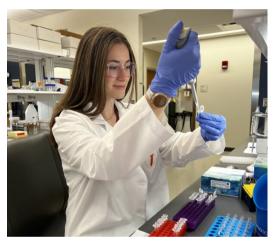# Apply for an APEX Fellowship

To apply: complete the Intent to Apply form found on inside.wooster.edu. This notifies EL staff of your interest in the APEX Fellowship. **Fill this out even if you haven't started searching for internships yet!**

Once you complete the form, an EL Peer Advisor will reach out to explain the application process and you will receive the APEX Fellowship application link. This process helps ensure a successful and smooth application process for you.

# Getting Help:

**FOR HELP WITH:**

- Finding internship opportunities or volunteer programs
- Creating a polished, one page résumé and a LinkedIn profile
- Reviewing your application materials-before you submit them

Come meet with an staff or peer advisor in APEX:
Monday - Thursday 11:00am - 12:00pm
Walk-in Wednesdays 1:30pm - 4:00pm

Or, make an appointment on Handshake using the QR Code below

# 2024 Application Deadlines

|  | **DUE DATE** |
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# Application Checklist

☐ **INTENT TO APPLY FORM**

On Formstack; must be submitted by February 4 for the the Sunday, February 18 deadline and March 25 for the April 7 deadline

☐ **COMPLETED APPLICATION**

On Formstack, including uploading documents in PDF Format
including: travel documentation in USD, a Copy of your transcripts, and your one page resume

☐ **PROGRAM / INTERNSHIP AGREEMENT FORM**

You have uploaded the Program / Internship Agreement form in .pdf format to formstack

☐ **TWO RECOMMENDATIONS TO BE SUBMITTED BY THE APRIL 7 DEADLINE**

from 1) a College of Wooster professor from whom you have taken a class and 2) a workplace manager, coach, director, etc. who has first-hand knowledge of how you take on responsibilities outside of class

# Table of Contents

# What is the APEX Fellowship and why should you apply?

APEX Fellowships offer structure and mentored support to students engaged in unpaid or underpaid summer internships or vocational exploration programs of at least six weeks (and at least 225 hours) in duration. For more specifics, please check out our website at inside.wooster.edu/experiential/

The Fellowship includes:
- Funding
- A learning contract
- Regular structured reflection
- Final reflective assignment and evaluation
- On-campus reporting
- Ongoing staff support

# Frequently Asked Questions

Check online at inside.wooster.edu/experiential to see our Frequently Asked Questions page regarding the following topics:

- Purpose and Structure
- Eligibility
- Travel + Travel Funding
- Funding
- Selection Criteria
- Information for International Students

# Examples of Fundable Research

**Fundable Research must have an "Applied" Component.**
The applied component is the application and implementation of your research with an audience outside of the research lab, like the public or the community the research is impacting.

### Example 1: Chemistry / Biochemistry & Molecular Biology

**30 Word Summary:** As an undergraduate researcher at Michigan State University, I will study transcriptional enhancers of the insulin receptor using molecular biology techniques and educate local children on different science topics weekly.

**Applied Component:** One issue that has become prevalent in recent years is a disparity of knowledge in the scientific field among individuals with different backgrounds. Part of my summer experience will be spent attempting to combat this with the "Biochemistry in the Community" program, where college students teach 9–13- year-old children in public housing about different science topics. I will create age-appropriate scientific curriculum, development of appreciation for diversity in the workplace, and gain professional skills to navigate systematic bias and racism. This will allow me to become better at communicating complex scientific topics to a diverse audience.

### Example 2: Anthropology

**30 Word Summary:** As the research intern for the Natural History Museum at the Smithsonian Institution in Washington D.C., I will examine original ethnographic collections and develop research bibliographies for future publication.

**Applied Component:** This internship at the Smithsonian provides me with a behind the scenes look at the documentation and research of artifacts, which will later be shown to visitors. I will be a part of transcribing documents that have been archived, improving documentation, organizing data, writing bibliographies, and the publication of the results. I will have the chance to interact with visitors to the Asian collections to gain a better understanding of the overall process of the curatorial experience.

### Interested in Learning More?
Talk to our staff to figure out how to navigate creating an applied component for your research position. Often, your host organization has opportunities for you or is willing to work with you to create something meaningful.

