**2021 Williams Independent wINTERNship Application**

**Today’s Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Application Deadline**   **12/06/2020**

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

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

**Address in January 2021/February 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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Supervisor’s Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

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

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

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

**2021 wINTERNship Application 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 2020 Fall Semester.**

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

**Students enrolled in any academic programs that occur in January 2021 are not eligible to apply. (WEPO students,**

**or students starting an away/abroad program in January 2021-February 5, 2021.)**

**\_\_\_\_I am not enrolled in any academic classes in January 2021.**

**Any students physically located outside of the U.S. during the time stipends are processed and paid**

**(January 2021/February 2021) are not eligible to participate (This is regardless of citizenship).**

**This is a Williams College Human Resources Policy.**

**\_\_\_\_I will be living in the United States in January 2021/February 2021**

**WINTERNSHIPS must be full-time-35-40 hours per week for 3.5 weeks. Most WINTERNSHIPS will occur from**

**Monday, January 4, 2021-Wednesday, January 27, 2021.**

**Please note: The 2021 WINTERNSHIP grant will not cover lodging or transportation costs this year.**

**In order to be eligible for the WINTERNSHIP Grant, currently enrolled first-years, sophomores and juniors must be in**

**good standing with Williams College. The WINTERNSHIP Grant is considered taxable income.**

**I have provided you with accurate information and read the information above. I am in good academic standing**

**and I understand that the WINTERNSHIP grant is considered taxable income.**

**(If you do not have access to a printer, an electronic signature will be accepted.)**

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**Print Name**

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

**Signature Date**

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

**\_\_\_\_2021 wINTERNship** **Application Form and Response to the 6 questions (all in 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/).

**\_\_\_\_2020 Internship Supervisor Verification Form (See additional form)**

**The posting on Handshake will be named 2021 Independent WINTERNSHIP Program**

**FINAL Deadline: Sunday, December 6, 2020 at 11:55 p.m.**

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

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

**Please answer the following 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 on in January 2021. (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)**