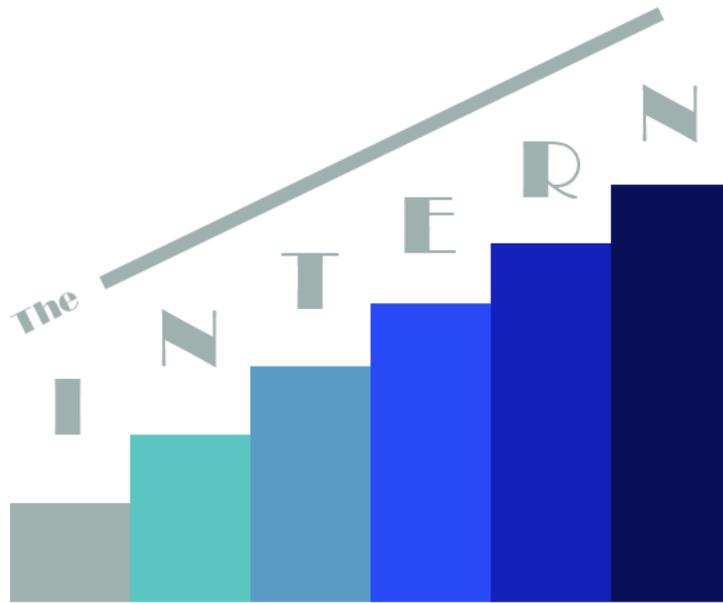


# The Cazenovia College Alumni Association Board of Directors and Friends

Present:



## A Scholarship Program for Cazenovia College Students

*Summer 2019 Application Packet*

Through generous support of the Cazenovia College Alumni Association Board of Directors and private donors, a fund has been established to financially support student interns during summer internship experiences. This funding is available beginning summer 2017 and will be awarded through an application process administered through the Career Services Office. Interested students are encouraged to contact the Career Services Office for the application.

# I. How to Apply

**Applications for summer funding for internships involves several steps. The checklist follows. However, please make sure you read and understand the policies and procedures included in this application packet.**

Please note the following:

- Internships DO NOT need to be secured by the application deadline; however, applicants can submit supervisor confirmations if an offer has been accepted by the time of application.
- Resumes must be Career Services approved by the application deadline in order for your application to be considered.
- DEADLINE TO APPLY: FRIDAY, APRIL 12, 2019 at NOON.
- Applications must contain all items to be considered complete and moved forward for review by the Summer Funding Selection Committee.
- Students should expect to hear funding determinations from Career Services via email by the end of April.
- If you are selected to receive funding, internships must be confirmed by the site before awards are disbursed.
- Applicants **must** be in acceptable judicial and academic standing determined by Student Life and Academic Affairs.

# II. Application Checklist

***\*Incomplete applications will not be considered and internships do NOT need to be secured in order to apply\****

- 1. Update your Purple Briefcase profile at [www.purplebriefcase.com](http://www.purplebriefcase.com).
- 2. Organize your FIVE documents and submit them in the order that follows:
  - i. Resume
  - ii. Personal Statement (additional details on page 4)
  - iii. Cover Letter: Include the cover letter you used or plan to use when applying to each internship opportunity. (additional details on page 4)
  - iv. The full postings of all the summer internships you have applied for. If no postings are available, please write up a description of each internship, including tasks, projects, locations, hours, etc.
  - v. Budget Spreadsheet: Email [kageorge@cazenovia.edu](mailto:kageorge@cazenovia.edu) for an interactive Excel budgeting worksheet. (additional details on page 5)
  - vi. Transcript (unofficial)

***\*Note: For assistance with your cover letter and resume, please visit Career Services; for assistance with your personal statement, visit the Writing Center.***

- 3. Return all required documents to Career Services, Kate George, Williams Hall 143 by Friday, April 12, 2019 at NOON.

