THE

William B. Johnson

Business Internships Award

WASHINGTON COLLEGE DEPARTMENT OF BUSINESS MANAGEMENT

2014 due date: Monday, April 21

The Washington College Department of Business Management is pleased to offer up to three summer internship awards of up to $2,500 each. These awards are funded by the family of William B. Johnson ’40, in recognition of his many accomplishments as a business leader and a family man. Any student intent on pursuing a career in business, irrespective of major, may apply for a Johnson Award for a summer internship to learn more about business and to strengthen relations between business and the College. Assistance in obtaining an internship may be provided by the Department of Business Management.

An internship is defined as a professional and academic experience, not just a summer job. The purpose of the fund is to make such an internship financially possible for the student. Award funds may be used to compensate for any income foregone due to an unpaid internship. Award funds may also be used for living or transportation expenses if the internship is outside the student’s home area.

Award Provisions

- Students may receive grants of up to $2,500 for summer internships.
- Assistance in exploring employment opportunities with appropriate companies.

Eligible for Application

Non-graduating students who have completed three semesters and who intend to enter the world of business. This award is available to any student and is not restricted to majors or minors in the Department of Business Management. Students may apply for a second award in the year following an initial award.

Award Criteria

The Johnson Award will be given to a student who has demonstrated the potential to profit from an internship opportunity. To be selected, a student must be:

- Highly motivated
- Highly proficient in oral and written communication
- An active participant in extracurricular activities
- Personable
- Of high moral character

Application Forms

Available online at http://washcoll.edu/departments/business-management/honors.php

Application Deadline

Monday, April 21 to Christy Rowan, Daly 204 (crowan2@washcoll.edu, fax: 410-778-7891).

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Application cover sheet • 2014 (Due Monday, April 21)

Applicant's name_____

Date: _____ Social security number: _____

Local address: _____ Telephone: _____

_____

Permanent address: _____ Telephone: _____

_____

By the end of the Spring 2014 semester, I will have completed BUS 201 Financial Accounting and BUS 202 Marketing. ☐ Yes ☐ No

Overall GPA: _____

Major: _____ Major GPA: _____

Minor: _____ Minor GPA: _____

Your completed application should include:

- This cover sheet
- An official or unofficial transcript
- A résumé
- An essay outlining the details of your proposed internship and how receiving the William B. Johnson Business Internship Award would facilitate the internship.
- **Optional: A reference from a work-based supervisor**

These materials should be submitted as a package (with the exception of the optional reference, which may be submitted separately) to Christy Rowan, Washington College, 300 Washington Ave., Chestertown, MD 21620, crowan2@washcoll.edu, fax 419-778-7891.

I understand that if accept the William B. Johnson Business Internship Award, I am committed to preparing a final report for the Department of Business Management within one month of the end of my internship, and to writing a letter of appreciation to the Johnson family. I may be asked to make an oral report, as well.

Signed: _____

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Optional Reference (Due Monday, April 21)

Name of student: _____

I ☐ waive / ☐ do not waive my right to see this referrer's comments. Signed:

Name of referrer: _____

Title and organization: _____

Address: _____

_____

Phone: _____ Email: _____

Nature and date(s) of worksite supervision of student: _____

_____

Based on your experience as a work supervisor, please rate the applicant.

	Poor	Below average	Average	Good	Excellent	Not sure
Motivation	O	O	O	O	O	O
Time management/organization	O	O	O	O	O	O
Oral communication	O	O	O	O	O	O
Written communication	O	O	O	O	O	O
Reasoning ability	O	O	O	O	O	O
Quantitative skills	O	O	O	O	O	O
Presentation skills	O	O	O	O	O	O
Interaction skills	O	O	O	O	O	O
Character	O	O	O	O	O	O
Imagination	O	O	O	O	O	O
Leadership potential	O	O	O	O	O	O

Please provide some brief comments about the applicant: How long and in what capacity have you known him or her? What do you perceive as his or her strengths and weaknesses? How suited is the applicant for an internship? Please use the back of this reference form, or attach your comments in a separate sheet.

This reference form may be faxed, emailed or mailed to Christy Rowan, Department of Business Management, Washington College, 300 Washington Avenue, Chestertown, MD 21620. Email: crowan2@washcoll.edu. Fax: (410) 778-7891. **Due date: Monday, April 21, 2014.**