# Community-Based Internships

To find out more about how to get involved with a local Wooster-based organization, schedule an appointment with our office. In the meantime, you can check out some of our past community partners on our website.

If you already identified an opportunity and are interested in learning about participating in cohort model for a community-based internship, look for more information on our website.

## Check online for past organizations

For more details on the organization and the types of opportunities available, see the APEX website.

# Information for your application

APEX Fellowship uses Formstack submission software, the link to which can be found on the APEX website. The following pages preview the information you will be asked to provide. While Formstack does feature a "save and resume" option; it is best practice to write your responses in a separate document, then paste them into the application.

- All uploaded documents must be in pdf format
- Once you have submitted your application, no further changes can be made.

## Application Overview:

Summarize your proposed summer experience **in 30 words or less** (≤ 200 characters). **Be specific** about your position, location, organization and activities. Below are examples of strong summary statements:

- "Intern at New England Coastal Wildlife Alliance in Massachusetts, where I will collect data onboard whale-watching  ships, educate the public about marine wildlife through outreach programs, and help beached animals." (30 words)
- "At the LGBT Center of Greater Cleveland in Cleveland, Ohio I will assist with and implement programming, work  alongside counselors, and gain non-profit management skills." (25 words)
- "Intern at the San Diego Natural History Museum in Exhibit Development. I will research content development and  engage in the evaluation process to complete my own multi-disciplinary exhibit." (28 words)

## Internship / Program Goals:

- List three personal or professional goals of your proposed program or internship experience. Write one sentence for each goal and one sentence explaining how you will know if you have achieved it.

Your goals should clearly and precisely describe what it is you intend to learn and accomplish during your experience. The goals should help the student, Site Supervisor, and the Mentor/Instructor evaluate the learning progress of the intern. Goals should not try to cover all aspects of the internship, but rather focus on select areas of new learning, expanded growth, or improvement on the job. Furthermore, the outcomes may benefit both the student and the host organization.

Start with a careful review of your job, noting areas where you feel you can increase your knowledge or gain new skills. In order to avoid broad general statements, write objectives focused on a specific goal, using action words, with an identified time frame and anticipated evaluation. Utilize our SMART Goal resource listed online.

Be sure to use fitting action words in the design of your learning objectives. Examples of action words are: demonstrate, produce, compose, develop, survey, create, perform, etc.

**Broad Statements:**
- I hope to improve my skills working with clients.
- I want to learn more about investment strategies in city government.

**Specific Learning Objectives:**
- By the end of my internship (time frame), I will demonstrate (action word) the ability to work with clients (goal), as assessed during weekly conversations with my site supervisor (evaluation).
- Bi-weekly (time frame), I will organize and present (action words) a survey of Morristown's investment strategies (goal), as appraised by my supervisory team (evaluation).

# Information for your application

## Program / Internship Information:

If you are planning on interning at more than one organization, answer these same questions for your second organization/internship at the end of the Program/Internship Information section.

**Program/Internship Agreement** — Send the link to the questionnaire provided for you in the application to your primary contact at your host site. Ask them to return the completed form to you and upload it (as a PDF) to your application. Be sure to communicate the application deadline.

## Research and Applied Component:

To fill out this section of the application, you should consult with the results of the Program/Internship Agreement that you received back from your primary contact at your host organization.

If your internship includes conducting research:

- What percentage of your time will be spent doing research?
- What is the applied context in which the research will be used? Describe how you will be part of implementing the application of research. How will this research impact the community?

## Statements of Purpose:

It is best practice to compose responses to these questions in a separate document and paste them into the application. Please answer each question with fully developed paragraphs of approximately 200 words (≤ 1,000 characters).

- How does this experience address your vocational or career-related interests?
- How does your program relate to your academic and/or personal interests?
- What relevant past experienced have you had that have prepared you to undertake this internship/program?
- What will you contribute to your host organization? Talk about specific projects and responsibilities that you will be taking. Is there anything you're going to be leaving with the organization? This may be a project that is being picked up once you leave, documentation of a process, reports, artifacts, etc.

## Connecting your Internship / Program to The College of Wooster:

List two classes you've taken at Wooster that are relevant to pursuing this particular internship/program. In one sentence, tell how each class has prepared you to undertake this experience.