# III. Application Review

The Summer Funding Selection Committee is comprised of faculty, staff and alumni. Each application will be reviewed by separate readers; scores will be aggregated and candidates ranked accordingly. Funding will be disbursed to the highest ranked eligible candidates, and is not available for all applicants.

The Committee will evaluate applications on the following criteria:

1. **Intentionality:** Evidence of thought around what the applicant is searching for and how he/she has determined the criteria for his/her summer internship.
2. **Clarity of learning objectives:** Is applicant able to clearly define and articulate potential takeaways from his/her summer internship?
3. **Relevance of experience:** If the applicant is searching for an internship that is exploratory in nature, to what extent will the proposed experiences allow him/her to explore potential areas of interest? Alternatively, if the applicant is searching for an internship that is purposeful with regard to his/her career goals, to what extent do the proposed experiences demonstrate a clear relevance to the student's future goals?
4. **Compelling articulation of why:** The applicant provides compelling rationale as to why these types of experiences and financial support will be critical to his/her career development through the personal statement and application materials.
5. **Search preparedness:** We are committed to funding individuals in any stage of the internship search process who demonstrate an understanding of the search mechanics (or an eagerness to learn) and a commitment to successfully landing a summer internship. An applicant qualifies as "prepared" if, (a) he/she has made progress in identifying and securing a summer internship and he/she has compiled application materials, has identified and regularly utilizes search resources, and has already submitted applications, OR, (b) he/she demonstrates a clear understanding of the internship search process and exhibits a diligent approach to searching for a position.
6. **Familiarization, travel savvy, and maturity:** The applicant demonstrates evidence of research and understanding of industry-based, organizational, geographic, and/or cultural dynamics, as well as the maturity to successfully navigate a new environment.
7. **Overall strength of application:** The application is well-written, does not contain any typos or careless errors, and suggests that the candidate devoted adequate time to submit a quality application.

## IV. Award Offer & Internship Confirmation

Within one week following the application deadline, Career Services will notify you of the decision of the Selection Committee. Maximum awards will typically not exceed \$1,000. The total award is contingent upon the duration and compensation level of the internship, geographic location, and a student's ability to contribute to the internship. Award recipients must be in good academic and judicial standing, which will be confirmed by the Vice President for Academic Affairs and the Dean of Student Life. If an award offer is made, it will be conditional upon the student securing a summer internship that accomplishes the goals laid out in the student's original application. **Once an internship is secured, funding recipients must complete the following items by noon on May 17, 2019:**

- Supervisor Statement: Can be in e-mail form, but must include an employer signature.
- Proof of acceptance of internship offer: Can be in e-mail form.
- Signed scholarship award agreement: Will be distributed to you via email.
- Payroll paperwork: If not currently employed by the College, contact Human Resources to complete the necessary direct deposit, tax, and work documents. All payments are processed for direct deposit.

## V. Awards and Payment

- For all funding recipients, Career Services must receive confirmation of acceptance of the internship offer and all other required paperwork specified above by the **May 17, 2019 at 12:00pm Noon** deadline before any funding will be released.
- Upon completion of all paperwork, please expect a maximum 4 week turnaround for funding to be released.
- Payments will be made upfront as one sum. ***Normally, if a student does not complete the internship, the award received will have to be repaid.***
- Funding is not intended to replace wages for an unpaid or underpaid internship. Instead, it is meant to help cover supplemental costs associated with pursuing an unpaid or underpaid internship, including, but not limited to, living (housing and utilities), transportation (travel to employer location, daily tolls/commuting costs), and groceries.
- A summer funding award will likely not cover all expenses in full. Students are expected to contribute to the associated costs through part-time jobs, savings, and/or other external awards/grants, when possible. Career Services recognizes this may not be possible for some, and will adjust accordingly.
- In compliance with IRS regulations, the funding granted by Career Services in support of one's internship is taxable income. Funding recipients are responsible for reporting awards on tax returns.
- Applicants completing international internships must comply with the College's travel warning policy and sign a travel waiver.
- **Should a recipient default on this award, Career Services will revoke the funding award AND the recipient will become ineligible for future Career Services funding.**
- Following completion of the internship, all award recipients will be required to (1) write a thank you letter to the Cazenovia College Alumni Association Board of Directors and (2) provide a write-up of the internship for possible publication in the college magazine.
- Students are eligible to receive an award only one time.

