# Winter Study 2018 – SPEC 21

**Experience the Workplace: an Internship with Williams Alumni/Parents**

Course Description ***(from the catalog)***

Field experience is a critical component of the decision to enter a profession. Through these field placements, students can clarify their understanding of the rewards and challenges that accompany the practice of many different aspects within a profession, and understand the psychology of the workplace. In order to participate in this course, students must apply to the winter study internships listed in this syllabus. The expectation is that each student will observe and participate in some aspect of the profession for the better part of the day, five days per week, but least 30 hours per week. It is also expected that the instructor will assign a specific project to be completed within the 3–4 week duration of the course depending upon appropriateness.

Participation in this winter study will require the student to quickly assess the work environment, make inferences about corporate culture, performance norms and expectations, and to take initiative not only to learn from this experience, but also to contribute where and when appropriate. Understanding the dynamics within a work environment is critical to success in any organization and this hands-on experience will illuminate lessons learned in the classroom. Upon completion of the winter study, it is expected that the student write a thorough report evaluating and interpreting the experience.

**Requirements: It is expected that students will complete assigned readings, keep a daily journal, and write a *5–7 page expository review* *and evaluation* that will become public record as a resource for other students.**

Prerequisites: interested students must attend an information meeting. Preference for placements will be given on demonstrated interest in the sponsor’s profession and is totally at the discretion of the sponsor.

***Enrollment limit: 60***

Cost to student: if the internship is off campus, the student will be responsible for transportation and living expenses at the internship site. Students may apply for a rebate on their January meal plan; those on financial aid may approach the Financial Aid Office for additional assistance for expenses.

**Meeting Time Requirement: The expectation is that each student will be in the field to observe and participate in some aspect of the profession for the better part of the day, five days per week, but at least 30 hours per week. In addition to observation there may be an opportunity to work on distinct projects generated by the instructor depending upon appropriateness**.

**DAWN M. DELLEA, Manager, Alumni & Parent Engagement Programs, Career Center**

Dean’s Office (Sponsor)

**Course Syllabus**

## Outline of Requirements

*Important Note*: Logistically, students are responsible for finding their own housing and transportation during the Winter Study period. In addition, students are responsible for all costs necessary for completing the course, including travel to the site location, costs of food and accommodations, and any commuting costs. Those students receiving financial aid from the College are eligible for some assistance and should check with the Financial Aid Office for details. All students working off-campus are eligible for a food plan rebate.

1. **Students must register for the course: SPEC 21 Experience in the Workplace: an Internship with Williams Alumni/Parents. Winter Study Registration Dates:  Wednesday 10/18/17-Sunday, 10/22/17. Winter Study will occur from Wednesday, 01/03/18-Friday, 01/26/18.**
2. The Winter Study Internship descriptions are posted on **Handshake.** Login to Handshake at [**https://williams.joinhandshake.com/login**](https://williams.joinhandshake.com/login), and on the top bar select, “Jobs.” On the left-hand side under Filters type in SPEC 21, and all of the winter study internship descriptions are listed. Click on “View Details” and “See More” for full winter study internship descriptions.
3. The application instructions for winter study internships on Handshake and the SPEC 21 syllabus can be found on the Winter Study Internship page <https://careers.williams.edu/winter-study-internships/> **Check the SPEC 21 syllabus and Handshake frequently. Winter study internships may be added.**
4. **Please note: First Year students are eligible to apply for the local winter study internships (Berkshire County only) that are listed in this syllabus**
5. **Applications:** Students may apply to multiple winter study internships. Please read the application requirements carefully because each opportunity may have unique requirements (Resume, cover letter, writing sample, answer to questions. etc.)
6. **APPLICATION DEADLINE: Students must apply for winter study internship online via** [**Handshake**](https://williams-csm.symplicity.com/students/index.php?au=&ck=) **by Sunday, October 22, 2017 at 11:55 p.m. Please create cover sheet with a list of the winter study internships that you applied to this year and send it to Dawn Dellea at** **ddellea@williams.edu**
7. **Questions? Contact Dawn Dellea, Manager of Alumni & Parent Engagement Programs, Career Center at** **ddellea@williams.edu** **or 597-3756.**
8. **Required reading:** *Working* by Studs Terkel, New Press, 2004 ed. or *What Should I Do with My Life?* by Po Bronson, Ballantine Books, 2005.
9. **Required writing:** minimum 5-7 page expository piece on your experience during the course, what you learned about the profession, and what you learned about yourself – whether or not you see yourself pursuing this profession in the future explaining why or why not. **Due: Friday, January 26, 2018** by e-mail to Dawn Dellea (ddellea@williams.edu).

