The following Endowed Internship Funds were established to supplement funding for unpaid internship opportunities for Hobart and William Smith students. Internships allow students to explore careers, relate their academic knowledge and occupational skills and apply these relationships to diverse situations within a professional environment.

HARRY W. BOWMAN, '65
Created by gifts from Mr. Harry W. Bowman '65

L. THOMAS MELLY '52
Established by Charles H. Salisbury, Jr. '63, P'94 in honor of L. Thomas Melly '52.

RALPH A. and JANE M. PICA
Established by Ralph and Jane Pica.

JOHN A. ROSS '66
Created by a gift from John A. Ross '66

CHARLES H. SALISBURY, JR. '63, P'94
Established by L. Thomas Melly '52 in honor of Charles H. Salisbury, Jr. '63, P'94

APPLICANT ELIGIBILITY:
All returning students enrolled at Hobart and William Smith Colleges are eligible to receive an award for summer internships.

APPLICATION PROCEDURE:
Please submit the following to the Salisbury Center for Career Services, Trinity Hall, 1st Floor, by **5:00 PM, Monday, March 29th, 2010.**

1. Application form
2. Current resume
3. A **personal statement** of no more than 2 pages (double spaced) that responds to all of the following:
   a. Explain how the internship will contribute to your career goals.
   b. Describe your personal interest in and qualifications for the internship:
      - your personal objectives and expectations for the internship;
      - personal qualifications, special experiences, specific skills, or academic preparation relevant to the proposed internship; and
      - specific contributions you feel you can make to the worksite described.
4. The **internship posting** to which you have applied, along with a description of the organization.
5. A **budget statement** detailing out your specific costs to be incurred with this internship (i.e. rent costs, transportation costs). Estimates are acceptable but must be realistic and appropriate. Providing specific documentation wherever possible will be helpful.
6. One **letter of recommendation**, to be forwarded by the individuals directly to *Career Services* by March 29th.
APPLICATION FORM
BOWMAN, MELLY, PICA, ROSS, AND SALISBURY ENDOWED INTERNSHIP FUNDS

Please print neatly in ink or type.

Name: ___________________________  College: ________________

Major: ___________________________  Minor: __________________

Class year: ___________  E-mail: _____________________________

____________________________________________________________

CURRENT ADDRESS:

Campus Box: ___________  Phone Number: ________________

____________________________________________________________

ADDRESS DURING THE SUMMER BREAK:

Street: ________________________________________________

City: ___________________________  State: _________  Zip: _________

Phone: ___________________________  E-mail: __________________

____________________________________________________________

BRIEF DESCRIPTION OF THE INTERNSHIP AND ORGANIZATION:

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Have you been accepted to this internship yet?  ___ Yes  ___ No

Applying for monies to supplement:  ___ unpaid internship

Please submit to Career Services Office by 5:00 p.m., Monday, March 29, 2010
Hobart and William Smith Colleges
Endowed Funds Summer Internship
Recommendation Form

Candidate's Waiver: I have asked the person named below to write a reference and show by my signature that I:

☐ Waive my right of access to this recommendation  ☐ Do not waive my right of access to this recommendation

Name of Student (please print):__________________________________________________________

Signature of Student:_________________________________________  Date:____________________

Internship Site:__________________________________________________________

Faculty Name:_____________________________________________________________
(Please Print)

The above named student is applying for a monetary award through Hobart and William Smith Colleges. The program requires that students be able to work independently, be sensitive to the needs of others, be academically secure, work well with diverse populations, and be counted on to follow through on tasks to which they may commit themselves. Please complete this form (typed or word-processed) and return it to the Salisbury Center for Career Services by March 29th. You may use an attached sheet if necessary.

Your RECOMMENDATION for this applicant:
☐ Recommend highly  ☐ Recommend  ☐ Recommend with reservation  ☐ Do not recommend

Signature:_________________________________________  Date:____________________

Address:_________________________________________  Telephone:____________________

Thank you! Please return to Salisbury Center for Career Services, Trinity Hall by March 29th, 2010.
PLEASE CHECK THE APPLICABLE RATING AND PROVIDE EXAMPLES OF STUDENT’S ABILITY:

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<th>Attributes</th>
<th>□ Excellent</th>
<th>□ Satisfactory</th>
<th>□ Sometimes Problematic</th>
<th>□ Cannot Judge</th>
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