**2021 Alumni Sponsored Internship Program Application**

**Today’s Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Application Deadline Sunday, 04/25/2021**

**Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Class\_\_\_\_\_\_\_\_\_\_\_ Student ID\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Major\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Concentration \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address from June 2021-August 2021\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**City\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State\_\_\_\_\_\_\_\_\_\_\_ Zip Code\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**E-mail\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Home Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**City\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State\_\_\_\_\_\_\_\_\_\_\_ Zip Code\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Country\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**The following question is asked for statistical purposes only.**

Have you utilized the ‘68 Center for Career Exploration (Circle Yes or No)? If yes, please list (examples: career

advising appointments, walk-in hours, attended Career Treks or How’d You Get There? programs or specific

workshops, Job Shadowing, Venture Pitch Competition, WS Courses: SPEC 21, SPEC 19, SPEC 26, SPEC 30, etc.)

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Remote (First Priority) and Safe, On-Site Domestic Internship located in the United States:**

**This year the college funds are not available for travel or lodging-International travel is prohibited.**

**Name of Organization\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Organization Web Address**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Organization Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**City\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State \_\_\_\_\_\_\_\_\_\_\_\_\_ Zip\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Country (For Remote Internships) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Supervisor Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Supervisor’s Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Supervisor’s E-Mail \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Supervisor’s telephone number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Please name the industry that best describes your internship organization. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is your internship Remote or Domestic (safe, on-site located in the United States)?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are you paying a fee for this internship? (Circle Yes/No) If, Yes, Amount Paid\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are you receiving a stipend from this organization? (Circle Yes or No) If Yes, Amount\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Were you awarded an Alumni Sponsored Internship Program Grant in a previous year? \_\_\_\_\_\_ When\_\_\_\_\_\_\_\_\_\_

**2021 ASIP Application Eligibility Requirements (Please put a check mark next to each statement and sign/date below).**

\_\_\_\_\_I am currently enrolled in classes (remotely or on-campus) in the 2021 Spring Semester.

\_\_\_\_\_I intend to enroll in classes (remotely or on-campus) in the 2021 Fall Semester.

To participate, students (regardless of citizenship) must physically work from within the United States.  This is

a Williams College Human Resources Policy.

\_\_\_\_I will be living in the United States in during the summer 2021 (June 1, 2021-August 31, 2021)

**2021 Summer Funding Status (Please check one of the following statements and sign/date below):**

**\_\_\_\_\_\_**I am receiving funding for the summer of 2021 from a Williams College Academic Department/Program

or Administrative Office. Name Administrative Department/Program or Administrative Office and type of funding.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_**\_I have applied for 2021 summer funding from Williams College Academic Departments/Programs or

Administrative Offices and am waiting to hear if I am receiving funding.

Please list applications submitted (CES, Summer Fellowships, Summer Science Research, Humanities Funds,

Linen funding, Mellon Mays Undergraduate Fellowship, Allison Davis Research Fellowship etc.)

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\_\_\_\_\_\_I am not receiving any funding for the summer of 2021 from any Williams College Academic Departments/

Programs or Administrative Offices.

Please note: If you receive any funding from any other Williams College Academic Departments/Programs or

Administrative Offices including grants, scholarships, stipends, or weekly pay in the summer of 2021 you

are not eligible to receive an ASIP grant in the summer of 2021.

Summer Internships must be full-time-35-40 hours per week for at least 8 weeks. In order to be eligible for

the 2021 ASIP Grant, currently enrolled first-years, sophomores and juniors must be in good standing with

Williams College. The ASIP Grant is consider taxable come.

By signing this document, I acknowledge that I have read and carefully reviewed and understand it in its entirety.

I affirm that I am 18 years of age or older. If you do not have access to a printer, an electronic signature will be accepted.

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**Print Name**

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**Signature Date**

**2021 ASIP Application Questions**

1. How did you learn about this internship? (200-word max)
2. Describe the internship organization and its mission? (Please use your own words) (250-word max)
3. If this is a domestic (on-site, located in the United States) internship, what are the social distancing and safety protocols that the organization has established?
4. What is your internship description? Please include any projects that you will be working this summer. (250-word max)
5. What interested you in this organization? How does this internship build upon your previous experiences (professional, academic or volunteer)? or If this is the first time that you are exploring this industry, why did you choose it? (300-word max)
6. What professional and/or academic objectives do you hope to achieve? How will this internship help you achieve these goals? (300-word max)

**Students must submit the following documents via Handshake before the ASIP Application Deadlines:**

\_\_\_\_2021 ASIP Application includes form (Pages 1-2) and your response to the 6 questions. Save as one document.

\_\_\_\_ **Your Resume (We strongly recommend that you have your resume reviewed by a** [**Career Advisor**](https://careers.williams.edu/meet-your-advisors/)

**by setting up an appointment on** [**Handshake**](https://williams.joinhandshake.com/appointments). If you have not created a resume, we recommend that you review

the  [**Resume Guidelines and Templates**](https://careers.williams.edu/resume-interview-guides/).

\_\_\_\_2021 ASIP Internship Supervisor Verification Form (See additional form)

[**2021 Alumni Sponsored Internship Program Round 1**](https://williams.joinhandshake.com/jobs/4388909) **(Link to Handshake Posting)**

**2021 ASIP Application Deadline Round 2: Sunday, April 25, 2021 via Handshake at 11:55 p.m. (Eastern Time)**

If you have any questions, please contact Dawn M. Dellea, Manager of Alumni & Parent Engagement Programs at

[**ddellea@williams.edu**](mailto:ddellea@williams.edu)