# VI. Application Material Guidelines and Resources

Please refer to the **Application Checklist** on page 1 for a complete list of all necessary application materials and the submission deadline. The following sections provide additional details regarding the personal statement, cover letter, and budget worksheet.

## Personal Statement

The personal statement is a critical component of the internship stipend application. It is your opportunity to thoughtfully express your goals, expected outcomes, and request for financial support for your internship experience. Statements should be no less than 750 words and no more than 1000 words.

As you plan your personal statement, consider how the internship will help you with the following:

- Explore career options and understand possible career pathways.
- Develop knowledge specific to a career, work setting, and/or industry.
- Acquire work-specific skills related to communication, teamwork, project management, interpersonal skills, intercultural intelligence, and technology platforms.
- State 2-3 goals for this internship and how you will know if you have achieved them.
- Address why you believe you should be chosen for this stipend award.

Your personal statement should provide the selection committee members with a clear understanding of why you want to pursue this particular internship and how it will contribute to your overall career exploration.

### Need additional help?

Personal statements should be brought to the Writing Center for feedback, whereas resumes should be brought to Career Services for review before you submit your application.

## Cover Letter

The goal of a cover letter is to show how your skills, education, experiences and interests meet the needs of the position and make you a great fit for the company. Each cover letter should only be one page long and should be unique and tailored to the specific position and company. Know as much as possible about the duties and skills required for the position as well as the mission, initiatives, and goals of the company. Conduct this research by thoroughly reviewing the job description, the company's website and LinkedIn page, and any other sources that may be available. While it may seem like a lot of effort initially, you will receive more responses to your application compared to a generic cover letter. Always include a cover letter in your job applications, unless application instructions specifically indicates resume only.

For your Summer Internship Stipend Application, you will need to include the cover letter you used or plan to use when applying to each internship opportunity. For a cover letter template, please visit the Career Services webpage at <http://www.cazenovia.edu/academics/career-services/students>

## Budget Preparation Guidelines

All applicants need to complete the Budget Proposal and Disciplinary Disclosure Form and submit it as part of their application materials. A copy of the form will be emailed to you to complete. This is in an Excel document; it will calculate amounts for you. Fill out this spreadsheet, print it and attach to your application.

- All budgets will be evaluated as a measure of the feasibility of your internship. In other words, if your internship requires a budget that exceeds an amount that you can reasonably obtain, or is far too low to support your plan, it may have a negative effect on the review of applications. It is best to specify, as accurately as possible, how much funding is needed to complete the internship. We expect students to submit a reasonable budget for your individual expenses based on the cost of living in the location of your internship. For example, travel can often be done reasonably and economically by bus; food costs should be based on preparing your own meals the majority of the time, not eating out regularly, unless your living situation requires this (in which case an explanation should be documented in the other section).
- You may find it helpful to speak with a student or alumni who resided in the city of your choice.
- As a rough guide, average grants will be approximately \$500. Please keep this average in mind as you plan your internship.
- The following are some specific guidelines that might be helpful:
  - Transportation: You will be expected to take advantage of your student status when making travel arrangements. Specify an estimate for daily travel to and from your internship and your expected means of transport.
  - Rent: As a student, we expect you to live in student housing or to share apartments with others when feasible.
  - Other: You should also include basic expenses such as food, utilities, and travel costs to the location of the internships (for example, round trip air fare to and from the internship). Allowable expenses could include required clothes and materials for the internship. Please specify why special clothing is required.
  - Durable Goods: ARE NOT ELIGIBLE EXPENSES. For example, equipment like bicycles, cameras, tents, etc., which will remain in your possession after the award process.
  - Personal Expenses: ARE NOT ELIGIBLE EXPENSES. For example, entertainment, loan repayment, insurance, credit card debt, and vacation travel. Inclusion of these expenses on a budget may lead to adverse effect on your application. If you have questions about personal expenses, please contact Kate George, 315-655-7287 or Christine Richardson, 315-655-7147.
  - Tuition for the Internship IS NOT AN ELIGIBLE EXPENSE.

