

# **The Hodson Internship Program 2021**

## **Handbook & Application Instructions**

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### **Application Deadlines:**

**Due March 3, 2021**

Resume review deadline: Wednesday, February 17, 2021

Intent to apply deadline: Wednesday, February 24, 2021

*Please read all instructions carefully as the application process has changed.*

[Click here](#) to submit application materials.

# Hodson Internship Program Handbook & Application Instructions, 2021

## Program Overview

### About the Hodson Trust

The Hodson Trust, settled in 1920 by the family of Beneficial Corporation founder Colonel Clarence Hodson, benefits four Maryland educational institutions: Hood College of Frederick, St. John's College of Annapolis, The Johns Hopkins University of Baltimore and Washington College of Chestertown. Over the past 100 years, the Hodson Trust has awarded more than \$300 million to support higher education in the State of Maryland. The Hodson Trust also provides St. John's College with scholarship endowments that support student financial aid.

### Hodson Trust Internship Program

*This year we celebrate the 21<sup>st</sup> anniversary of the Hodson Internship Program!*

The Hodson Trust Internship Program at St. John's College in Annapolis is open to all undergraduate students on campus regardless of financial need. A selection committee consisting of faculty and staff members reviews each student's application. Generally, required hours of work range from 20-40 per week. Depending on the length of the internship, stipends vary but do not exceed a maximum of \$4,000. To receive a stipend of \$4,000 you must be completing a full-time internship, which is a minimum of 320 hours.

In today's competitive environment, internships have become important experiences for many students. This program gives students an opportunity to acquire professional experience during the summers of their college years. Students can expand their skills, explore their talents, and learn about the realities of fields in which they think they might like to work. Internships have been granted in the fine arts, computer science, culinary arts, teaching, finance, government, law, landscaping, library science, medicine, publishing, and scientific research, among other areas.

## Program Information

An internship is, above all, a "learn by doing" experience that allows a student to:

- Explore the challenges and benefits of a specific profession
- Affirm or reassess career goals
- Gain practical experience and enhance specific skills in a real work environment
- Learn more about one's own abilities, work style, and preferences
- Develop important professional contacts and relationships that may be beneficial in the future
- Improve one's prospects in today's competitive environment (both for the job market and graduate school)
- Ease the transition from full-time student to full-time employee

## **A Hodson internship has the following features:**

- Mentors are an important element of a strong internship—there should be significant contact with one person who will guide the student’s work. Some mentors view internships as a way of screening future employees.
- A successful project brings together employers, artisans, researchers, and others looking for able and intelligent assistants with students who want to gain experience that complements or supplements their education.
- Students may apply for established internships or they may develop their own.
- The internship should be relevant to a student’s career aspirations, post-graduate plans, and/or personal interests—the stronger the connection, the more compelling the case.

The Career Services Office has a variety of information about established internships that may help you in your internship search.

***We strongly recommend that students interested in developing an internship consult with the Career Services Office in the early stages of their planning.***

This handbook contains general information about important components of good applications, but individual guidance can spare you wasted effort and disappointment.

# Application Guidelines

## Application Deadlines

**1. Request Your Recommendations: Wednesday, February 10, 2021\***

You should ask your recommenders if they are willing to recommend you by this date, three weeks before the final application deadline. Remember to supply your recommenders with copies of your resume and letter of interest. \*Recommendation requests made after this date may not be accommodated; please be timely in your request.

**2. Resume Review: Wednesday, February 17, 2021\***

Your resume will need to be reviewed by this date if you intend to apply. \*If you miss this deadline, please contact the Career Services Office for more information.

**3. Intent to Apply: Wednesday, February 24, 2021\***

Please notify the Career Services Office that you intend to apply. \*If you miss this deadline, contact Career Services for more information.

**4. Request Your Transcript: No later than Wednesday, February 24, 2021**

Contact the Registrar's Office by February 24 to ensure that your unofficial transcript is available to you in time for upload to your application.

**5. Final deadline: Wednesday, March 3, 2021**

Review of applications will begin after the March 3 deadline, except in certain extenuating circumstances, when earlier review may be possible. The Selection Committee is made up of faculty and staff members.

