**January 2022 Student Self-Sourced Winter Internship Application**

**Today’s Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Application Deadline via Handshake: Tuesday, 11/30/2021**

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

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

**Address in January 2022 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**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, include examples: advising appointments,

walk-in hours, Career Treks or How’d You Get There? other programs/workshops, Job Shadowing, etc.

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

* Winter Study Internships located in the United States can be Remote or On-Location.
* For International Students Only-International Winter Internships (on site, on-location) must be located in students'

home country (where their permanent legal home address is listed).

* International Winter Internships (remote) are allowed.

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

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

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

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

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

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

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

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Please name the industry that best describes the internship organization (Law, Non-Profit, etc.) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is your winter internship remote or on-location? (Circle Remote or On-Location)

Please Note: Winter Internships located in the United States can be remote or on-location

International Internships must be remote only

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

Please explain

Are you receiving compensation/weekly pay from this organization? (Circle Yes or No) If Yes, Amount\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please explain:

**January 2022 Winter Study Internship Requirements (Please put a check mark next to each statement**

**and sign/date below).**

\_\_\_\_\_ I am confirming that my winter study internship is full-time 35-40 hours per week from Monday, January 3, 2022 –

Thursday, January 27, 2022.

\_\_\_\_\_I am currently enrolled in the 2021 Fall Semester.

\_\_\_\_\_I intend to enroll in the 2022 Spring Semester.

\_\_\_\_\_I am not studying away/abroad for the entire academic year 2021 Fall Semester and 2022 Spring Semester.

\_\_\_\_\_If I am studying away/abroad for the 2022 Spring Semester, I will not leave my winter study internship early or

begin my 2022 Spring Semester until after the 2022 January Winter Term ends on Thursday, January 27, 2022.

\_\_\_\_\_ I am a first-year student and have a confirmed full-time winter internship (remote or on-location). I understand

that I am required to live on-campus during the entire winter study term from Monday, January 3, 2022-Thursday,

January 27, 2022. On-Location winter internships must be local (within Berkshire County).

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.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Print Name**

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

**Signature Date**

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1. How did you learn about this winter internship? (200-word max)
2. Describe the internship organization and its mission? (Please use your own words) (250-word max)
3. What is your internship description? Please include any projects that you will be working this summer. (250-word max)
4. 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)
5. 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 Student Self-Sourced Winter Internship Application Deadline Date: Tuesday, November 30th at 11:55 p.m. (EST).**

\_\_\_\_**January 2022 Winter Study Term Application-for Student Self-Sourced Winter Internships** and your responses

to the 5 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 Winter Internship Supervisor Verification Form (See additional form)

**Link to Handshake Posting: https://williams.joinhandshake.com/jobs/5375530**

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

**ddellea@williams.edu**