Created by gifts Charles Salisbury, this fund provides financial support of up to $15,000 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; up to 6 stipends will be awarded for Summer 2018.

Awards are available for summer internships only. Students must turn in their complete application packets to the Salisbury Center for Career, Professional and Experiential Education by the following date in order to be considered for a Charles H. Salisbury Summer International Internship Stipend: Friday, March 31, 2018. You MUST complete the Guaranteed Internship Requirements to qualify.

* 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.
CHARLES H. SALISBURY SUMMER INTERNATIONAL INTERNSHIP STIPEND

APPLICATION PROCEDURE:
Please submit the following to Career Services, Trinity Hall, by 4:00 PM, Friday, March 31, 2018.

1. Application form
2. Current resume
3. A personal statement of no more than 3-4 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 31st.
6. Dean’s Approval Form to be forwarded directly to Career Services by March 31st.
7. Unofficial transcripts forwarded to Career Services by March 31st.
8. A detailed proposed budget and itinerary for the international experience.
Charles H. Salisbury Summer International Internship Stipend Application Form

This application is due to the Salisbury Center for Career Services and Professional Development by Friday, March 31, 2018 at 4:00 p.m. Applications will be reviewed, interviews scheduled (top 5-7) and recipients will be notified in April 2015.

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
### BUDGET GUIDELINES/WORKSHEET

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*This is merely a guideline. Please modify it to fit your budget proposal.*