## Student Eligibility

- Students enrolled at the Annapolis campus are eligible to apply for internships during the summer immediately following any of their four academic years at the college.
- Students must be on the Annapolis campus during the full academic year immediately preceding the internship. ***Students must be returning to either the Annapolis or Santa Fe campus in the fall immediately following the internship, unless they are graduating seniors.***
- Financial aid status does not affect the selection process; however students must be in good financial standing to receive an award.
- Students must be in good academic standing; at a minimum this means that they must be unconditionally eligible to return to the college in the year following the internship, or have graduated immediately before the internship.
- Students with serious attendance and/or disciplinary problems may not be eligible.
- Students may apply for internships each year even if they have already received a Hodson award. However, applications for subsequent internships should make clear the difference the subsequent internship would offer the applicant compared to what was acquired from the first. (See also "Letter of Interest" under **Application Components**.)
- The committee can supplement the stipends of paid internships under the Hodson Program if the stipend offered by the organization is less than \$4,000. The supplement would add to the stipend offered and together would not exceed a total of \$4,000. For example, if the organization is offering a stipend of \$2,000, the Hodson stipend supplement would be no more than an additional \$2,000 for a total of \$4,000.

## **Restrictions**

- Hodson internships are **not** awarded for coursework as they require practical work experience and direct involvement with a mentor. Please consider applying for a Pathways Fellowship if you are interested in coursework and if you are eligible.
- F-1 students are not eligible for U.S. internships unless they apply for and are granted “Optional Practical Training” from the Bureau of Citizenship and Immigration Services (BCIS). Please also keep in mind that in such cases the internship must relate in some way to your field of study at St. John’s College.

Please contact the Registrar’s Office early in the process for more details—**this must be done in the appropriate time frame. This means that you will need to apply for OPT prior to receiving a decision on your Hodson application.** The USCIS takes an average of four months to approve all OPT petitions. You can apply up to 90 days before your anticipated OPT start date (pre-completion OPT) or your program completion date (post-completion OPT), and you should apply as early as possible. Students applying for internships outside a reasonable window will not be recommended for OPT.

***Students must be approved for OPT before starting their internship and receiving their Hodson stipend.*** OPT is not required for an internship in the F-1 students’ home country.

- Applications for internships involving primarily clerical work or other duties (such as canvassing, collecting signatures, or cleaning and maintenance) and that may not provide the student with challenging work and learning will not be considered.
- Applicants are advised that the selection committee may be less likely to favor internship proposals in which the primary purpose of the intern’s work would be, in the Committee’s judgment, the encouragement or promotion of a particular political, social, or religious agenda. For further clarification, please consult with the Career Services Office as early as possible in your application process.
- The Committee will not support internships that might interfere with the instructional program at St. John’s or that might adversely affect the pursuit of the St. John’s program by interns or other students of the College.
- Internship positions may be part- or full-time. Stipend amounts depend on type (full- or part-time) of work and length of the internship. Stipends are subject to federal and state taxes. **A full-time internship is at least eight weeks in length with a minimum of 320 hours** (for example, this would translate to eight weeks at 40 hours a week or ten weeks at 32 hours a week).
- Internships must be completed prior to the start of the new academic year, unless the student has graduated.
- Students do not earn credit toward a St. John’s degree by completing an internship.
- Students are generally not eligible for other employment, including on-campus, while participating in a full-time Hodson internship.
- Internships may not be arranged or supervised by a close family member.
- Internship or research experiences obtained via fee-based or third-party companies or providers are not eligible for funding.
- The Committee will not consider internship sites that are not included in the original application.
- Consideration of changes to an approved internship are at the discretion of the committee.

## Selection

- **A selection committee consisting of faculty and staff members reviews each completed application in this competitive process.**

The committee gives greatest weight to the following criteria:

- Potential benefit to the student.
  - Completeness of the application.
  - Confidence in the student's ability to represent St. John's College well.
- The Committee awards appropriate funds for internships based on the mutual needs and expectations of the students and the mentors.
  - Decisions of the selection committee are final.

