Psi Upsilon Environmental Fellowship Program:

Sustainability Fellowship
Environmental Justice Fellowship

Policies and Application

Please note. The PDF of this application is provided for informational purposes only. Please fill out the online application through the Environmental Studies Fellowship website.

Deadline for submission of Application Materials
March 1, 2016 by noon

In addition to filling out the online application, you will be asked to submit the following:

- Personal statement
- Current resume
- Transcript (unofficial can be printed from Polaris)
- Sponsoring Organization Information
- If selected, an Employee Commitment Letter will be required within two weeks of notification
Sustainability/Environmental Justice Fellowships

The Psi Upsilon Sustainability and Environmental Justices Fellowships provide students with the opportunity to explore the topic of sustainability or environmental justice by working directly with a business, at the government level or through a nonprofit organization. The Environmental Studies Program will award one Sustainability and one Environmental Justice Fellowship in the summer of 2016.

**Sustainability Fellowship:** The Psi Upsilon Sustainability Fellowship provides students with the opportunity to explore the topic of sustainability by working directly with an organization, agency or company that is focusing on the transition to a more sustainable society. Examples of projects that students might engage in as part of this fellowship include green design, calculating metrics of sustainability, or developing systems for conversion to alternative energy systems. The students should select an organization that is working at the cutting edge of sustainability. Placements could be with a community that is actively implementing a climate action plan, a business engaged in green design, a nonprofit organization that is implementing weatherization or community energy systems, or a state agency that is developing alternative transportation systems.

**Environmental Justice Fellowship:** The Psi Upsilon Environmental Justice Fellowship provides students with the opportunity to explore the intersection of the environment with race, class and gender by working with a nonprofit organization or agency that is working creatively with stakeholders in these areas. Examples of topics that students might address include green housing, green jobs, or urban environmental education programs. Placements could be with an organization or agency that is engaged in one of the following areas: managing an environmental education programs in an urban area, raising awareness of urban agricultural systems, developing green, affordable housing, or addressing the role of green jobs as an approach to workforce development.

Award amounts are based upon the employers’ ability to provide a partial renumeration, with combined total not to exceed $4,000. Award amounts are considered taxable scholarships and must be declared by the recipients when filing their tax forms. Students will be responsible for travel and other living expenses, which may be negotiated directly with the sponsoring organization.

**Eligibility:** Current first-years, sophomores and juniors; graduating seniors are not eligible. Preference given to rising juniors and seniors and Environmental Studies majors.

**Requirements:**
- **Hours:** All fellowship programs require a minimum of 350 hours and a maximum of 400 hours of work during the summer break. This can be full-time 35 hours/week for 10 weeks or part time, 22 hours/week for 16 weeks or any combination in between as long as the total hours worked is between 350 and 400 hours. No fellowship may exceed 40 hours per week.
- **Sponsoring organization.** All programs require submission of information on the organization with which you have requested your fellowship placement, a detailed description of your responsibilities, and the name and title of your summer supervisor.
- **Reporting requirements.** A learning agreement and mid-summer evaluation to be completed by the award recipient and the supervisor at the sponsoring organization will be required to be mailed to the ES Program no later than **July 8, 2016.** Award recipients are required to submit a final report no later than **September 1, 2016.**
Selection Process
Applicants must secure a commitment from the sponsoring organization within two weeks of notification. The applicants should be clear in this expectation when discussing the fellowship with the sponsoring organization. **Awards will be announced by March 11, 2016.**

Application Requirements: Please use the online form to fill out the application questions. You will be asked to upload a copy of the following through the online form:

- a current resume;
- unofficial transcript (obtainable from Polaris);
- a personal statement (on a separate sheet of paper – no more than one page) describing the organization, your internship responsibilities and how this internship fits in with your personal career goals; the names of two references, one of which should be a faculty member;
- If available, a brief letter from the employer outlining preliminary internship responsibilities and the organization’s willingness to participate in this program. The letter is recommended but not required for consideration of your application by the selection committee. If asked, you will be required to submit a letter of support from your host organization within one week of notification of the fellowship award.

Students who are considering applying to the program are strongly encouraged to set up a meeting with Eileen Johnson, Program Manager, Environmental Studies Program. 109 Adams Hall, 798-7157, ejohnson@bowdoin.edu

All materials should be submitted by email to Eileen Johnson (ejohnson@bowdoin.edu) on Tuesday March 1st, noon.
 Psi Upsilon Sustainability/Environmental Justice Fellowships

Summer 2016

Application.

Use this form as a template, but please note that you will need to fill out the online application.

