

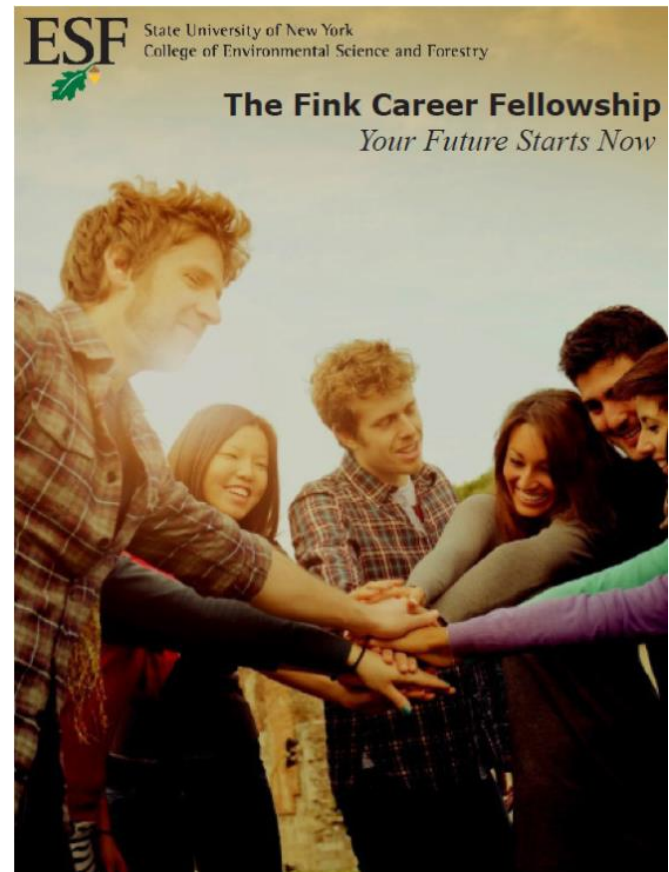
FINK CAREER FELLOWSHIP



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Today's Overview

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- Requirements
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The Fink Career Fellowship Program

The Fink Career Fellowship is intended to promote the career and professional development of students at the State University of New York College of Environmental Science and Forestry. This Fellowship is made possible by ESF Alumni Jesse and Betsy Fink, Class of 1979, who are committed to solving environmental challenges, and supporting students who strive to do the same.

The Fink Career Fellowship supports **internships, projects** and **conference attendance** for undergraduate and graduate students. Fink Fellows are exceptional students who seek to pursue experiences that can truly shape their development. With the help of The Fink Career Fellowship, the chance to pursue career dreams can become a reality.

The Fink Career Fellowship Program (continued)

Fellowship applicants must demonstrate:

- Dedication to the environment and their field of study;
- Passion and enthusiasm for their proposed experience;
- Demonstrated promise in pursuing their career goals; and
- Ability to plan and follow through with a professional experience.

Applicants must provide evidence of their exceptional engagement in their field of study, as well as their intention to pursue a career in it. Students can expect to share their projects with members of the College community.

Eligibility

The Fink Career Fellowship provides financial support to undergraduate and graduate students in good standing with the College, who have completed at least one full semester at SUNY-ESF, and will be returning to campus for at least one semester following the fellowship experience.

Internship Application Requirements

Internships must meet the following conditions:

- The Intern will be utilized in an assignment involving the preservation and commitment to solving environmental challenges.
- The Intern will not be utilized in sales, production, or any other capacity not directly related to the environment.
- The Internship will not take place on the SUNY-ESF campus or its properties.

Internship Application Requirements (continued)

Application Cover Page

Personal information and information specific to the internship, including the site internship faculty sponsor, internship site supervisor, duration of the internship and internship objectives.

Proposal: Describe the work of the intended internship and how it will contribute to your educational and career goals (500 words or less)

Describe the work of the intended internship and how it will contribute to your educational and career goals.

Budget Justification

The requested funds should match the duration of the internship. This is calculated using the maximum hourly rate (\$12/hour), the number of hours to be dedicated per week, and ultimately the total amount of hours and funds necessary for the duration of the internship. This amount is for internships done with not-for-profit organizations. The Fellowship will pay half of this amount for internships done with for-profit organizations.

Letter of Support from Faculty Advisor (If for credit, typically the Faculty Sponsor)

The faculty advisor's statement must explicitly discuss the following: (1) the start and end date of the internship, (2) the relationship between the internship and the student's academic program of study, (3) the work to be accomplished, (4) the name of the immediate internship host site supervisor, and (5) how the faculty will support the student. Internships DO NOT need to be done for credit.

