The Edna Bailey Sussman Fund

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Graduate Environmental Internships

Introduction

The Edna Bailey Sussman Fund was established in 1984 in New York through a bequest from the estate of Margaret Sussman in memory of her mother, Edna Bailey Sussman. Margaret Sussman was a 1934 graduate of Smith College and a successful artist. Her father, Dr. Otto Sussman, was president and director of The American Metal Company, Ltd., the predecessor of AMAX Inc. later acquired by Freeport McMoran. Margaret Sussman became interested in environmental issues through explorations of the American west with her father. It is fitting that the Edna Bailey Sussman Fund sponsors research and internships that apply science and policy to solving environmental problems.

The Edna Bailey Sussman Fund supports self-initiated internships for students matriculated in graduate degree programs at "member" US universities, currently Clark University, Colorado School of Mines, Duke University, University of Michigan, Scripps Institute of Oceanography at University of California at San Diego, SUNY ESF, Virginia Polytechnic Institute, and Yale University.

Internship Requirements

The Edna Bailey Sussman Fund ("The Fund") will provide support to students matriculated in graduate degree programs at one of our member universities. Internships must meet the following conditions:

1. The Intern position would not have been filled if the host organization had to compensate the Intern out of its own funds.

2. The Intern will be engaged in an assignment involving the preservation of wildlife, the control of pollution, the preservation of natural land resources, or similar subjects related to the environment of the United States.

3. The Intern will not be utilized in sales, production, or any other capacity not directly related to the environment.

4. The Intern will not act as a lobbyist, nor will the host organization be one whose primary function is to lobby.

5. The Internship will occur in the United States or its territories and have a US-focus.

6. The Internship will not exclusively take place at their university's facilities.

7. The maximum number of proposals invited by the Sussman Trustees is established each year by the trustees.

8. At this time Trustees are particularly interested in considering proposals relating to the urban environment and climate change.

Eligibility

The Fund provides financial support for graduate students who are currently matriculated in a graduate degree program at a member university, specifically for a self-designed project and not for ordinary educational expense. Applications from students who are currently applying for initial admission into graduate programs are generally not accepted. Faculty, staff and undergraduate students are not eligible to apply. Students on academic probation are not eligible. Students previously receiving an award are generally not eligible for a new award.

Amount of Support

Each year the Trustees will specify the hourly rate, for up to 35 hours per week, for up to 14 weeks.

Students may request support for internships conducted during any time of the year, but most internship proposals request funding in the summer. The Fund does not provide any direct or indirect costs, tuition, scholarships, or health insurance benefits.

Submission of Proposals

Each year the request for proposals (RFP) will be sent to the university official designated as the Sussman representative. This RFP will specify the maximum number of proposals that may be submitted, the hourly rate of funding, the due date, and any special areas of interest provided by the Fund's Trustees.

All completed proposals must be submitted to this official who will review and forward recommended internship proposals consistent with university policies and procedures to the Trustees.

Each proposal and supporting documents must be submitted as a single pdf file. All proposals must not be combined into one file.

Some proposals the Trustees deem of unusual quality may receive additional funding above the base amount.

Proposals will be reviewed on a rolling basis as they are submitted. In any case, all awards will be made before April 15 of each year. Any proposals for other than the summer, must be submitted a few months before the start date.

Application Requirements

Applicants must submit one digital file (pdf) with all the following documents; Incomplete applications will not be reviewed:

1. The Sussman cover page (available in Adobe pdf form).
2. Student prepared proposal that describes the work of the intended internship and how it will contribute to their educational and career goals. How the project will benefit the host organization? How will the Trust be acknowledged? What preparation the student has had to undertake the project? Identify the host site supervisor by name and title and describe how the supervisor will evaluate the work. **Statements longer than 500 words will not be accepted.**
3. Letter from Internship sponsor (agency, institution, laboratory, non-profit, etc.) on organization stationery with original signature of the person who will directly supervise the internship, and should explicitly discuss the following: (a) the start and end date of the internship, (b) the importance of the internship to the host organization, (c) the nature of the work to be accomplished, (d) how the internship will be supervised and evaluated.
4. Letter from faculty advisor indicating the student has the necessary background to successfully complete the internship objectives performance as well as the student's abilities, and experience at the university.
5. Graduate transcript(s) (including current semester).
6. Undergraduate transcript(s) (including transcripts for transfer credits).
7. Resume or curriculum vita including work and other experiences relevant to the project.

Final Report

Interns must submit a digital copy of a final report to the Sussman Fund via their Sussman representative by the end of the academic year following the internship. A lengthy final report is unnecessary -- generally 3-5 pages is enough.