**Applications are currently being accepted**

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. We view the term “business” broadly, including non-profit as well as for-profit organizations.

**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 (transfer students who have completed one semester at Washington College) and who intend to enter the world of business are eligible to apply. Students may apply for a second award in the year following an initial award. The internship must relate to business management, although the organization does not need be a for-profit entity. It is preferred that students have completed BUS 111 Principles of Marketing and BUS 112 Introduction to Financial Management before beginning the internship. Students are encouraged to take the BUS internship for academic credit.

**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

**Questions?**

Contact Dr. Caddie Putnam Rankin, Chair, Department of Business Management, at cputnamrankin2@washcoll.edu.

**Applications are currently being accepted. Rolling notifications will begin April 1st.**

Send applications to Mrs. Christy Rowan, Faculty Administrative Assistant, at [crowan2@washcoll.edu](mailto:crowan2@washcoll.edu)

**Application cover sheet**

Applicant’s name

Date: Student ID:

\_\_\_\_ Paid Internship \_\_\_\_ Unpaid Internship \_\_\_\_\_\_\_ Estimated total hours to be worked

|  |  |
| --- | --- |
| By the end of the Spring 2023 semester, I will have completed: | |
| BUS 111 Principles of Marketing | ☐ Yes ☐ No |
| BUS 112 Intro to Financial Accounting | ☐ Yes ☐ No |

Your completed application must include:

* This cover sheet
* An official or unofficial transcript
* A résumé
* An essay outlining the details of your proposed internship, how receiving the William B. Johnson Business Internship Award would facilitate the internship, and how this internship will be valuable in your quest to pursue a career in business or a closely-related field. Please include a link to the website of the organization offering the internship.
* Your expected salary for the summer due to the internship. If it is nonpaid please let us know.
* 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)

An optional reference will be submitted: ☐ Yes ☐ No

Please submit these materials via email (with the exception of the optional reference, which may be submitted separately) to Mrs. Christy Rowan, Faculty Administrative Assistant, at [crowan2@washcoll.edu](mailto:crowan2@washcoll.edu).

**Email submission of this application**

**constitutes student acceptance of the following statement:**

*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 understand that I will be issued a Tax Form 1099 and that I am responsible for paying any taxes due on the grant received.*

**Optional Reference**

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 attach your comments in a separate sheet.

Please email this form to Mrs. Christy Rowan, Department of Business Management, Washington College, 300 Washington Avenue, Chestertown, MD 21620, at [crowan2@washcoll.edu](mailto:crowan2@washcoll.edu).