



EXCELLENCE IN AGRICULTURE WORK EXPERIENCE SCHOLARSHIP SUMMER OF 2008

In addition to the Washington State Potato Foundation Scholarship Program, additional funds have been made available in 2008 to provide work experience opportunities in the agriculture arena. Students are required to meet with potential employers and set up all the details of these work experiences.

Upon approval, the WSPF is willing to provide a scholarship of \$2000 to 5 students for unpaid work experiences during the summer of 2008.

ELIGIBILITY FOR FUNDS

- Summer following freshman, sophomore or junior year of college.
- Good standing with the college, both academic and conduct.
- In order to qualify for the scholarship, the work experience must be completely **unpaid**. (No housing, perks, or other source of payment cash or otherwise)
- The student is required to work a minimum of **20 hours per week** for a minimum of **10 weeks** between June 1st and September 30th.
- This work experience will not provide additional reimbursement for travel or mileage expenses incurred by the intern.
- *Students are eligible to apply for the scholarship without regard to financial need. Preference will be given to students who are pursuing agriculture majors and intend to attain a career in the industry.*

APPLICATION PROCESS

- 1) Obtain application materials from the Washington State Potato Foundation.
- 2) Talk with your potential employer and define the expected responsibilities for your position. Secure and accept work experience offer. It is your responsibility to explain and provide them the necessary information outlined in the **General Information for Employers Considering an Ag Work Experience** document, which outlines the company's responsibilities for this program.
- 3) Complete all sections of the application. **Be as specific as possible.** Remember to proofread and spell-check your document. This application is your first and only impression to convince the committee that you are the qualified professional worthy of this work experience.
- 4) Mail 5 copies of the completed application. Please collate and staple each copy.

COMPLETED APPLICATIONS MUST BE POST-MARKED ON OR BEFORE MAY 19, 2008

WASHINGTON STATE POTATO FOUNDATION

PO Box 5051

Pasco, WA 99301-5051

FAXED OR E-MAILED PROPOSALS WILL NOT BE ACCEPTED!

CRITERIA FOR EVALUATION OF PROPOSALS

Please review the following criteria on which proposals will be evaluated and prioritized.

- A.** Applications are evaluated on the **quality** in how they are written and presented. Details and clear explanations will greatly increase your chances of being funded. **Be sure to proofread!**

- B.** Your proposed work experience should be **relevant to your educational goals or stated career interests**. The majority of your time (80%) should be spent in quality activities designed to stimulate learning, and no more than 20% of your time should be spent performing menial or clerical tasks. Carefully answer all questions on application form.

- C.** You should receive consistent feedback and guidance from your supervisor. Be sure to include the **criteria for evaluation**, including how often and what type of feedback will be provided. The number of contact hours with a professional is **an important factor** when the selection committee is reviewing your application.

- D.** Evidence of your **personal initiative and commitment** to the position is also important. You should describe the process you went through to obtain the position.

- E. Employer/supervisor must read and sign** the statement of support on application form. Their signature must be on the **same page** as the answered questions.

- F. Applications must be typed on a computer (You can request a Word template of the application from Kellee Balcom at kbalcom@potatoes.com).**

- G.** A relative may not supervise the work experience.

- H.** Applications for a second experience with the same agency or organization must **show increased responsibility or significant difference in duties**.

- I.** Gender, major, class year, and the site of the proposed position have no bearing on a proposal's evaluation.
 - *Awards will be made as scholarships to the student's college for the upcoming semester. Funds must be utilized to pay for tuition, books or boarding expenses*
 - *Funding awards are made on original proposals and will not be transferred to an work experience at a different site or for another position.*
 - *A mid-summer progress report and a final report are required (both will be e-mailed upon receipt of successful application), as well as a photo to be used for WSPF marketing purposes.*



EXCELLENCE IN AGRICULTURE WORK EXPERIENCE APPLICATION

A complete application includes:

- 1) Completed application (including employer signature on original)
- 2) Current student résumé

Five (5) copies of your completed application must be postmarked prior to **May 19, 2008**

Applicants will be notified **May 28, 2008** as to whether their proposal has been funded.

If you have questions or need assistance, please contact Kellee Balcom at kbalcom@potatoes.com or 509.528-4144

Name of Student: _____

Home Address: _____

Major: _____ Expected Graduation Date: _____

Campus Address: _____

Phone Number: _____

E-mail Address: _____

WORK EXPERIENCE DESCRIPTION

Position Title: _____

Company: _____

Address: _____

City: _____ State: _____ Zip: _____

Name/Title of Supervisor: _____

Area Code/Phone: _____ E-Mail: _____

Duration of Employment

Start Date	End Date	Hours per Week	Total Weeks

Students-

In order to answer each question and in type-written format, please request via e-mail the application from WSPF Executive Director, Kellee Balcom. Her e-mail address is: kbalcom@potatoes.com. Answers must not exceed 2 pages. Handwritten applications will not be accepted. The supervisor's signature must be on the same page as the answers.

1. Describe the organization and its contribution to the Washington Potato Industry.
2. Describe the work experience, including your primary responsibilities.
3. How did you go about securing this work experience?
4. How will you be trained?
5. Describe the criteria and method of evaluation established for your work experience. How much time will you spend with your supervisor?
6. What skills will you gain from the work experience?
7. How will the work experience impact your educational and post-graduation goals?

This position has been offered to me I have accepted this position contingent on funding

Student's signature: _____ Date: _____

I have read and approved this work experience proposal. I certify that this is an unpaid experience.

Supervisor's signature: _____ Date: _____

This supervisor's signature box must be on the same page as the completed application.



EXCELLENCE IN AGRICULTURE WORK EXPERIENCE APPLICATION

ATTENTION STUDENTS: PLEASE DISTRIBUTE TO EMPLOYER!

GENERAL INFORMATION FOR EMPLOYERS CONSIDERING AG WORK EXPERIENCE

The funds for the Excellence in Agriculture Work Experience are allocated by the Washington State Potato Foundation. There are currently plans to fund at least 5 work experiences for the summer of 2008. Each student who is selected to participate in the program will receive a **\$2000 award** (which will be credited to his/her college for the upcoming semester/quarter).

Students are eligible for this program the summer following their **freshman, sophomore or junior** year. They must be in good academic standing with their college

GUIDELINES FOR WORK EXPERIENCES

1. Work Experiences must be **relevant to the educational goals and/or career interests** of the student.
2. Student may not work for a relative.
3. In order to qualify for the scholarship, the work experience must be **unpaid**. Completely unpaid, payment from other grants, housing or mileage reimbursements do not qualify as unpaid.
4. Students must submit a **description of their responsibilities** as a part of the application process. The committee evaluating the applications will be putting a great deal of weight on how the student describes the proposed work experience.
5. On the student's Summer Work Experience Application, **criteria for evaluation** of the student's performance at their work experience must be clearly defined. This includes information about how often and who will provide feedback. Time spent with the supervisor and how the student will be evaluated is very important.
6. The employer or supervisor must sign the application in support of the proposed work experience.

TERMS OF WORK EXPERIENCE

- The student is required to work a minimum of **20 hours per week** for a minimum of **10 weeks** between June 1st and September 30th.
- The program **will not provide reimbursement for travel or mileage expenses** incurred by the intern.

APPLICATION TIMELINE

Monday, May 19, 2008 .. Applications must sent (postmarked) to Washington State Potato Foundation
Wednesday, May 28, 2008Notification of applicants concerning award