# Information for your application

**Travel Guidance:**

If you indicated you are applying for travel funds (up to $600), this is where you will submit more details pertaining to your travel needs/costs.

Please note that travel funds are only available to get you to and from your internship site at the beginning of your internship. You may *not* apply for travel funds to pay for your trip home.

Example: If your internship is in Atlanta, GA and you live in Houston, TX, you **may** apply for funds to cover the cost of your travel from Houston to Atlanta. However, you **may not** apply for funds to cover the cost of your travel from Wooster to Houston.

- How will you be traveling to your internship if you are doing one away from home?
- If driving: Upload documentation of total miles, e.g., a screen shot of Google maps showing route
- Enter the total number of miles (remember to include round-trip). The dollar amount for mileage will be automatically calculated.
- If flying: Upload documentation of the cost of the flight you intend to take
- If you are using other means of transportation: upload documentation of the cost
- Make the pdf of your screenshots so they can be read from top to bottom of a portrait-orientated page.

**Housing Guidance:**

The APEX Fellowship can provide funding to support up to $600 in housing costs. On the application, you need to provide documentation of those costs. Similarly to the travel costs, this should be a document that outlines the total cost and duration of stay.

You are able to submit a request for a total of up to $600 for housing and travel costs, combined.

**All uploads must be in .pdf form**

# Information for your application

**Asking for Recommendations:**

To complete your application for an APEX Fellowship, we must receive two references:

1. One from a Wooster professor with whom you have taken a class
2. One from someone who has been in a supervisory position with you outside of the classroom. This should be in regard to an experience in which you held responsibilities and/or took on leadership positions. This recommender could be a current or former work supervisor, an athletic coach, a choir, band or theater director, a youth group adviser, or faculty member from an off-campus study program where you completed an internship or participated in extensive experiential learning activities.

The selection committee reads the references very carefully. Help your recommenders write a reference that accurately reflects your strengths and how well your proposal matches your interests by following these suggestions:

**DO:**
- Ask for references early, at least 2 weeks in advance. These are due the same day as your application.
- Make sure you let those giving you recommendations know what it is you are applying for and why. Tell them about your host organization, the experience you are proposing, and how it fits with your academic, professional and personal interests.
- Give your recommenders a copy of your résumé.
- Think about who can speak best to your skills outside the classroom.
- Send your recommenders the link to the reference form provided for you in the APEX Fellowship Application.
- Politely follow up before the application deadline to make sure the recommendation has been written and submitted.
- Make sure to thank your reference writers—and let them know the results of your application!

**DO NOT:**
- Ask for a reference from peers, relatives, family friends, counselors or support services staff (unless they are your work supervisor), or the person for whom you will be working.
- Wait until the last minute to ask for a reference.

# Documents to Upload

**Please note:** While all the entered information on the application is saved using the "Save and Resume" feature, **uploads are NOT.** Please upload all documents just before submitting your application. Once your application is submitted you cannot make any further changes. **All uploads must be in .pdf format**

## 1) Travel and Housing Documentation

If you are applying for travel funds, upload screenshots of airfare quotes, cost of bus, train, subway or taxi fares, and mileage for using your own car—must be a pdf.
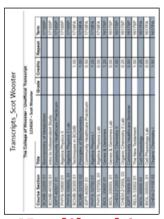
## 2) Transcripts

Upload a PDF of the **free, unofficial version** taken from Self-Service Advising. **There is no need for an official transcript**. Follow these instructions:

- Upload the file with your name and type of document, for example, "J. Smith—transcript."
- Make the pdf of your transcripts **so they can be read from top to bottom** of a portrait-orientated page. For example—



**Like this**



**Not like this**

## 3) Resume

Must be limited to one page. Upload it as a pdf with your name and type of document, for example, "J. Smith—resume."

## 4) Program / Internship Agreement

Ask a representative from your host organization / program to complete the "Internship or Program Agreement." Provide them with the link to the form listed in the APEX Fellowship Application. They must complete it before the application deadline so you can upload it into your application. (They will enter your email address on the survey; make sure to ask them to enter your wooster.edu address. When the form is submitted, the responses will automatically be sent to you.) The following page details the questions the organization is asked to answer. This is information you should discuss with them before they complete it and before you complete your application.

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