

THE COLLEGE OF
WOOSTER

How to Apply for an APEX Summer Fellowship February 2013



www.wooster.edu/academics/apex/fellowships

APEX

Advising, Planning, Experiential Learning

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APPLICATION DETAILS

Due date	Mon. April 1- by 8:00 a.m.
Means of submission	e-Portfolio
Review of applications	Begins immediately
Interviews begin	April 8-11
Notification	April 14

APPLICATION ASSISTANCE

1-on-1 Meetings with EL Staff	Contact Karen Parthemore for an appointment
Resume Clinics	Thursday in APEX – Feb. 14 – 1 p.m. – 4 p.m. & Tuesday in APEX – Mar. 5– 1 p.m. – 4 p.m.
Drop-in Clinics	Thursdays in APEX 11 a.m. – 1 p.m. February 28 March 7 & 28

GETTING STARTED ON YOUR SUMMER EXPERIENCE

Being considered for an APEX Fellowship requires proposing an internship or vocational exploration program. Some students begin this process with very clear ideas about what they'd like to do, where they'd like to be, and with whom they'd like to work. *Most do not.* To help you determine what you would like to do...

Begin with a series of questions:

- What area(s) am I interested in gaining experience? What do I enjoy doing?
- What skills do I hope to gain out of a summer experience? What skills do I have to offer?
- Would I like to do this domestically or internationally? If international, do I have the language skills necessary for a successful experience?
- How far out of my comfort zone am I willing to go? Am I willing to make my own experience, or would I prefer to find an existing internship or volunteer program?
- Can I allocate 6-8 weeks over the summer?
- What can I financially contribute to the experience? What are my financial constraints?

Talk to students who've done a funded summer experience

Talk to students who've received funding from the Lilly Project or the Center for Entrepreneurship. Hearing how they found their internship or program will give you ideas where to look, what worked for them, and what some of the pitfalls are. You can find a list of previous recipients who are on campus on the APEX website.

Use personal contacts

Your professors, professional staff, people you have worked for, family, family friends, etc.- ALL can be good sources of information about topics and host organizations more specific to your interests. **Career Planning** and **Interfaith Campus Ministries** offer a wealth of information regarding internships and volunteer opportunities.

Do some internet research

Websites such as www.idealists.org ask you to put in key words, what issues you're interested in, what locations you'd like to consider, when and how long you can do your project, etc., and will generate lists of potential opportunities and organizations. Career Planning has links to many internship sites. Finally, use the list of organizations our students have used in the past.

Speak with Experiential Learning Staff in APEX

The staff in Experiential Learning is available to be a sounding board and to provide guidance as you start formulating your ideas. All fellowship applicants are strongly encouraged to attend our events and to speak with a staff member one-on-one. To make an appointment, contact Karen Parthemore: kparthemore@wooster.edu.

FAQS ABOUT APEX FELLOWSHIP FUNDING

Q: What does it mean, “I can receive up to \$2500?”

A: In most cases, students will be paid through student employment and will therefore have taxes withheld from the funded amount. In some rare cases, the funds may be awarded as a grant, and in that case students will receive a lump sum payment.

Q: How will I get the funds?

A: Most students will be paid through Student Employment. Therefore, you will have to report your hours and will be paid according to Student Employment's pay schedule. 30 hours will be completed in the fall.

Q: What kind of financial reporting will have to be submitted after the program?

A: If you receive a grant, you will need to provide receipts for and an accounting of all your expenditures. We will provide information on how to do that during pre-departure orientation.

Q: Do students have to pay taxes on the fellowships?

A: Possibly. This will depend on how much you have earned in the tax reporting year. You should consult your tax advisor for details. If you work through Student Employment, you will receive an IRS W-2 in late January. If you receive a grant, U.S. students will get a 1099 form and international students will get a 1042-S and you will be responsible for reporting the monies to the IRS.

Q: Are there additional considerations for *international* students?

A: If you do your Fellowship in the U.S.:

1. You must meet with Ms. Jill Munro in OISA to make sure you understand and comply with all regulations related to your visa.
2. You must have had full-time student status in the U.S. for a full academic year before you apply.
3. If you have not worked in the U.S. before, you will need to apply for a Social Security Number.
4. The experience must be tied to your major (or one of your majors) and you must apply for Curricular Practical Training (CPT).
5. You could have as much as 30% withheld from your paychecks. If you have specific questions about the amount of withholding, you may confer with Ms. Kim Parr in Student Employment.