## Internship Responsibilities & Requirements

### Applicant Responsibilities

- Students are responsible for researching, applying for, and securing the internship. The Career Services Office is available to provide advice and guidance to students applying to all internships.
- Students apply directly to the business or organization for an established internship **OR** develop an internship in consultation with a mentor of the student's choice. In either case, the student is responsible for arranging an interview and following up on the status of employment.
- Students are responsible for the accuracy of all information contained in the application and post-internship materials and for notifying Career Services **promptly** of any changes in the internship program. Students should understand that misrepresentations in the application or post-internship materials is a very serious matter and may be referred to the Assistant Dean. Such dishonesty may be grounds for discipline up to and including expulsion or for requiring repayment of some or all of the stipend.

### **There are two ways to approach the Hodson application process:**

#### ***Arrange an internship with a mentor and an organization directly:***

- You **must** be accepted to the internship site by the Hodson application deadline in this scenario.
- All of your paperwork must be complete by the application deadline—with the exception of the release forms.

#### ***Apply to an established internship(s):***

- You may submit an application for more than one internship site within a single desired career field (if you are still awaiting decisions from the sites by the application deadline).
- All of your application components, **except** the mentor's letter and the release forms, are due by the application deadline.
- You will be expected to update the Career Services Office as soon as your status is known. **You must secure your internship no later than May 28, 2021 to receive funding.**

## **Intern Responsibilities & Requirements (if awarded)**

- Interns represent St. John's College, are expected to serve as positive representatives of the College, and must adhere to the policies and procedures outlined in the Student Handbook.
- Interns will be invited to an awards luncheon, usually scheduled in April, where their efforts will be recognized by the Hodson Committee members and other invited guests.
- Interns will attend a mandatory Employer Panel, usually scheduled in May, which will offer advice for a successful internship and guidance on making the most of your opportunity.
- Interns are required to read and sign the *Student Agreement and Release, the Agreement for Interns & Mentors, and the Hodson Acceptance Package* prior to the start of the internship. Please read these documents carefully as they detail the interns' obligations during and following the internship.
- Interns must write a report and provide a photograph of themselves at the internship site. ***Failure to provide a completed report and photograph by the required deadline will result in the forfeiture of the final stipend payment of \$500.***
- More information on stipends, taxes, and other requirements is included in the Acceptance Package you will complete when you receive your award.

## **Hodson Internship Mentor Responsibilities**

**Mentors have a crucial role in Hodson Internships.**

*They enhance the value of the experience acquired by the interns by providing close supervision and guidance. It is essential that mentors understand their responsibilities, and students who develop their own internships are largely responsible for ensuring that they do.*

- The mentor must supply a proposal that clearly describes the work of the internship and mentions any applicable internal deadlines and required application materials. **The proposal may be drawn up by the student along with the mentor, but must be signed and submitted by the mentor on official letterhead or sent directly from the mentor's email address.**
- The Mentor's Letter, also described under Application Components, should clearly state the mentor's willingness to engage the applicant for the proposed internship. Where it is practical, the internship proposal and mentor's letter may be combined.
- Interviews with students are conducted by mentors to discuss job responsibilities and necessary skills.
- The mentor agrees to act as both a supervisor and a mentor who will educate or train the student in a particular field. The mentor's role as supervisor includes tracking attendance and absences to ensure that the minimum required hours of the internship have been met.
- The mentor must sign a general release form and a contract with the terms of the internship outlined, which will be provided to the mentor by the intern.
- The mentor agrees to complete a mid-summer student evaluation and to allow a college representative to conduct at least one informal telephone conference, email or site visit to confer with the student and his or her supervisor during the internship.
- The mentor also agrees to complete a final student evaluation at the conclusion of the internship. This form should be forwarded to the St. John's College Career Services Office by a pre-specified date to ensure that the student is eligible for their final stipend.

