
Helen & Michael Casper Fellowship for Internship Support Application Instructions

Thank you for your interest in the Helen & Michael Casper Fellowship for Internship Support Fund. Be sure to submit all of the following to complete your application:

1. Complete online application form: <https://goo.gl/forms/e3MuW1VnvvX02wWH3>

Submit items 2-4 (PDF form) to Megan Scrivener, Internship Coordinator: career@oneonta.edu. Please include "Helen & Michael Casper Fellowship for Internship Support Fund Summer" in email subject line. NOTE: Items 2-4 must be submitted in one email communication.

2. Current resume

3. Personal statement

- This should be no longer than 2 pages detailing the internship you have been offered and how it fits with your career plans. Please include how funding could provide a meaningful difference and assist you in this endeavor.

4. Letter or email from the organization offering you an internship position. The offer letter from the internship provider must include all of the following details:

- o Description of the opportunity and intern expectations
- o Number of hours per week and the total number of weeks for the internship
- o Location of the internship (city, state, country, if outside the US)
- o The internship supervisors' name and contact information (email, phone and address)

Applications must be received between February 1 and April 15, 2018. Awards will be announced on May 1.

NOTE: Applications cannot be considered until all of the above items are received.

If you have questions as you apply, please contact the Career Development Center at career@oneonta.edu or by phone 607-436-2534.