If you do your Fellowship outside the U.S.:

1. If you are funded through a grant, you will receive your funds in a lump sum payment, minus any withholding.
2. You will be required to provide receipts for all expenses charged against the fellowship funds.

TALKING POINTS WITH YOUR PROSPECTIVE HOST ORGANIZATION OR PROGRAM

Locating the organization or program you'd like to work with for the summer is just one piece of the puzzle for putting together a sound project proposal. You also need to ascertain whether they can provide you with hands on experiences that will address the areas you want to learn about and have the time and resources to devote to enhancing your understanding of their mission and their clients.

Below are some **talking points** you might find helpful to use in your communications with the organizations—whether it is by email, over the phone, or in person. Please be aware, even though these are geared toward *your* interests, every communication you have with an organization is like a mini-interview and you want to convey what you can contribute to them as well.

- Explain why you are interested in the organization.
- Ask if they would consider taking on a student for part or all of the summer. Explain that you are applying to receive a stipend from your college.
- Ask if they've had other students before and if they would provide you with names and contact information for some recent participants.
- Explain the areas and activities you are interested in exploring. Ask them if those are feasible in their organization, and if so, whether would they have personnel available to guide you with these projects.
- Explain that the expectation from your college is that this be a give and take opportunity. At the same time you are contributing to the organization, your college expects there will be an educational component to the experience for you.
- Explain that if you are selected to receive funding, you will be required to submit a plan, supported by the host organization, outlining the components of your experience with them and indicating who in the organization will be providing oversight. Ask them if they would be willing to undertake this.
- Ask if there are any issues concerning personal safety in their location.
- Ask if they provide furnished housing? Transportation? Meals? Internet access? Telephone? Recreational/cultural excursions? If not, what are the availability and approximate costs for these kinds of activities?

*Good luck with your searches –
and enjoy taking the first steps toward your summer experience!*

SUBMITTING YOUR APPLICATION ON YOUR E-PORTFOLIO

1. On your [Milestones](#) page, put the statement

“I am applying for an APEX Fellowship for summer 2013”

and *create a new page* that links to this. Your new page should look like the example below.

Note: If you have any trouble creating this or uploading documents, please meet with one of the APEX interns during drop in times in the APEX common area: Tue. 7-9 p.m., Wed. 3-5 p.m., Thu. 11-1 p.m. & 6-8 p.m.

The screenshot shows a web page with a black header containing the text "Your Name" in white. Below the header is a yellow navigation bar with five tabs: "About", "Educational Plan", "Milestones", "Research and IS", and "Reflective Work". The "Milestones" tab is circled in white. The main content area is white and contains the following text:

APEX Fellowship

A. Proposal Summary: (*In 30 words or less*, summarize your proposal.)

B. Uploaded documents: (Upload all documents *and link them* to this page.)

- Application
- Personal Statement (& Plan of Action)
- Current Resume
- Current Transcripts
- Documentation of Contact with Host Organization

C. References: (Indicate from whom we should expect references.)

1) One from College of Wooster professor, _____ my professor in _____ class, _____ semester, (e.g., spring 2012).

2) One from _____ who has known me for _____ (length of time) as my _____ (in what capacity).

At the bottom of the page, there is a black footer with the APEX logo and the text "APEX Advising, Planning, Experiential Learning" on the left, and "© 2012 The College of Wooster" on the right.

2. When your page *is complete* with *all uploaded documents*, give access to
jramsay, pabramo, cmcconnell, rozar, & kparthemore

and email apex@wooster.edu with the direct link to this page. Once you send this email, *do not make any changes* to this page until Fellowship winners are announced.

CALCULATING THE COST OF THE EXPERIENCE

You will be asked to submit budget information along with your application for the APEX Fellowship. This is to ensure you have a realistic understanding of the costs you are likely to incur over the summer.