Letter of Support from Internship Host Site Sponsor (on official organization stationery with original signature)

Statements must be written by the person who will directly supervise the internship, and should explicitly discuss the following: (1) the start and end date of the internship, (2) the importance of the internship, (3) the nature of the work to be accomplished, (4) how the internship will be supervised, and (5) if it is a for-profit organization, an agreement to cover half of the pay.

Conference Attendance Requirements

- The Fink Career Fellowship provides funding to students in an effort to defray the cost of attending academic and professional conferences.
- Funding is awarded on the basis of merit, and intended to assist with expenses related to: travel, meals and incidentals accommodations/lodging, conference registration fees, and/or membership fees.
- Funding for non-presenters is capped at \$200 and funding for conference presenters is capped at \$500.
- Not all students who complete the application will receive funding.

Conference Attendance Requirements

(continued)

Application Cover Page

Personal information; state whether you are presenting, or not presenting. Include proof of registration, if already registered. Include a brief description of the conference (preferably from conference website or Call for Papers/Announcement) and your role/participation in the conference.

Conference Information (500 words or less)

Address why attending the conference will further your career development. Why is the conference important to you? How does your work/interests tie into this conference?

Budget Justification

Provide detailed projected expenses for your trip. This budget should contain all your expenses. Please include other sources of funding and include any travel funding provided by you, your department, scholarship, grants, etc. Indicate your total funding request [Note: funding for non-presenters is capped at \$200 and funding for conference presenters is capped at \$500].

Letter of Recommendation

As part of the application process, all students must receive a recommendation from a faculty member in their department, or other individual familiar with the conference and the student's work, outlining the relevance of this conference to the student's studies and career interests. Letters can be sent to careers@esf.edu.

Project Requirements

The Fink Career Fellowship will provide support to undergraduate and graduate students in good standing with the College. Projects must meet the following conditions:

- The project goals/objects include involving the preservation and commitment to solving environmental challenges.

Project Requirements (continued)

Application Cover Page

Personal information and information specific to the project, including projects goals and objectives, anticipated start and end date, additional sources of funding, and overall career goals.

Proposal: Describe the work of the intended project and how it will contribute to your educational and career goals (500 words or less)

Describe the work of the intended project and how it will contribute to your educational and career goals. What are the goals or intended outcomes of the project? How will this work benefit your career goals, the ESF community, and the environment?

Budget Justification

The budget justification should detail exactly what is being purchased, the cost and the purpose of the items.

Letter of Support from Faculty Advisor/Mentor

The faculty advisor's statement must explicitly discuss the following: (1) background information about the project/preparation done already for the project, (2) the relationship between the project and the student's academic program of study, (3) the name of the work to be accomplished, (4) goals/outcome hopes for the project, and (5) how the project will be supervised/mentored and evaluated.

How to Apply

Download and complete the 2017 Fink Career Fellowship Application for internships, projects, or conference attendance (fillable PDFs) and submit along with appropriate number of recommendation letters to the Career Services Office, Old Greenhouse 9, or via e-mail to careers@esf.edu.

Applications for internships and conference attendance are due by 4:30pm on Friday, March 24, 2017.

Program Timeline

Tuesday, October 18, 2016 Wednesday, November 16, 2016 Tuesday, December 6, 2016 Monday, January 23, 2017	Fellowship Information Session, 4-5 pm 110 Moon Library
Friday, March 24, 2017	Applications due; submit to Old Greenhouse 9 or via e-mail to careers@esf.edu
March 28-31, 2017	Fink Career Fellowship Program Committee will convene to review applications and select applicants
Early April 2017	Fink Career Fellowship recipients will be chosen and notified of their selection
Friday, September 22, 2017	Final reports due from 2017 Fink Career Fellowship recipients (submitted as MS Word docs via e-mail to careers@esf.edu)
Mid-April 2018	Fink Career Fellowship recipients for summer 2017 will participate in the Annual Scholarship Appreciation Luncheon hosted by the [ESF] College Foundation

Final Reports

- Fink Fellows must submit a digital copy of a final report to The Fink Career Fellowship Committee by the deadline at the end of the semester following the internship or conference.
- A lengthy final report is unnecessary; generally 3-5 pages is sufficient. Reports will be posted on our website for reference.
- Pictures, videos, blogs, and other forms of media of produced during the experience will also requested.

Questions?

Please make an appointment to visit the Career Services Office in Old Greenhouse 9, or visit our website for more information and application materials

<http://www.esf.edu/career/students/fellowships.htm>