



Edna Bailey Sussman Foundation
INTERNSHIP PROGRAM

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The Sussman Internship Program

- Founded in 1984, sponsors research and internships that apply hard science to solving existing environmental problems
- Sussman Foundation only works with eight institutions: SUNY-ESF, Colorado School of Mines, Duke University, San Diego State University, Scripps Institute/UCSD, University of Michigan, VPI, and Yale
- Since 1985, SUNY ESF students have received more than \$1.2 million in funding!

Internship Requirements

- The Intern position or project would not have been filled if the organization had to intern support for those who receive less than minimal support. compensate the Intern out of its own funds. The Sussman Fund will consider enriching
- The Intern will be utilized in an assignment involving the preservation of wildlife, the control of pollution, the preservation of natural land resources, or similar subject matter related to the environment.
- The Intern will not be utilized in sales, production, or any other capacity not directly related to the environment.
- The Intern will not act as a lobbyist, nor will the host organization be one whose primary function is to lobby.
- The Internship will occur in the United States or its territories and have a US-focus. Study of non-US species (invasive or pest species) is permitted within the US and its territories.
- The Internship will not take place on the SUNY ESF campus or its properties.
- SUNY-ESF may submit a maximum number of proposals that must meet minimal criteria as established by the Campus Coordinator. The maximum number of proposals accepted by the Sussman Trustees is established each year immediately prior to the application deadline. In 2010, ESF will be permitted to submit 11 proposals.

Type and Amount of Funding

- In 2009, the Sussman Foundation will pay a maximum of \$12 per hour, for up to 35 hours per week, for 14 weeks. The scope of the work proposed should match the total funding requested. Applicants are required to provide a separate budget justification page in support of their requests.
- Students may request support for internships conducted during any time of the year, but most internship proposals request funding within the summer. **Sussman Internships do not provide tuition scholarships or health insurance benefits. These costs are the responsibility of the applicant. Sussman interns must report taxable income to the IRS**

Application Requirements

- 2 paper copies of application cover page & proposal statement (standard format provided on ESF – Sussman webpage), plus one in digital format (MS Word or PDF) submitted to sshannon@esf.edu via e-mail.
- Proposal Statement: Describe the work of the intended internship and how it will contribute to your educational and career goals... What work will be performed during the internship and how will this work benefit the host organization? How will Sussman be acknowledged? Identify the host site supervisor by name and title and describe how the supervisor will evaluate the work. **Statements longer than 500 words will not be accepted.**

Application Requirements (continued)

- **Letter from Faculty Advisor (Typically the Major Professor)**
Statements should be addressed to The Edna Bailey Sussman Foundation. 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 nature of the work to be accomplished, (4) the name of immediate internship host site supervisor, (5) how the internship will be supervised and evaluated. (2 copies)
- **Letter from Internship (host site) Sponsor (on official organization stationery with original signature)** Statements should be addressed to The Edna Bailey Sussman Foundation, 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 to the host organization, (3) the nature of the work to be accomplished, (4) how the internship will be supervised and evaluated. (2 copies)

Application Requirements (continued)

- **ESF graduate transcript (including current semester)**
Request two copies of the SUNY-ESF transcripts sent from the College Registrar directly to 227 Bray, ATTN: Sussman.
- **Undergraduate transcript(s) (including transcripts for transfer credits)** Please note that the ESF Registrar is prohibited by law from supplying transcripts of previously-earned degrees unless the degrees were conferred by ESF. Students must request original transcripts from their degree-granting institutions or submit legible copies of transcripts from transfer-credit institutions. Copies of official transcripts are acceptable, but web-based print-outs of unofficial transcripts are NOT acceptable. (2 copies)

Application Requirements (continued)

- **Resume or curriculum vita** (2 copies)
- **Budget justification page** (2 copies)
Describe how the total request was calculated, NOT how the money will be spent. Sussman will not accept proposals that request funds for travel, accommodations, supplies, or fees.
- **Applications MUST be received by Friday, 5 February, 2010**

Evaluation Criteria

- Completeness of application
- Cover page
 - includes clear and achievable objectives
- Proposal Statement
 - Within 500 word limit
 - Well written: Uses straightforward, layperson's language (NO technical jargon, scientific references, etc. Writing is concise and clearly describes proposed work. Uses sound grammar and spelling!
 - Work proposed suggests “good science,” & sound research or project design.
 - Identifies both host and advisor
 - Identifies value to Sussman, particularly relationship to desired topic areas (preferred topics this year include urban environments and climate)
 - Includes duration of study
 - Includes name of applicant

Evaluation Criteria (continued)

□ Advisor Letter

- On letter head
- Proposed work is described and duration noted
- Project is considered “do-able.”
- Project is seen as adding value to degree
- Academic status/background is noted
- Student is named, & associated with faculty member noted
- Host supervisor is named
- Signed & well written (including grammar & spelling!)

□ Host Letter

- Similar to above, but with ESF advisor named
- Value to host noted
- Direct supervisor identified
- Sufficient detail is included

Evaluation Criteria (continued)

□ Transcripts

- Official, complete, 2 copies
- Holds BS degree
- Quality of transcript – no missing grades or incompletes, few or no poor grades, courses completed relate to internship

□ Resume or CV

- Complete, including name, degrees earned, relationship of experience to internship evident, 2 copies
- Spelling, grammar, and format OK

□ Budget

- Matches duration
- Math correct!
- Includes narrative description w/ other expenses, support of host noted, etc.