

# THE **William B. Johnson**

## **Business Internships Award**

WASHINGTON COLLEGE DEPARTMENT OF BUSINESS MANAGEMENT

The Washington College Department of Business Management is pleased to offer two 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 as a family man. Any student intent on pursuing a career in business 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 participating companies (or another company chosen by the student and approved as an appropriate company.)

### **Eligible for Application**

Undergraduate students who have completed three semesters and will not graduate in May 2008, 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 from Christy Rowan, Business Management Department faculty secretary (Daly 204).

### **Application Deadline**

Monday, April 7 (including one letter of reference) to Christy Rowan (Daly 204)

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**Application cover sheet**

Applicant's name \_\_\_\_\_

Date: \_\_\_\_\_ Social security number: \_\_\_\_\_

Local address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Permanent address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Total college hours completed by end of Spring 2008 \_\_\_\_\_

Overall GPA: \_\_\_\_\_

Major: \_\_\_\_\_ Major GPA: \_\_\_\_\_

Minor: \_\_\_\_\_ Minor GPA: \_\_\_\_\_

Your completed application packet (received by Christy Rowan, Daly 204, by April 7, 2008) should include:

- This cover sheet
- A transcript
- A résumé with information on extracurricular activities, work, and volunteer experience
- One reference from a work-based supervisor
- An essay outlining the details of your proposed internship and how receiving the William B. Johnson Business Internship Award would facilitate the internship.

**Interested students should meet with Prof. Karen Senecal, Internship Coordinator for the Department of Business Management, before completing an application.**

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*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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### **Reference form**

Name of applicant: \_\_\_\_\_

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

Name of reference: \_\_\_\_\_

Title and organization: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

The William B. Johnson Business Internships Award is meant to help talented students pursue internship opportunities they could not otherwise afford. Based on your experience as the applicant's work supervisor, please rate him or her using the following scale:

5: Excellent; 4: Good; 3: Average; 2: Below average; 1: Very poor; NS: Not sure.

<b>Rating</b>	<b>Area</b>
_____	Motivation
_____	Oral communication skills
_____	Written communication skills
_____	Social skills
_____	Reasoning ability
_____	Quantitative skills
_____	Team-building skills
_____	Time management
_____	Character
_____	Imagination
_____	Leadership potential

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. You may return to the applicant, or send directly to Prof. Michael Harvey, Chair, Department of Business Management, Washington College, 300 Washington Avenue, Chestertown, MD 21620. All materials are due by April 7, 2008.