## Application Components & Instructions

**Application materials are due on Wednesday, March 3, 2021.  
Please read submission instructions carefully as this is a new process!**

**[Click here](#) when you are ready to submit your application materials through Microsoft Forms.**

- Your application will be completed via Microsoft Forms and all of the components for a complete application are described below.
- Prepare all application materials in advance of completing the Application Form. The form does not allow you to save and return later. You must be logged-in to your SJC account to complete the Application Form.
- Plan in advance to guarantee enough time for help with technical difficulties. Please contact the Career Services Office if questions arise.
- Late, incomplete or handwritten applications will not be accepted.
- Letters of recommendation must be submitted (link provided below) by Wednesday, March 3, 2021. Please provide the following links as directed below to your recommenders:
  - ***Copy and paste this link and send to your recommenders early in your application process:***  
[https://forms.office.com/Pages/ResponsePage.aspx?id=biqb8yuRCECrIc-DQM\\_pmWleoCSBj4hFh\\_M0deDcJgNUQoRVVzVLNVAwRoQ5OUIPM1QoTDNBNU9JQy4u](https://forms.office.com/Pages/ResponsePage.aspx?id=biqb8yuRCECrIc-DQM_pmWleoCSBj4hFh_M0deDcJgNUQoRVVzVLNVAwRoQ5OUIPM1QoTDNBNU9JQy4u)

### **Application Components Checklist (detailed descriptions of each follow):**

- Application Form (complete and upload of all of the items listed below to the form)**
  - Letter of Interest**
  - Resume**
  - Internship Description(s) & Organization Information**
  - Mentor's Letter if secured (must be supplied if this is a custom internship)**
  - Unofficial Transcript**

**Plus:**  **Two Recommendations (a link is supplied above)**

## Application Components

### Letter of Interest (upload to application question #10)

When composing your letter it is important to describe clearly the impact that this internship will have on your personal and professional goals. If you are applying to more than one internship, they must share a common purpose. Your letter should address the following points:

- Your letter, of one to two pages, is addressed to the Hodson Internship Selection Committee.
- A demonstrated long-standing interest in the field of the internship, or a clear articulation of the origins of a more recent interest, is an important element of a proposal.
- A discussion of the relevance of the internship to careers you are considering is helpful.
- A description of your goals for your internship—what you hope to learn and how it will support you personally and professionally—should be included.
- If you are applying for a subsequent internship, it should be clearly distinguished from the first. Subsequent internships that build on previous ones in significant ways, or that diverge from previous internships, will be considered. Subsequent internships that would substantially repeat the kind and level of work of earlier internships are unlikely to be granted.

### Resume (upload to application question #11)

- Seek resume advice from the Career Services Office well in advance of the deadlines—**it is recommended that you have your resume reviewed by February 17.**

### Internship Description(s) & Organization Information (upload to application question #12)

#### **For an established internship(s):**

- **For each internship provide the following information:**
  - Copy and paste the questions below for each internship to which you're applying.
  - Be sure to include a description of each internship (you can copy and paste the internship description from the organization's website or other source).
  - After you've prepared your Word document, with information for each of your proposed internships, please attach it as a PDF to question #12 in the Application form.
  - Only internships included in this document will be considered for funding.

#### **For each Organization include:**

Organization name:

Website address:

Field of the Internship (i.e. publishing, law, education):

Address:

Mentor/Onsite supervisor & their title:

Phone:

Email:

#### **Answer these questions:**

Is your mentor a SJC alumna or alumnus (yes or no)?

Does the organization offer a stipend (yes or no)? If yes, please indicate the amount.

Is the internship: full-time or part-time?

- Is the internship: onsite or remote or a combination of the two?
- Number of anticipated hours per week?
- Total number of weeks?
- Estimated start date and end date?
- Total amount of stipend requested from the Hodson Internship Program?

A full-time internship is \$4,000 (minimum of 320 hours), less than 320 hours is calculated at \$12.50/hour.

\*Changes in hours could result in an adjustment of the stipend; therefore, fill out the hours of your internship as accurately as possible.

