## Internship

## Global Treks and Adventures

This student travel to Hawaii for 8 days of field research (May 20-27) and then spend 2-3 months after the field research synthesizing the information to write a research paper to be included in the digital e-books and website for Global Treks and Adventures, which will count as an internship with them. The cost of the program is a flat $\$ 2,500$, which is the amount of the request.

Below are the budget sheet, acceptance letter, and expense documentation.

## University of Connecticut | Presidential Scholars Enrichment Award

## BUDGET WORKSHEET

This worksheet is to help you organize your budget before submitting your request for an Enrichment Award. If you are requesting your Enrichment Award for Study Abroad, please use their online application.

| Category/Item* | Explanation | Amount |
| :---: | :---: | :---: |
| Research | (Supplies and/or consumables in the lab, printing \& copying, travel to collections, etc.) |  |
| laboratory supplies/equipment |  |  |
| mileage |  |  |
| other |  |  |
| Professional Development | (Travel for research purposes or to attend pre-professional or academic conferences.) |  |
| mileage |  |  |
| airfare |  |  |
| hotel/room costs |  |  |
| meals/board |  |  |
| registration fees |  |  |
| Study Abroad | (Students may use the award funds ONLY for travel and foreign room and board.) |  |
| airfare |  |  |
| room costs |  |  |
| meals/board |  |  |
| Internship | (Items covered may include room, board, mileageltransportation, etc.) |  |
| mileage |  |  |
| airfare |  |  |
| hotel/room costs |  |  |
| meals/board |  |  |
| Volunteer/Service Costs | (Costs associated with approved volunteer or UConn-sponsored service activities) |  |
| mileage |  |  |
| airfare |  |  |
| hotel/room costs |  |  |
| meals/board |  |  |
|  | Total Enrichment Experience Cost <br> Total Enrichment Award Amount Requested |  |
| Funds from other sources | Please list sources and amounts of funding you expect in addition to this award |  |
| *Documentation for each expense listed will be required within the Presidential Enrichment Award Application |  |  |

## Labels

Q Search in mail


Program Director herdina@global-treks.com via uconn.onmicrosoft.com
to me ${ }^{-}$
*Message sent from a system outside of UConn.*

## Hi XXXXXX

We typically call with this update on your application but we are currently abroad on a research trip so I wanted to send it via email. Our selection committee met and we would like to offer you a spot on our research team to Hawaii this summer. Welcome to the Hawaii Research Team! The field research dates for this internship will be May 20-27, 2023. We think you're going to be an amazing contributor with our upcoming publication to the region and we all look forward to continuing to get to know you as we move closer to the research expedition.

## Stop by and check out our welcome video.

Included in this email are all the details pertaining to the expedition. Please stop by and visit the Expedition webpage here as it will give you access to all the details pertaining to the expedition, including information on the island and recommended packing list. While we currently have you assigned to the team listed above, you will see on the expedition page how many positions are available on the other teams as well. If another date works better for you just let me know.

Once you have reviewed everything, to finalize your acceptance of the research internship, please give me a shout via email or phone to officially accept and confirm your position. Your deposit secures your spot at the research base in Iceland and can be submitted on the same website as your paperwork. Due to the competitive nature of our internships we do recommend you letting us know within a week's time frame.

There is some paperwork to review and sign, but there's no need to go through all of it today. For now, please read through the top 2 components of the expedition page. One of them is the Welcome Letter and Expedition Overview. This document will provide a brief summary of your expedition location and some helpful pieces to consider right now.

The next main document is your Intake Form. This sheet begins your internship portfolio with us and will get the ball moving forward in terms of creating your individualized research project. If you choose to accept the position, we will need this form back first. If you have any questions, please don't hesitate to reach out at any time. You're part of the team now, so feel free to email or call the office at $507-301-6466$ whenever you need some help.

I appreciate the need to take some time to talk things over with your family. Please let me know if anyone has any questions or would like to have a group conference call to go over any of the details of the expedition. I hope you're doing well and I look forward to talking again with you soon. Please let me know what questions pop up along the way.

Congratulations on your selection to the team! We look forward to working with you!
Jen
Jen Herdina
Research Director
Global Treks and Adventures
507-961-9843
www.global-treks.com


TRAVEL COSTS: $\$ 2,500$
What's included: The fee covers lodging, supplies, food, local transportation, and access to educational, natural history, and cultural centers. Basically, once we pick you up at the airport in Kona you would not have to spend a penny unless you would like to purchase souvenirs or other optional personal expenses.

What's not included: Airfare transportation to Hawaii not included. We are more than happy to help you book your flight. Flights typically start around $\$ 400$ depending on your location. We will meet you at the Kona airport (airport code KOA) with our company shirts on and a sign that says, "Global Treks."

## Thank you for choosing United

(!) We were unable to assign some or all of your seats. Please visit Manage Reservations to try selecting seats again.

Once we've finished processing your reservation, you'll receive a second email containing your eTicket itinerary so that you can request additional receipts, export to your calendar, check in, cancel, upgrade, email or print your itinerary. This may take up to 24 hours.

We're processing your reservation and will send you an eTicket Itinerary and Receipt email once completed. This process usually takes less than an hour, but in rare cases it could take longer. If you don't receive an eTicket Itinerary and Receipt email within 24 hours, please call the United Customer Contact Center

Confirmation number:

## BE9DXF

## Purchase summary

1 Adult (18-64) ..... $\$ 670.33$
United Sustainable Flight Fund ..... \$3.50
Taxes and fees ..... \$95.81
Additional services
Trip insurance (Billed separately by ) ..... $\$ 49.80$
Total$\$ 819.44$Credit card payment: $\$ 769.64$ (MasterCard-**7072) Billed by UnitedCredit card payment: $\$ 49.80$ (MasterCard-**7072) Billed by

