ESF Career Fellowships

Presented by: Office of Career Services
Overview

- The ESF Career Fellowships Program
- Eligibility
- Amount of Support
- Requirements (Internship vs. Independent Exploration)
- Program Timeline
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The ESF Career Fellowships Program

The ESF Career Fellowships are intended to promote the career and professional development of students at ESF. These Fellowships 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.

There are two tracks: internship & independent exploration
The ESF Career Fellowships 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

- Open to undergraduate and graduate students
- Completed at least one full semester at ESF
- Returning at least one full semester to ESF
- Full-time student
- In good standing with the College (academically and conduct)
2021 Requirements

- For the 2021 cycle, there are two important changes to note:
  1. We will only be considering experiences in New York State and states contiguous to NYS
  2. We will be considering remote/virtual opportunities. These experiences must still be in alignment with the mission of the Career Fellowships.
Amount of Support

- Awards can range, but typically cap at $6,000.

- Fellowships to be Awarded in 2021
  - Cotton Fellowship
  - Fink Fellowship
  - Robert M. Sand ’50 Fellowship

- Multiple awards are given as a part of each Fellowship.
- Students submit one application per experience to appropriate category to be considered for all available Fellowships in that year.
Internship Examples
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.
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**
- **Unofficial Academic Transcript**
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.
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**

- **Unofficial Academic Transcript**
How to Apply

Complete the appropriate 2021 ESF Career Fellowships Application for internship or independent exploration (below). Confirm your letters of support are sent via email to careers@esf.edu.

- ESF Career Fellowship Internship Application

- ESF Career Fellowship Independent Exploration Application

Applications for internships and conference attendance are due by 4:30pm on Monday, March 22, 2021.
Program and Application Timeline

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<tr>
<th>Date</th>
<th>Time and Location</th>
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<tbody>
<tr>
<td>Tuesday, February 16, 2021</td>
<td>Virtual Information Session from 11 am –12 pm (register in Handshake)</td>
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<tr>
<td>Wednesday, March 3, 2021</td>
<td>Virtual Information Session from 4 – 5 pm (register in Handshake)</td>
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<tr>
<td>Monday, March 22, 2021</td>
<td>ESF Career Fellowships Applications 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 2021</td>
<td>ESF Career Fellowships Committee will convene to review applications and make selections</td>
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<td>Early April 2021</td>
<td>ESF Career Fellowships recipients will notified of their selection</td>
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<tr>
<td>Friday, September 17, 2021</td>
<td>Final reports due from 2021 ESF Career Fellowships recipients (submitted as MS Word docs via email to <a href="mailto:careers@esf.edu">careers@esf.edu</a>)</td>
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<tr>
<td>Mid-April 2022</td>
<td>ESF Career Fellowships recipients from summer 2021 will be invited to the Annual Scholarship Appreciation Luncheon hosted by the ESF College Foundation</td>
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Final Reports and Additional Commitments

- ESF Career Fellows must submit a digital copy of a final report to the Career Services Office following the internship or independent exploration.

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

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

- Returning Fellows will also be asked to serve as representatives at on-campus events and at future Information Sessions depending on their schedule and availability.
FAQs

- How competitive are the Fellowships?
- How many students are funded each year and how much funding is awarded each year?
- How/when is funding dispersed?
- What is a “fellowship”?
- When can I complete the Fellowship experience?
- What is NOT funded?
  - 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 directly to Casey Duffy (cduffy01@esf.edu) for questions or more information.