Overview

- The ESF Career Fellowships Program
- Eligibility
- Amount of Support
- Requirements (Internship v Independent Exploration)
- Program Timeline
- Final Reports
- Q&A
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: **internships & 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)
Amount of Support

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

- Fellowships to be Awarded in 2020
  - 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
The internship application is used to provide an hourly payment 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**
  - 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 (max 40), and ultimately the total amount of hours and funds necessary for the duration of the internship (max 12 weeks). 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 Member (If for credit, typically the Faculty Sponsor) – can 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 – can 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 ($6 per hour).
- **Resume or CV**
- **Unofficial Academic Transcript**
Independent Exploration Examples
Independent Exploration Track

The independent explorations 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 – can 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

Download and complete the appropriate 2020 ESF Career Fellowships Application for internship or independent exploration (fillable PDFs) and submit along with an appropriate number of letters of support, resume/CV and unofficial academic transcript to the Career Services Office, 105 Bray Hall, or via e-mail to careers@esf.edu.

Applications for internships and conference attendance are due by 4:30pm on Friday, March 20, 2020.
# Program and Application Timeline

<table>
<thead>
<tr>
<th>Date</th>
<th>Time and Location</th>
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<tbody>
<tr>
<td>Thursday, October 24, 2019</td>
<td>Information Session, 11 am - 12 pm, 110 Moon Library</td>
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<tr>
<td>Thursday, November 14, 2019</td>
<td>Information Session, 11 am - 12 pm, 110 Moon Library</td>
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<tr>
<td>Tuesday, December 3, 2019</td>
<td>Information Session, 11 am - 12 pm, 110 Moon Library</td>
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<tr>
<td>January 2020</td>
<td>Information Session</td>
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<tr>
<td>February 2020</td>
<td>Information Session</td>
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<tr>
<td>Friday, March 20, 2020</td>
<td>ESF Career Fellowships Applications due to the Career Services Office, 105 Bray Hall or via e-mail to <a href="mailto:careers@esf.edu">careers@esf.edu</a></td>
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<tr>
<td>March 23-27, 2020</td>
<td>ESF Career Fellowships Committee will convene to review applications and narrow the pool of applicants to a group of finalists</td>
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<tr>
<td>Early April 2020</td>
<td>ESF Career Fellowships recipients will be chosen and notified of their selection</td>
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<tr>
<td>Friday, September 18, 2020</td>
<td>Final reports due from 2020 ESF Career Fellowships recipients (submitted as MS Word docs via e-mail to <a href="mailto:careers@esf.edu">careers@esf.edu</a>)</td>
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<tr>
<td>Mid-April 2021</td>
<td>ESF Career Fellowships recipients for summer 2020 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 of produced during the experience will also be requested.

- Returning Fellows will also be asked to serve as representatives at on-campus events (such as the Internship and Engagement Expo) 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 Career Services Office or visit our website for more information and application materials

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