Note: Email Kate George at [kageorge@cazenovia.edu](mailto:kageorge@cazenovia.edu) if you do not have the interactive Excel budgeting worksheet.

## Summer Funding Budget Proposal

*Please use this worksheet to provide details of your budget plan. The Selection Committee will evaluate your proposed budget in the review process.*

Funding is not intended to replace wages for one's experience. Instead, it is meant to help cover supplemental costs associated with pursuing an unpaid or underpaid internship including, but not limited to, living (housing and utilities), transportation (travel to city of employer, daily tolls/commuting costs), and food. A summer funding award will not cover all expenses in full. Typical award amounts will average \$500. Expenses not directly related to your internship (i.e., cell phone, insurance, clothing, recreation) are NOT covered through this funding. The Committee provides priority to internships that (1) that are high quality and located in high-cost areas, (2) that extend for longer than 8 weeks, and/or (3) to students who demonstrate high financial need.

### PROJECTED EXPENSES

Your "Projected Expenses" should reflect any expenses that you anticipate to incur while participating in the experience. Take time to research costs; **DO NOT INFLATE BUDGET AMOUNTS!** The Selection Committee will carefully evaluate your scope of anticipated costs. The expense categories provided may or may not apply in some cases. If applicable, list expenditures other than those below (such as workplace attire, dry cleaning, immunizations for international internships, lost wages, etc.) in "Other expenditures."

Enter total dollar amounts for the <b>ENTIRE DURATION</b> of the experience, not individual days or weeks.		
Transportation from home/Cazenovia to internship location		
Commuting costs (e.g. metro pass, tolls, parking, mileage)		
Housing/Utilities		Generally not to exceed \$100 per week if housing is provided by family/internship Generally not to exceed \$200 per week if housing not provided by family/internship <i>Estimated cost should be consistent with local real estate market. Any funding requests above the suggested amounts should be further detailed in the 'summer housing plans' text box on row 28.</i>
Food		Maximum \$75 per week
Other expenditures		
	\$0.00	** TOTAL PROJECTED EXPENSES

Duration (in weeks) of the proposed experience?	
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Where will you live during the term of your experience? (1=Home, 2=With friend/family, 3=Rented apartment, 4=Housing provided by employer, 0=Other)	
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**EXPLANATION OF PROJECTED EXPENSES**

Describe any transportation and/or commuting costs listed above. Elaborate on your summer housing plans.

Please share, if applicable, any personal/family circumstances that impact your financial ability to afford your secured internship.

Detail all items and expenses you've listed under "Other expenditures"

**PROJECTED INCOME**

Your "Projected Income" should reflect any funds available to offset the cost of this experience. **Please include both confirmed funding (what you and/or your family expect to contribute) and anticipated funding (other grants or scholarships to which you have applied) in this section.** Please include anticipated funding in the Budget Proposal even if it is not confirmed at the time of application.

Internship compensation (wages/stipends)		
Paid Summer Job		
	<b>\$0.00</b>	<b>** TOTAL PROJECTED INCOME</b>

**AMOUNT REQUESTED FROM CAZENOVIA COLLEGE**

Projected Expenses	\$0.00
- Projected Income	\$0.00

<b>Enter this amount on your Summer Funding Application:</b>	<b>\$0.00</b>
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The funding granted by Career Services in support of this internship is considered taxable income. Funding recipients are responsible for reporting this award on their 2019 tax returns. Please consult your tax advisor for additional information.

I certify that the above estimates are accurate to the best of my knowledge. I will provide Career Services with any new information that affects my expenses or sources of funding as it becomes available.

**Electronic Signature (State Name):**

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