

THE LINDA K. COTTER
INTERNSHIP AWARD COMPETITION

"What we have to learn to do, we learn by doing."

- Aristotle

Guidelines and Application

Deadline for Submission of Application Materials:

November 1, 4:30 PM for January Internship Awards

April 1, 4:30 PM for Summer Internship Awards

Required Paperwork:

- Completed LKC Internship Award application form
- Internship Proposal
- Faculty letter of recommendation
- Internship Organization Commitment Letter
- Budget Proposal
- Current Resume

Return to the Career Services Office, Eustis 107 or
email to caparker@colby.edu

THE LINDA K. COTTER INTERNSHIP AWARD COMPETITION

INTRODUCTION

The Linda K. Cotter Internship Award Fund was created by a generous gift from nearly 1000 donors to honor Mrs. Cotter for her many years of dedication and hard work in establishing the Internship program at Colby College.

PURPOSE

To encourage and help support students participating in January and summer internships. **Please do not tie your plans to winning this very competitive award; it's important to make alternative plans in the event you are not selected. Career Services does not have additional funds, but can help you strategize.**

STUDENT ELIGIBILITY

- Awards are need based; applicants must have a current academic year financial aid application at Colby.
- January awards are open to sophomores, juniors, and seniors.
- Summer awards are open to freshmen, sophomores, and juniors.
- While students who have previously been awarded funds may reapply, preference will be given to new applicants.

INTERNSHIP ELIGIBILITY

- An internship is a carefully monitored work experience in which a student has intentional learning goals and reflects on what she or he is learning throughout the experience. An internship takes place at an off-campus job site and is monitored by an on-site work supervisor. It is designed to broaden a student's awareness of a career field and specific jobs within that field. If you are uncertain about whether your internship qualifies, please review it with a counselor in Career Services!
- Preference is given to non-paid internships at non-profit and government organizations. Paid internships and internships at for-profit organizations will be reviewed on a case by case basis considering both financial need and academic/career relevance.
- Internships that include community service must demonstrate a clear link with your area of academic and career interest. All internships must identify an internship supervisor who will be contacted by the committee.
- January internships require a minimum of 100 hours (30 hours/week). Summer awards can be adjusted for the length of the internship, and usually require a minimum of 20 hours a week for 8 weeks. No internship work schedule may exceed 40 hours per week and must comply with Federal wage and hour laws.
- Programs that charge a fee, charge tuition, include residence on the Colby campus, or include a registered Jan Plan course do not qualify for this award.
- International internships will be carefully examined to be sure that they meet the criteria above. Because of limited funding and the large number of internships available in the US, the committee will only be able to fund a small number of internships outside the US. No award will be made to internships located in a country that the U.S. government has issued a travel warning or recognizes as being a "dangerous place." Please visit http://www.travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html for a list of these countries.

AWARDS

- January awards range from \$600.00 to \$1000.00.
- Summer awards range from \$600.00 to \$2500.00.
- Award amounts will be adjusted according to the length of the internship and the applicant's needs, including the employer's ability to provide partial compensation and other resources available to the applicant. Students will receive the full amount of their grant in advance of the internship.
- International students receiving the award who are subject to non-resident alien taxes will have 14% withheld from their check.

APPLICATION REQUIREMENTS

Please follow the directions below. Submit one copy of the complete LKC application packet to Career Services. Make copies of all your application materials for your records; Career Services will not make copies for you.

1. LKC Internship Award application form (attached).
2. A proposal that describes the internship opportunity. Proposals should be carefully written and edited, usually about 1000 words in length. Proposal quality is important! The proposal should answer the following questions:
 - How does this internship relate to your academic and career goals?
 - What courses or other experiences have you had that will contribute to the internship?
 - How do you hope to contribute to the organization?
 - What do you hope to learn from this internship experience?
 - What will be your internship responsibilities?
 - How will you be supervised?
3. A letter of recommendation from a Colby faculty member. (This letter can be sent directly from the faculty member to Cindy Parker in Career Services.)
4. A brief letter from the organization providing the internship, outlining your responsibilities and including the name and phone number of the person who will be supervising the internship. **(Please make every effort to include this letter with your application. However, if you are still waiting to hear from the internship provider by the LKC application deadline, you may still apply. If you are awarded funding, it will be provisional on receipt of a letter from the organization. Late applications will NOT be accepted.)**
5. A budget proposal (see attached form).
6. An updated resume.
7. If you are also applying for academic or January credit, be sure to go to the on-line Internship Form and follow those instructions. That application is entirely separate from this one.

LINDA K. COTTER INTERNSHIP AWARD

APPLICATION

Name: _____ Class year: _____

Major: _____

Campus box # _____ Campus phone _____ Email _____

Permanent home address: _____

Faculty reference name: _____

Sponsoring organization name: _____

Address: _____
street city state zip

Country: _____

Supervisor name, title: _____

Phone: _____ Email: _____

Have you worked at this organization before? _____ When? _____

If yes, describe the nature of the work: _____

If yes, did you receive compensation? (yes/no) _____

If yes, what were your earnings ? _____

Proposed internship description: _____

Number of hours/week: _____

Starting date: _____ Ending date: _____

Have you applied for financial aid (regardless of whether you receive it): _____

Do we have permission to get information from your financial aid application? _____

Please complete the budget sheet on the reverse side.

Amount requested: _____

Signature: _____ Date: _____

**LINDA K. COTTER INTERNSHIP AWARD
BUDGET PROPOSAL**

This budget worksheet is provided in order to help you draft a budget plan and will be used by the LKC Awards Committee in the review process. The categories provided may or may not apply in all cases. **In light of the committee's desire to fund as many applications as possible, this award is designed to assist, not completely cover all your costs.**

The "Projected Income" column should reflect any monetary amounts you and your family expect to contribute to meet the costs of participating in the internship, as well as any other funding you have received. Preference will be given to students who can demonstrate that they have made an effort to find alternative sources of funding.

The "Projected Expenses" column should reflect expected expenses you have researched which will be incurred while participating in the internship. (Please do not include personal incidentals ie., theater tickets, dinners out, museum visits, fun on the town). The difference between the two columns will help you establish the amount to request from the LKC Award Fund. **DO NOT INFLATE BUDGET AMOUNTS!**

Projected Income		Projected Expenses	
Internship Wages before taxes		Transportation: airfare, daily commuting costs. (usually limit of \$400)	
Family Contribution		Housing	
Student Contribution		Food (limit of \$20/day)	
Other (gifts, other awards)		Other	
TOTAL		TOTAL	
PROJECTED INCOME MINUS PROJECTED EXPENSES =			

Additional Information that will help the committee understand your funding needs:

Where will you live during your internship? (at home, with friend, rented apartment, with alum, etc.)
Please be specific in justifying this expense.

Describe any transportation costs listed above. **Awards for transportation usually will not exceed \$400. Higher amounts must be justified by lower expenses in other areas such as housing and food.**

Other information that will help the committee: _____