. A failure to complete the following paperwork will result in denial of credit, notation, and/or funding:
   A. International Internship/Independent Study Project Release and Hold Harmless Agreement
      a. The risk form must be signed by a parent and witnessed by someone over 18 who is not the other parent. Do not fax us this form. Only original copies will be accepted.
   B. The Health Form
      a. You should make an appointment with the Health Center or your own doctor as soon as possible in order to complete the health form.
   C. A letter providing proof of insurance coverage abroad
      a. Request a letter from your insurance company stating that you will have health insurance coverage abroad. Copies of health insurance cards are not acceptable. If you have Cross Insurance through Colby, you are covered, but you still need to obtain a “proof of insurance” letter by contacting Lisa Farrington at (800) 537-6444 or LFarrington@CrossAgency.com.

Please make every effort to include this paperwork with your application. However, if you have not completed or obtained each of these documents by the application deadline, you may still apply. If you are awarded funding, it will be provisional on receipt of the above documents.

All paperwork must be completed and submitted to the Internship Coordinator in the Career Center prior to internship approval or the release of funding.
INTERNERNSHIP AWARD APPLICATION

Please check all awards that you would like to be considered for. You may apply for more than one, but under most circumstances, no more than one will be awarded to an individual student.

- LINDA K. COTTER INTERNSHIP FUND
- DAVID STRAGE INTERNATIONAL INTERNSHIP FUND
- MEDALIE FAMILY ENTREPRENEURIAL INTERNSHIP FUND
- FUND FOR STUDENT RESEARCH AND INTERNSHIPS IN THE PHYSICAL SCIENCES
- BIDDLE FUND FOR INTERNATIONAL SERVICE LEARNING, INTERNSHIPS AND RESEARCH
- MALINOSKI FUND and PETERSEN FUND FOR INTERNATIONAL SERVICE LEARNING, INTERNSHIPS, AND RESEARCH
- FREEMAN FOUNDATION INTERNSHIPS IN EAST ASIA
- TINSLEY FUND FOR INTERNATIONAL INTERNSHIPS AND RESEARCH
- DAVID DESCOTEAUX STUDENT INTERNSHIP FUND

Name: ___________________________ Class year: __________

Major: __________________________________________________________________________

Campus box # ___________ Campus/cell phone ___________ E-mail ___________________________

Permanent home address: __________________________________________________________________________________________

Faculty reference name: __________________________________________________________________________________________

Sponsoring organization name: ______________________________________________________________________________________

Address: ________________________________________________________________________________________________

street city state zip

Country: ________________________________________________________________________________________________

Supervisor name, title: __________________________________________

Phone: ___________________________ Email: ________________________________________________________________

Have you worked at this organization before? ______ When? __________________________

If yes, describe the nature of the work: _______________________________________________________________________________

If yes, did you receive compensation? (yes/no) ______________________________________________

If yes, what were your earnings? _________________________________________________________________

Proposed internship description: _______________________________________________________________________________

Number of hours/week: _____________________________________________________________

Starting date: ___________________________ Ending date: ___________________________

Have you applied for financial aid this academic year (regardless of whether you receive it)? (yes/no) __________

Do we have permission to get information from your financial aid application? ______

Amount requested: ____________________________________________________________

Signature: ___________________________ Date: __________________________
**INTERNSHIP AWARD BUDGET PROPOSAL**

This budget worksheet is provided in order to help you draft a budget plan. It will be used by the Funded Internship Committee in the review process. The categories provided may or may not apply in all cases. In light of the committee’s desire to fund as many applications as possible, an internship award is designed to assist with, not to completely cover, all your costs.

The "Projected Income" column should reflect any monetary amounts you and your family expect to contribute to meet the costs of participating in the internship, as well as any other funding you have received. Preference will be given to students who can demonstrate that they have made an effort to find alternative sources of funding.

The "Projected Expenses" column should reflect expected expenses you have researched which will be incurred while participating in the internship. Please do not include personal incidentals (theater tickets, dinners out, museum visits or fun on the town, etc.) or “lost wages” (for pursuing an unpaid experience) in your calculations. The difference between the two columns will help you establish the amount to request. **DO NOT INFLATE BUDGET AMOUNTS!**

If you are granted summer funding from another source, you are required to notify the Funded Internship Committee. The Committee reserves the right to adjust awards for students who receive funding from other sources.

<table>
<thead>
<tr>
<th>Projected Income</th>
<th>Projected Expenses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Internship Wages before taxes</td>
<td>Transportation: airfare, daily commuting costs. Students purchasing plane tickets are strongly encouraged to purchase the lowest-cost round trip airfare available. <em>(limit of $600</em> if applying for Cotter)*</td>
</tr>
<tr>
<td>Family Contribution</td>
<td>Housing</td>
</tr>
<tr>
<td>Student Contribution</td>
<td>Food <em>(limit of $25/day, depending on destination)</em></td>
</tr>
<tr>
<td>Other (gifts, other awards)</td>
<td>Other</td>
</tr>
<tr>
<td>Please indicate any other grants for which you have applied, even if you have not yet been awarded alternate funding.</td>
<td>PROJECTED EXPENSES MINUS PROJECTED INCOME =</td>
</tr>
<tr>
<td>TOTAL</td>
<td>TOTAL</td>
</tr>
</tbody>
</table>

Additional Information that will help the committee understand your funding needs:
Where will you live during your internship? (at home, with friend, rented apartment, with alum, etc.)
Please be specific in justifying this expense.

Describe any transportation costs listed above. While awards for transportation will usually not exceed $400*, they will be considered if other expenses are exceptionally low.

Other information that will help the committee:
Faculty Reference Form

DUE DATE: Please return this sheet to the Colby Career Center by November 1st if the student is applying for January funding or by April 5th if the student is applying for summer funding.

Student’s Name: ___________________________ Class Year: __________
Major: ___________________________ Minor: _____________________ Email: __________________________
Internship Organization: ____________________________________________________________
Internship Supervisor’s Name (and Title): ___________________________________________________________

Please answer the following questions using the scale below:

1 = Excellent       2 = Good       3 = Average       4 = Poor

1. How would you rate the overall performance of the student? _______

2. How would you rate this student’s maturity or readiness to complete the specified internship? _______

3. Please rate the relevance of this internship to the student’s educational and career goals? _______

4. Do you believe this experience will give the student an opportunity to learn and grow? YES or NO

5. How would you rate this student amongst his/her peers? _______

6. If there is any additional information that may help the committee to judge this particular candidate as more deserving of this funding, please specify below.
_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________

Faculty’s Name (Printed): ____________________________________________________________________

Faculty Signature: ___________________________ Date: ________________

Please provide any additional comments on the reverse of this form.

Return by fax, email or postal service to:
Internship Coordinator, Career Center
Colby College
4140 Mayflower Hill
Waterville, Maine 04901-8847

Phone: (207) 859-4140, Fax: (207) 859-4142
internship@colby.edu