

THE William B. Johnson

Business Internships Award

WASHINGTON COLLEGE DEPARTMENT OF BUSINESS MANAGEMENT

2018 due date: Monday, April 16

The Washington College Department of Business Management is pleased to offer a limited number of summer internship awards of up to \$2,500 each. These competitive grants 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.

Award Provisions

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. A detailed budget must be included with the application.

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 students who have demonstrated the potential to profit from an internship opportunity and who reflect the three values that motivated William Johnson to achieve great success in business and industry: scholarship, involvement (extracurricular activities) and character (leadership). To be selected, a student must be:

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

Application Forms

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

Questions?

Contact Prof. Susan A. Vowels, Chair, Department of Business Management, at svowels2@washcoll.edu.

Application Deadline: 4:00 p.m., Monday, April 16

Send to Mrs. Christy Rowan, Daly 204

Email: crowan2@washcoll.edu Fax: 410-778-7891

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Application cover sheet • 2018 (Due Monday, April 16 at 4:00 p.m.)

Please print or type

Applicant's name _____

Date: _____ Student ID: _____

____ Paid Internship ____ Unpaid Internship _____ Estimated total hours to be worked

By the end of the Spring 2018 semester, I will have completed:

BUS 111 Principles of Marketing Yes No

BUS 112 Intro to Financial Accounting Yes No

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. Please include a link to the website of the organization offering the internship.
- A budget indicating estimated expenses for which the award funds would be used. Please be as detailed as possible. These expenses may include:
 - Travel, Board, Lodging (if internship is outside student's home area)
 - Ground Transportation
 - Other (explain)
- **Optional: A reference from a work-based supervisor**

Please submit these materials as a package (with the exception of the optional reference, which may be submitted separately) to Mrs. Christy Rowan, Daly 204, Washington College, 300 Washington Ave., Chestertown, MD 21620, crowan2@washcoll.edu, fax 419-778-7891.

I understand that if I accept the William B. Johnson Business Internship Award, I am committed to preparing a final report (including a photo of myself at the internship site) 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. I will register my internship with Washington College through <https://www.washcoll.edu/offices/career-development/internships/registration.php>. I understand that I will be issued a Tax Form 1099 and that I am responsible for paying any taxes due on the grant received.

Signed: _____

Applications received without a signature will not be considered.

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Optional Reference (Due Monday, April 16, 2018)

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	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Time management/organization	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Oral communication	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Written communication	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Reasoning ability	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Quantitative skills	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Presentation skills	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Interaction skills	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Character	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Imagination	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Leadership potential	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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 mailed, emailed, or faxed to Mrs. Christy Rowan, Department of Business Management, Washington College, 300 Washington Avenue, Chestertown, MD 21620. Email: crowan2@washcoll.edu. Fax: (410) 778-7891. **Due date: 4:00 p.m., Monday, April 16, 2018.**