Application Fee, if any:	\$ _____
Program Fee, if any:	\$ _____
Lodging, if not covered in program fee:	\$ _____
Meals, if not covered in program fee:	\$ _____
Travel to & from site (may not include cost of travel home):	\$ _____
Passport fees, if applicable	\$ _____
Visa fees, if applicable	\$ _____
Immunizations, if applicable	\$ _____
What type of local transportation are you likely to use? Approximate cost:	\$ _____
What leisure activities do you anticipate doing? (e.g., weekend travel, shopping, eating at restaurants, etc.) Approximate cost:	\$ _____
Cell phone	\$ _____
Internet	\$ _____
What personal items do you need to buy for the experience? (e.g., clothes, luggage, toiletries, etc.) Approximate cost:	\$ _____
Equipment necessary to complete the fellowship—Approximate cost:	\$ _____
Total Projected Cost of Experience	\$ _____

ASKING FOR RECOMMENDATIONS

In order to complete your application for an APEX Fellowship, you must provide **two references**: one from a CoW professor from whom you have taken a class, and one from someone who has been in a supervisory position with you outside of the classroom. **The selection committees read the references very carefully.** Help your recommenders write a reference that accurately reflects your strengths and how well your project proposal fits you.

Do

- Ask for references early (by March 18th at the latest.) They are **due the same day** as your application (April 1st .)
- Make sure you let those giving you recommendations know what it is you are applying for and why. Tell them about your potential host organization and the experience you are proposing.
- Think about the specific fellowship you are applying for and who can speak best to your skills outside the classroom. This can be someone who has been in a supervisory or responsible position where you've worked or volunteered, your athletic coaches, performance directors, etc. Please note, this reference should **NOT** be from a fellow student or peer.
- Send your recommenders the link to the reference form on the APEX website at the time you ask for the reference. If you are asking for a reference from someone who does not use a computer, print out the reference form and send it to them, along with a stamped envelope addressed to Karen Parthemore (APEX · Gault Library · 1140 Beall Ave. · Wooster, OH 44691).
- If necessary, politely follow up, before April 1st , to make sure the recommendation has been written *and* submitted.
- ***Make sure you thank*** those giving you the references, and let them know the results of your application afterward!

DON'T

- Ask for a reference from peers, relatives, or family friends.
- Wait until the last minute to ask for a reference.

GETTING YOUR TRANSCRIPTS FROM SCOTWEB

You must submit a copy of your transcripts: an unofficial version taken from Scot Web is all you need. Please follow these instructions to create a PDF of your transcript. If you have any problems with this process, please visit a computer lab or the Help Desk in the Andrews Library.

- Visit <http://www.wooster.edu/Current-Students>
- Click on '*ScotWeb*' under Student Resources
- Click '*Log In*' on the tabs at the top of the page
- Log in *using your email name and password*. If you have let this expire, you must contact IT.
- Click on '*Students*'
- Click on '*Unofficial Transcript*'
- While viewing transcript, click on '*File*' then choose '*Print*'
- From the Printer drop down menu choose '*AdobePDF*' or '*PDFCreator*'
- Click '*Print*'

A pop-up window should appear

- Type "*your name – transcript*" in box marked document title (e.g., Jon Smith – Transcript)
- Click '*Save*'

Choose a location to save the document

- Click '*Save*'

Make a PDF copy of this documentation and upload it to your e-Portfolio

DOCUMENTING CONTACT WITH YOUR HOST ORGANIZATION

You must provide a documentation of your contact with your host organization. This can be done in a number of ways:

- **an email thread** showing the messages between you and a representative at the organization in which you discuss your work with them
- a formal **letter from the organization** offering to host you (and includes details of your planned experience or program)
- **organized notes** from a phone or face-to-face conversations (if you do this, include the date and time of all conversations, as well as the person's name, title, and contact information.)

ITEMS TO INCLUDE IN YOUR DOCUMENTATION

- Confirmation from the organization that they will host you
- Planned time line for the summer
- Information discussed about your proposed experience with the organization

Make a PDF copy of this documentation and upload it to your e-Portfolio

APPLICATION CHECKLIST

All application materials are due by
8:00 a.m. Monday, April 1, 2013

- You have made a separate page, labeled “*APEX Fellowship*”, on the “*Milestones*” tab of your e-Portfolio to where you will upload your application materials
- You have given permission to kparthemore, jramsay, pabramo, cmcconnell & rozar to view your e-Portfolio
- You have uploaded the following documents to your “*APEX Fellowship*” page in your e-Portfolio:
 - Electronic application (includes budget information)
 - Personal Statement
 - Action Plan (if required)

(These first three are found on the APEX website)

 - Resume
 - Copy of transcripts from ScotWeb
 - Documentation from host organization
- You have asked for **two recommendations** to be completed by the application deadline
 - One from a College of Wooster Professor from whom you have taken a class
 - One from a supervisor, coach, director, etc., who knows you outside the classroom