

Environmental Studies Program
Internship Grant Program
 Spring 2019

Grants are available through the ES Program to support student environmental internships during January and summer. These grants typically cover essential expenses associated with doing the internship.

Criteria for applying:

- The applicant must be an Environmental Policy, Science or Computation Major.
- Current seniors are eligible for January stipends only.
- Applicants must be in good academic standing.
- The proposed internship must be environmental in nature.

January internships typically require working 35 hours per week for 4 weeks.
 Summer internships typically require working 35 hours per week for 10 weeks.

Your application should be one PDF document sent to escoordinator@colby.edu that includes the following information:

- Narrative describing the organization sponsoring the internship, the internship responsibilities, and the relationship of the internship to coursework in your major and/or your career goals
- Current resume
- Proposed budget formatted as shown below. Budget entries should be as accurate and realistic as possible. Below your budget table, please list any other Colby grant programs to which you have applied for funding for this internship (e.g., DavisConnects, Oak Institute, Goldfarb Center).

LastName Proposed Budget				
	Unit Cost	No. Units	Total Cost	Expense Justification
Travel				
Lodging				
Food				
Transportation				
Other expenses				
TOTAL			TOTAL	

In addition, applicants should arrange for two letters to be sent to escoordinator@colby.edu:

- A letter from the sponsoring organization confirming the internship (if the internship has been finalized – *if not, you may still apply for funding, but please indicate in your application that the position has not yet been confirmed*)
- One letter of recommendation from a Colby faculty member

Successful applicants will be awarded grants pending their agreement to the following terms of ES awards:

- After your internship is finished, fill out the form from the Colby Advancement Office that acts as a report on your internship experience. A link will be sent to you upon completion of your internship (contact in Advancement is Kelsey Moore kemoore@colby.edu).
- Submit to the ES Program Coordinator a short written summary and 2-3 photographs of you at your internship that are suitable for use in ES publications, communications and social media.
- Arrange for your supervisor to send an email to escoordinator@colby.edu evaluating your performance.
- After you return to campus, give a short presentation to your fellow ES students describing your internship experience (in a forum that will be organized by the ES Program Coordinator).

Please note that you may choose to get Jan Plan or summer academic **credit** for your internship. If you do so, you must identify a Colby faculty member to serve as your on-campus sponsor and register on the Colby Registrar's web page by clicking on [IS/Honors/Internship/OCS Applications](#). After you complete your internship, you must submit written work (usually a report or journal) to your Colby sponsor and arrange for your supervisor to send an email to your Colby sponsor stating that you successfully completed the internship. If your internship is funded by ES, you must also complete the terms listed at the top of this page.

Questions? Contact the ES Program Coordinator, Lindsey Cotter-Hayes or ES faculty member nearest you.

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Please note there are also ES Program grants for **student research projects** done in January and summer. For information about how to apply, please see <http://www.colby.edu/environmentalstudies/opportunities/student-research-grants/>.

Student research and community engagement projects can also be supported by grants from the Buck Lab for Climate and Environment. For more information, please see <http://web.colby.edu/bucklab/>.