



The **Part 2 Magellan Franklin Internship Application** consists of three sections (A-C). It is encouraged that you save this application to your computer so you may edit changes as needed. Please complete/submit this application and its components by **Friday, April 16, 2021 5:00 p.m.** to magellan@washjeff.edu.

Late submissions will **NOT** be accepted. No exceptions. Once your internship is secured it is in your best interest to submit your materials prior to this deadline. Submissions after this deadline will not be considered for funding.

Additional Application Eligibility Requirements

- **First time applicants:** must have met with Career Pathways Assistant Director, Rachel Stalker, to discuss proposal **AND** must have attended a Magellan Info Session or have met with the Magellan Student Tutor prior to application submission.
- **Returning applicants:** meeting with your Magellan Class Advisor and/or a Magellan Student Tutor prior to Part 2 submission is *highly* recommended, but not required.

Section A: Qualtrics Survey

Please accurately complete the following project information survey for electronic documentation. Feel free to browse this survey prior to final submission as it will not save/submit until you include an electronic signature on the last page: [SURVEY HERE](#).

Section B: Committee Reference Questions

Please type your responses directly beside the questions.

1. Name:

Major(s)/Minor(s):

Cumulative GPA:

Internship Title (position and organization):

Internship Location:

Internship Duration start/end date (minimum of 4 weeks):

2. Have you received Magellan funding before? If so, what was the internship or project?
3. If you are a first-time applicant, did you meet with your respective Magellan Class Advisor, Rachel Stalker?
4. Have you ever traveled to this proposed location before? If yes, for how long?
5. Are you proposing to travel and/or lodge with any other W&J students? Please list their names:
6. Please state which required resource you utilized: Magellan Info Session, Magellan Student Tutor or both.
7. Please list any additional W&J Faculty/Staff you discussed your project with:

Section C: Essays

A reminder that the Committee uses the following criteria to evaluate proposals for the Franklin Internship Award:

- **Benefit to applicant.** Has the applicant made a convincing argument about why he/she wants to undertake this internship and how he/she will benefit from the experience?
- **Writing style.** Does the application adhere to a high standard of writing (essays are well organized, free of grammatical errors, etc.)?
- **Depth of budget planning.** Has the applicant conducted adequate research and provided detailed information about anticipated expenses?

Please Note: Once you submit the following essays, you *will not* be able to revise them.

Please type your responses directly beneath the questions below.

1. **INTERNSHIP DESCRIPTION**

In approximately 300 – 500 words, write an internship description that explains a.) where you will be working, b.) what you will be doing, and c.) how you secured this opportunity. As part of your response, you may incorporate an actual position description from your employer if one was provided.

2. **PERSONAL STATEMENT**

Write a personal statement describing how this internship relates to your past experiences, your present activities, and your future goals. When answering this question, think about the work you have done at W&J and what you plan to do after you graduate. Your response should be approximately 500 – 750 words.

3. BUDGET

The Magellan Project is an individual-, corporate-, and foundation-funded initiative, and each award reflects the merited, proposed project with respect to location, duration, and overall scope of the project.

Students also are expected to invest in themselves, so there is a required personal contribution, the amount of which will vary depending on the expense of the experience being proposed and the financial circumstances of the applicant.

***If you are experiencing a financial hardship that prohibits you from contributing, please reach out to Magellan Coordinator, Kellin Cavanaugh at kcavanaugh@washjeff.edu to discuss how we can accommodate you.

Also note: If traveling internationally, you take exchange rate into consideration when calculating your costs.

The below figures reflect the typical expense of a project with respect to duration and should only be used as a frame of reference while constructing your project budget.

- 3-4-week project: \$400 - \$2,400
- 5-8-week project: \$2,400 - \$3,000
- 9-12-week project: \$3,000 - \$3,500

A. Transportation to and from Destination

Type (plane, train, etc.)	Departure / Arrival Locations	Cost

B. Lodging

Type (hostel, homestay, etc.)	Location(s)	Cost

C. Food

Sources (market, groceries, etc.)	Cost

D. Local Transportation at Destination(s)

Type (bus, metro, train, etc.)	Cost

E. Legal Documents (if applicable)

Type (passport, visa, etc.)	Cost

F. Medical Expenses (if applicable)

Type (vaccines, medication, etc.)	Reason needed for internship	Cost

G. W&J International Travel Insurance (if applicable)

All students traveling internationally are required to obtain the College's international health insurance. The cost is \$42 per month. If you are traveling longer than one month but less than two months, you must round up and purchase two months' worth of insurance.

Total number of weeks traveling	Cost

Total Expenses

Add all the costs in items A-G and enter that number below.

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Internship Compensation

Please indicate below if your internship is paid or unpaid. If paid, please indicate how much compensation you will receive.

Paid internship (How much?)	Unpaid internship

Personal Contribution

Amount	Why are you proposing this amount?

Magellan Funding Request

Subtract your personal contribution from your total expenses (A-G) and enter that number below.

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5. **SUBMISSION**

A. Save this document as a .doc, .docx, or pdf file using the following file name format:

2021. Award Type. Last Name. First Name

Examples: 2021. Franklin. Cavanaugh. Kellin

Your submission will NOT be accepted if you do not follow this protocol.

B. **After you have secured your internship**, send this document as well as the following additional materials to magellan@washjeff.edu:

- a. a copy of your résumé
- b. a copy of the offer letter for your internship

You will be sent an email confirmation when your documents are received. Applications for Franklin Awards will be accepted until **April 16, 2021 5:00pm**

It is in your best interest to submit your materials as soon as possible once you have secured your internship. Remember, your application will not be complete until you also submit the basic information on the Franklin Part 2 application.

C. Use the following Subject Line in your email message: **Franklin Part 2 Application**