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/JVJlXAi8ImAO4x7a2](https://goo.gl/forms/JVJlXAi8ImAO4x7a2)

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

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

**Applications must be received between November 1 and January 1.** Awards will be announced on January 15.

**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.*