

CHARLES H. SALISBURY SUMMER INTERNATIONAL INTERNSHIP STIPEND

Created by gifts Charles Salisbury, this fund provides financial support of \$20,000 for three students interested in pursuing an international internship experience in a location of the student's choice*. By supplementing classroom education with internship experience, students gain a practical understanding of the demands and rewards of future careers. Mr. Salisbury's generosity will enable students the opportunity to test their skills and realize their potential.

This award may provide a stipend for the internship, lodging, airfare, passport/visa expenses, meals, ground travel, traveler's insurance, and/or other expenses related to an international internship opportunity.

All current first years, sophomores, and juniors enrolled at Hobart and William Smith Colleges are eligible to receive an award. As part of the application process, students must include an essay and two letters of recommendation along with a dean's approval form.

Selected students will be required to maintain a personal journal about the internship during the eight-week experience that will be uploaded weekly to the HWS website. Upon return to campus in the fall, awardees are required to submit a five-page paper on the experience and make two presentations to peers to help recruit students for the following summer, in addition to being available for Admission Open House events.

A personal interview will be required for the top candidates; three stipends will be awarded for Summer 2012.

Awards are available for summer internships only. Students must turn in their complete application packets to the Salisbury Center for Career Services and Professional Development by the following date in order to be considered for a Charles H. Salisbury Summer International Internship Stipend: **Monday, March 26, 2012.**

** Countries under State Department warning will be excluded as will other countries as decided upon by Hobart and William Smith Colleges due to world crisis and disasters as situations arise.*

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APPLICATION PROCEDURE:

Please submit the following to Career Services, Trinity Hall, by **4:00 PM, Monday, March 26, 2012.**

- _____ 1. Application form
- _____ 2. Current resume
- _____ 3. A personal statement of no more than 3 pages (double spaced) that responds to all of the following:
 - a. Explain how the internship for which you are applying for will benefit you and contribute to your personal and 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;
 - your cultural competence to succeed in your desired location;
 - 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. If you haven't yet applied for a specific opportunity, please include a paragraph including the career field you are interested in working in as well as potential organizations that interest you.
- _____ 5. Two letters of recommendation, at least one being from a faculty member, to be forwarded by the individuals directly to Career Services by March 28th.
- _____ 6. Dean's Approval Form to be forwarded directly to Career Services by March 28th.
- _____ 7. Unofficial transcripts forwarded to Career Services by March 28th.
- _____ 8. A detailed proposed budget for the international experience will be required of the top 5 -7 candidates that are selected for interviews.

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APPLICATION FORM

This application is due to the Salisbury Center for Career Services and Professional Development by Monday, March 26, 2012 at 4:00 p.m. Applications will be reviewed, interviews scheduled (top 5-7) and recipients will be notified in April 2012.

Please print neatly in ink or type.

Name: _____ **College:** _____

Major: _____ **Minor:** _____

Class year: _____ **E-mail:** _____

CURRENT ADDRESS:

Campus Box: _____ **Phone Number:** _____

PERMANENT ADDRESS:

Street: _____

City: _____ **State:** _____ **Zip:** _____

Phone: _____ **E-mail:** _____

BRIEF DESCRIPTION OF THE INTERNSHIP AND ORGANIZATION: (must complete this section)

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

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BUDGET GUIDELINES/WORKSHEET

	Example	
Airfare	\$	_____
Passport	\$ 100	_____
Traveler's Insurance	\$ 350	_____
Ground Transportation	\$	_____
Meals	\$35 per day	_____
Wages	\$15/hour	_____
Lodging	\$	_____
Internship Agency Fee	\$	_____
Other	\$	_____
Other	\$	_____
TOTAL:		_____