Application Materials checklist:
___ Application form
___ Personal Statement
___ Resume
___ Unofficial transcript
___ Description of internship

PART I. Application Form

Name: __________  Class Year: ________

Applying for:  ___ Sustainability Fellowship  ___ Environmental Justice Fellowship

Major:

Campus Address:

Campus Phone:

Email:

Permanent Address:

References:
Please provide the name and position of two references, including one Bowdoin faculty member. State why you have selected these individuals as references as relates to this fellowship and placement you are applying for. A member of the committee will contact the two individuals you have listed as a reference, so you should be sure to provide information about the fellowship and the sponsoring organization you have selected to the individuals listed below.

Name:

Relationship to student/Reasons for selecting:

Tel:  Email:

Name:

Relationship to student/reasons for selecting as reference:

Tel:  Email:
What types of transportation does the placement require and how do you intend to meet these requirements?

What type of housing arrangements have you made for this fellowship?

Financial Aid Information (for internal use only)

Student ID#:

Are you receiving financial aid? Yes____ No____

Are you work/study eligible? Yes____ No____

Is a summer job a financial necessity for you? Yes____ No____

Please state below any special financial circumstances you feel the Committee should consider in reviewing your application.
PART II. Student Information: Personal Statement, Resume and Unofficial Transcript

Use these questions to write your personal statement that you will upload as a one page document to the online application. Be sure to make your answers specific to the sponsoring organization and its statement mission.

You will also be asked to upload your resume and an unofficial transcript (can be printed from Polaris)

1. Why are you interested in this fellowship and how will the experience allow you to learn more about sustainability/environmental justice?

2. What experience do you have working with community or environmental issues?

3. How does this fellowship relate to your academic and/or career goals?

4. Why do you want to work for this organization and what specific experience, interest and expertise do you bring to their mission and particular needs this summer? How will this organization enable you to learn more about sustainability or environmental justice?

5. How did you choose to select this organization? In what ways are you familiar with the organization and have you worked or had any connections with the organization in the past?

6. How can you bring this experience back to Bowdoin College? State specific examples.

7. Describe what level of commitment you have been able to receive at this point from the organization.
PART III: Sponsoring Organization Information:

Please attach as a separate document. The letter should be written on the organization’s letterhead and signed by either the Executive Director or individual who will be supervising the student. The title of the individual should be included. The letter should briefly state the organization’s mission, outline preliminary internship responsibilities and the organization’s willingness to participate in this program.

Please provide the following:

Name of organization

Mailing address for organization:

Supervisor:

Title:

Phone number:

Email address:

Webpage:

Can the organization provide a cost share and what level?

If the organization’s mission is not included on the web page, please attach it as a separate document

PART IV: Letter of Commitment from Sponsoring Organization. The student is required to submit a letter of commitment within two weeks of notification of award. If possible, securing a letter of commitment from the organization and including this with the original application is recommended.
Psi Upsilon Sustainability/Environmental Justice Fellowships

Employer Guidelines to Sponsoring a Summer Fellowship

A generous gift of Bowdoin alumni and the Psi Upsilon Fraternity has provided the Environmental Studies program with funds to support a Sustainability Fellowship and an Environmental Justice Fellowship. The goal of the fellowship is to enable students to learn more about sustainability or environmental justice through direct service with a business, governmental agency or non-profit organization.

Awards: Award amounts will be adjusted depending upon your ability to provide partial remuneration, with the combined total not to exceed $4,000. Awards will be made directly to the student.

Requirements: Sponsoring organizations must be able to meet the following criteria:

- Project or assignments must involve a significant and substantive learning component, to be outlined in both the commitment letter and the learning agreement, and address this topic of sustainability or environmental justice
- All internship programs require a minimum of 350 hours and a maximum of 400 hours of work during the summer break. This can be full-time, 35 hours/week for 10 weeks, 22 hours/week for 16 weeks, or any combination in between, as long as the hours worked total between 350 hours and 400 hours. No internship may exceed 40 hours per week to comply with wage and hour laws.
- You will be asked by the student to provide a letter outlining preliminary internship responsibilities and growth opportunities as well as your willingness to participate in this program.
- A Learning Agreement must be completed by the award recipient and the supervisor at the sponsoring organization and should be mailed directly to the Environmental Studies Program no later than July 8, 2016.

Selection Process: Once you have offered an internship to a Bowdoin student, the student will submit an application for review by the Environmental Studies Program. Faculty and staff of the program will make awards to students who best meet the goals of this program. The committee will award one Sustainability Fellowship and one Environmental Justice Fellowship.

Timeline: Student applications are due to Bowdoin College by Tuesday, March 1, 2016 by noon. Awards will be announced to students by March 11, 2016. Regretfully, there may be some students who will have to withdraw from their internships at your organization if they are not awarded funding. We want to thank you for your willingness to participate in the application process.

Please contact me if you have any questions about the application process:

Eileen Johnson, PhD
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