Career Fellowships and Regional Internship Program

Presented by: Office of Career Services
Betsy and Jesse Fink Career Development Program

- Overview of Career Fellowships and Regional Internship Program
- Eligibility & Amount of Support
- Final Report

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  - Different Applications & Requirements (Internship vs. Independent Exploration)
  - Program Timeline

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Betsy and Jesse Fink Career Development Program

The program is intended to promote the career and professional development of students at ESF and are made possible by the generous donations of alumni and supporters of the college, who are committed to solving environmental challenges and supporting students who strive to do the same.

Career Fellowships

The Career Fellowships support internships and independent exploration for undergraduate and graduate students that students secure on their own or self-developed. The Fellowships provide needed funds to make experiences possible.

Regional Internship Program

The Regional Internship Program focuses on connecting ESF students to participate in paid internships with select local employers during the summer.
Eligibility & Amount of Support

- Student Eligibility
  - Open to full-time undergraduate and graduate students
  - Completed at least one full semester; **returning at least one full semester**
    - Students graduating in May or August are NOT eligible for either program
  - In good standing with the College (academic and conduct)

- Amount of Support
  - Awards can range, but typically cap at $6,000
  - Multiple Fellowships each year; 1 Intern per site for Regional Internship Program
Before submitting an application...

**Career Fellowships**

It is **required** before submitting a Career Fellowship Application that you meet with Career Services for application materials to be reviewed.

**Regional Internship Program**

This is a competitive internship program and it is **REQUIRED** that Career Services reviews your application materials (resume and cover letter) before final submission. This can be emailed to careers@esf.edu for review or via an appointment with a Peer Career Ambassador/Professional Staff member. Applications that are submitted without this occurring will not be moved forward in the selection process.
Final Reports and Additional Commitments

- Career Fellows and Regional Interns must submit a digital copy of a final report to Career Services following their experience.

- A lengthy final report is unnecessary; generally 3-5 pages.

- Pictures, videos, blogs, and other forms of media of produced during the experience will also requested.

- You may also be asked to serve as representatives at on-campus events and at future Information Sessions depending on their schedule and availability.
Internship Track

The internship application is used to provide an hourly payment ($15) for students wishing to complete an unpaid internship in collaboration with a host organization.

Students work directly with host sites to determine when the internship will be completed and what will be done during that time frame.

Fellowship application serves as application for internship stipend.
Internship Application Requirements

- **Application Cover Page**
- **Proposal**
  - Provide an introduction to your internship and why it is important to your career development. Be sure to include internship goals, what you’re proposing to do and the impact it will have, and why you need funding from the ESF Career Fellowships. Include how this experience connects to and will help you achieve your professional ambitions/career goals. **1 page limit.**
- **Budget Justification**
  - Your request is calculated in terms of an hourly rate ($/hour), number of hours to be dedicated per week, and ultimately the total amount of hours and funds necessary for the duration of the internship. The stipend is $15 per hour for a non-profit. If it is a for-profit organization, the funding request should be halved. **The cap for hours per week is 40 and the cap for internship length is 12 weeks.**
- **Letter of Support from Faculty Member (If for credit, typically the Faculty Sponsor) – will be emailed separately**
  - The faculty member’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 Supervisor – will be emailed separately**
  - 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 intern pay ($7.50 per hour).
- **Resume or CV**
Career Fellowships
Independent Exploration Examples
Independent Exploration Track

The independent exploration application is used to supply financial assistance for students looking to create or complete an independent or group project.

This application is broad by nature to encompass entrepreneurial endeavors, multi-disciplinary group competitions, professional development workshops, student experiences that are not internships, and more.

*This does not fund research directly tied to thesis/dissertation work.*
Independent Exploration Requirements

- **Application Cover Page**
- **Proposal**
  - Provide an introduction to your experience and why it is important to your career development. Be sure to include what you’re proposing to do and the impact it will have, and why you need funding from the Career Fellowships. Make sure to highlight how this experience connects to and will help you achieve your professional ambitions/career goals. **1 page limit.**

- **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 Member/Mentor – will be emailed separately**
  - The faculty member’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.

- **Resume or CV**
How to Apply: Career Fellowships

Complete the appropriate Career Fellowships Application for internship or independent exploration.

Letters of support are sent via email to careers@esf.edu.

Applications are typically due in late March.
# Career Fellowships Timeline

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<td>Fall Semester/Early Spring Semester</td>
<td>Information Sessions hosted on the Career Fellowships</td>
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<td>Late March</td>
<td>Applications are due; ensure you have submitted your application and have your letters of support emailed to <a href="mailto:careers@esf.edu">careers@esf.edu</a></td>
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<td>Late March/Early April</td>
<td>Career Fellowships Committee will convene to review applications and make selections</td>
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<tr>
<td>Mid-April</td>
<td>Career Fellowships recipients will notified of their selection</td>
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<tr>
<td>Mid-September</td>
<td>Final reports due from Career Fellows (submitted as MS Word docs via email to <a href="mailto:careers@esf.edu">careers@esf.edu</a>)</td>
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Regional Internship Program

- Internship stipend is for a 300-hour summer internship. The hourly wage is $15 per hour. Our recommendation is a 30 hour per week internships for 10 weeks, but this is finalized with host sites.

- Selected sites and specific internship descriptions for each position are emailed out in early spring.
How to Apply: Regional Internship Program

- Students will review internship position descriptions and apply to the position(s) of interest. If you are interested in more than one internship opportunity, you must complete separate applications. However, students will NOT be funded for an internship at more than one site.
  - Applications will include: Application Cover Page, Cover Letter, and Resume/CV
  - Select students will complete an interview with the organization(s); some will be on-site while others will be virtual.
  - Select students will have their application reviewed by the Regional Internship Program Selection Committee for possible funding.
  - The process is a mutual selection; students must be both selected by the organization and by the Committee.

Applications are typically due late February.
## Regional Internship Program Timeline

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Frequently Asked Questions (FAQs)

- Do I need to meet with ESF Career Services?
  - For the ESF Career Fellowships, it is **required** before submitting an application through either program that you meet with Career Services on your materials. For the Regional Internship Program, it is **required** that Career Services reviews your application materials before final submission. Applications that are submitted without this occurring will not be moved forward in the selection process.

- How competitive are the Fellowships and the Regional Internships?
  - Fairly competitive; we typically fund 50% of Career Fellowship proposals. Within the 5 Regional Internship sites from 2021, we had 33 students apply, and funded 5 students.

- How many students are funded each year and how much funding is awarded each year?
  - This depends, but often between the two programs, anywhere from 10-20 students per year, totaling $60,000-$90,000.

- How/when is funding dispersed?
  - Funding is provided to the student as one lump sum, typically at the start of the summer (late May/early June).
FAQs (continued)

- **What is a “fellowship”?**
  - This is the formal terminology we have to use to distribute money. Essentially, it operates similarly to what one would consider a scholarship but it does NOT affect a student’s financial aid package.

- **When can I complete either experience?**
  - These are for summer experiences. There is limited flexibility for a Career Fellowship to be used for a winter break experience.

- **What is NOT funded through the Fellowships?**
  - Fellowships do **NOT** fund: Masters/PhD thesis research projects, required study abroad experiences, tuition/credit, experiences occurring on the ESF campus, GRE/MCAT/LSAT/etc. prep courses, or reimbursement of past experiences.
Questions?

Please make an appointment to visit the Office of Career Services or reach out via email (careers@esf.edu) for more information or if you have questions on either program.