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# SPEC 21 Career Exploration: Winter Study Internships!

# January 2023 Student Self-Sourced Winter Internship Application--Deadline via Handshake:

# Sunday, October 16, 2022 at 11:55 p.m.

**This is a Microsoft Word Fillable Form. Please complete this form in Microsoft Office (Word)**

## Section I: Contact Information

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Full Name: |       |       |       | Williams ID #: |       |
|  | First | M.I. | Last |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Class Year: |       | Major: |  | Concentration: |       |

|  |  |  |  |
| --- | --- | --- | --- |
| Email: |       | Cell Phone: |  |

|  |  |
| --- | --- |
| Internship Organization: |       |
| Organization Website: |       |

|  |  |
| --- | --- |
| Organization Address: |       |
|  | *Street* |
|  |       |       |       |
|  | City | State | ZIP Code |
|  |       |
|  | *Country (if not US)* |

|  |  |  |  |
| --- | --- | --- | --- |
| Industry/Field of interest: |  | If other, please specify: |  |

|  |  |
| --- | --- |
| Internship Supervisor Name: |       |
| Internship Supervisor Job Title: |       |
| Supervisor Email: |       | Supervisor Phone: |  |

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| --- | --- | --- | --- | --- | --- |
| Is this internship remote? Onsite? Hybrid? Undecided?: |  | Start Date: |  | End Date: |       |

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| --- | --- | --- |
| Are you paying a fee for this internship? | **YES**[ ]  | **NO**[ ]  |
| If, Yes, amount paid? |  |

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| --- | --- |
| If, Yes, please explain |       |

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| --- | --- | --- |
| Are you receiving compensation from this organization? | **YES**[ ]  | **NO**[ ]  |
| If, Yes, amount compensated? |  |

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| --- | --- |
| If, Yes, please explain |       |

## Section II: Eligibility Requirements

[ ]  I am conﬁrming that my winter study internship is full-time 35-40 hours per week (preferred) from Tuesday, January 3, 2023 – Thursday, January 26, 2023.

If your hours are less than 35 hours per week please explain.

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[ ]  I am currently enrolled in the 2022 Fall Semester

[ ]  I did not apply for a Winter Study Travel Course or submit an application for a 99 Winter Study Independent Project.

[ ]  I am not studying away/abroad for the entire academic year 2022 Fall Semester and 2023 Spring Semester or my study away/abroad program for the 2023 Spring Semester does not begin in January 2023.

[ ]  **The President/Co-Founder/Owner of my internship organization is not a currently enrolled college student,. In addition, I understand that my supervisor must have worked full-time for two years.  Please note: This full-time experience does not include full-time experience during summer internships while attending college.**

[ ]  If I am a ﬁrst-year student, I understand that I must remain on campus for the January 2023 Winter Term. First-Year students can apply for winter internships within Berkshire County. If you accept a remote winter internship, you must live in Williamstown, MA on campus during the duration of your winter internship through Thursday, January 26, 2023.

## Section III: For statistical purposes only.

[ ]  1:1 Advising Appointments

[ ]  Career Preparation Workshops

[ ]  Handshake

[ ]  EphLink

[ ]  Career Treks

[ ]  Industry Meetups

[ ]  Employer Interviews

[ ]  Spec 21

[ ]  Spec 19

[ ]  Other

Please select all '68 Center services you have utilized:

If Other, please specify:

|  |
| --- |
|  |

How did you learn about this internship? (25 word minimum, 100 word maximum)

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| --- |
|  |

## Section IV: Application Questions

1. Describe the internship organization and its mission? (150 word minimum, 250 word maximum)

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1. What is your internship description? Please include any projects that you will be working on this January. (150 word minimum, 250 word maximum)

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|  |

1. 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? (200 word minimum, 300 word maximum)

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1. What professional and/or academic objectives do you hope to achieve? How will this internship help you achieve these goals? (200 word minimum, 300 word maximum)

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## Application Submission

Students must submit the following documents together via Handshake before the Winter Study Application Deadline, Sunday, October 16, 2022 at 11:55 p.m.

[ ]  2023 Winter Study Term Application for Student Self-Sourced Winter Internships (This form)

[ ]  2023 Winter Internship Supervisor Veriﬁcation Form (See additional form)

[ ]  Updated Resume

## Disclaimer and Signature

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 are under 18 years of age, a parent or guardian must sign this form. If you do not have access to a printer and scanner your typed name is accepted.

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: |       | Date: |       |

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

’68 Center for Career Exploration, Williams College via email at ddellea@williams.edu, or call (413) 597-3756.