**For a personalized internship designed with your mentor:**

- Provide a proposal clearly outlining an internship opportunity developed by you in consultation with a mentor with whom you would like to work.
- Be sure to include the following information (you may want to copy and paste them into your document):

**Organization name:**

Website address:

Field of the Internship (i.e. publishing, law, education):

Address:

Mentor/Onsite supervisor & their title:

Phone:

Email:

**Answer these questions:**

Is your mentor a SJC alumna or alumnus (yes or no)?

Does the organization offer a stipend (yes or no)? If yes, please indicate the amount.

Is the internship: full-time or part-time?

Is the internship: onsite or remote or a combination of the two?

Number of anticipated hours per week?

Total number of weeks?

Estimated start date and end date?

Total amount of stipend requested from the Hodson Internship Program?

- Proposals for internships developed by students should be signed by the mentor and should contain a description of the actual internship duties.

**Mentor's Letter** (upload to application question #13)

- Letter stating the mentor's willingness to engage you as an intern—must be on official letterhead or emailed directly by the mentor to the Career Services office.
- Where it is practical, the internship description and mentor's letter may be combined.
- Letter can follow if the internship is not yet secured—***this option is available only if you are applying to established internships.***

## **Recommendations** **Please read carefully since this process has changed.**

- Two recommendations, at least one from a tutor, are required. Link is provided below.
- Recommenders must submit the recommendation form provided using the link below by **Wednesday, March 3, 2021**. Be sure to provide your recommenders with ample time to complete the recommendation form.
- Outside recommenders should be able to comment on your academic ability, professional work, or character. A recommender should be able to provide a strong and objective recommendation.
- As a general rule, close personal family friends are not appropriate.

Please provide the following link to your recommenders so they can submit by the deadline:

- ***Copy and paste this link and send to your recommenders well ahead of the deadline:***

[https://forms.office.com/Pages/ResponsePage.aspx?id=biqb8yuRCECrIc-DQM\\_pmWleoCSBj4hFh\\_MOdeDcJgNUQoRVVzVLNVAwRoQ5OUIPM1QoTDNBNU9JQy4u](https://forms.office.com/Pages/ResponsePage.aspx?id=biqb8yuRCECrIc-DQM_pmWleoCSBj4hFh_MOdeDcJgNUQoRVVzVLNVAwRoQ5OUIPM1QoTDNBNU9JQy4u)

Tips for requesting letters of recommendation:

- St. John's tutors, supervisors and mentors, and high school teachers are examples of people who can serve as recommenders.
- Give recommenders at least 3-4 weeks to complete the recommendation letters.
- Provide recommenders with copies of your *Letter of Interest* so they can write well-informed recommendation letters.
- Share a copy of your resume with recommenders so they can reference it as needed.

### **Unofficial College Transcript:** (upload to application question #16)

Submit a Records Request Form on the Registrar page of mySJC no later than **Wednesday, February 24** or you risk not meeting the application deadline. If you have any questions you may contact the Office of the Registrar at [Annapolis.registrar@sjc.edu](mailto:Annapolis.registrar@sjc.edu) or 410-626-2513.

**Additional Forms** These forms may follow if you have not yet been accepted into your program.

- Student Internship Agreement and Release
- Organization Registration & Release
- Agreement for Hodson Interns & Mentors
- Internship Acceptance Package (this will be provided to you if you receive a Hodson award).

You are encouraged to contact Career Services if you have any questions or concerns. A completed application consists of the application components described above (see pages 8 & 9) and must be submitted to the Career Services Office no later than **Wednesday, March 3, 2021**. **Late submissions will not be accepted.**

## **2021 Hodson Internship Application**

Before you proceed, please be sure you are ready to submit your entire application. You will not be able to save this form and return to it later. Technical support cannot be guaranteed on weekends or on the due date for this application. Please begin the process early. If you have any questions, please contact Kathleen Cady at [Kathleen.cady@sjc.edu](mailto:Kathleen.cady@sjc.edu) or Jaime Dunn at [Jaime.dunn@sjc.edu](mailto:Jaime.dunn@sjc.edu).

**[Click here](#) to complete the Application Form and to submit your application materials**