**Acceptance**

Acceptance into the course will be determined as a result of the review of your application by the alum/parent sponsor and a possible telephone or Skype interview. Determination of acceptance will be made as soon as possible after the application deadline. **In order to apply, you must register for SPEC 21 Experience in the Workplace: an Internship with Williams Alumni/Parents.** Selection into the course comes as a final decision from the alum/parent sponsor and will be based solely on his or her evaluation of your application materials and any interview that may take place. Seniority by class will be only one factor.

**Since students are receiving winter study credit for SPEC 21 Experience in the Workplace: an Internship with Williams Alumni/Parents, they are not compensated for winter study internships.**

## Placements

Dawn Dellea, Manager of Alumni & Parent Engagement Programs at The Career Center, has arranged the following field placements. Each placement represents an agreement between Williams College and the sponsor to provide a shadowing experience along with specific work tasks and/or work experience.

In many cases, specific work assignments cannot be determined far ahead of time, so descriptions may be somewhat general.

Details about the placements *(please read carefully before applying)*:

1. **ARTS ADMINISTRATION**

**WHO:**  **Joe Thompson ‘81**
Mr. Thompson is the Director of MASS MoCA, the Massachusetts Museum of Contemporary Art

**WHERE:  North Adams, MA**

**WHAT**: Work at MASS MoCA in the executive offices and in the fabrication and art installation department, helping to install and de-install gallery exhibitions.

**APPLICATION REQUIREMENTS:**  Resume and cover letter.  Your cover letter should be addressed to Mr. Joe Thompson, Director of MASS MoCA.

**2. MUSEUM ADMINISTRATION**

**WHO**: **various professionals at The Clark**

**WHERE**: The Clark in **Williamstown**.

**WHAT: Curatorial Intern** -Curatorial would be interested in hosting an intern over winter break. We have many exhibitions under development and it would be related to one of them.

**Director’s Office**-Learn the workings of a Director’s Office in a busy Museum and Research Institution.

This project will involve organizing the former Director Office records and other appropriately related institutional records. Although the records will be readily accessible, and initially not archived, we will work to create the framework for the former Director, the Interim Director and the new Director.

Tasks will include, sorting records and creating the framework for future use utilizing both paper and electronic records. Will work closely with the Assistant to the Director.

**Research and Academic Program**-The staff of the Research and Academic Program is continually working on larger publication and lecture projects. General administrative and research assistance – for example, secondary reading and writing related to specific art-historical issues – is always in demand.

**Membership Winter Study Internship**-The Advancement Office at the Clark is looking for a curious, can-do Williams Student interested in arts administration to help strengthen its membership programs.

Over the course of three and a half weeks our Intern will work in the Advancement office assisting with long range planning, developing a member survey to help evaluate the Clark’s current membership program, helping shape future membership offerings, and fulfilling benefits of membership.

**Museum Store Intern**-Opportunity for someone learning about business and marketing.

**Library**- The Library is looking for a detail oriented intern to work with the Collections Management Librarian on a variety of special projects. Projects include both physical and digital material from the library’s rare, artists’ book, Venice Biennale, and archival collections and range from creating and updating catalog records to basic conservation treatments and rehousing. This is a great opportunity to explore one of the top art reference libraries in the country.

**Prints, Drawings, and Photographs**: Reporting to Jay Clarke, and working with Curatorial Assistant Kristie Couser, this intern will catalogue works in the Clark’s permanent collection, assist with research and writing related to potential new acquisitions, help schedule and oversee visits to the Works on Paper Study Center, and other general curatorial tasks.

**Communications Intern**

Assist Communications Department personnel and others to promote and raise awareness of the Clark on regional, national and international level utilizing public relations, marketing, social networking, and advertising to achieve goals. Performing a variety of duties our intern may write, edit and format e-blasts to members/friends of the Clark, write press releases for events, proofread and copy edit Clark publications and related ephemera.

**APPLICATION REQUIREMENTS**: The candidates have to submit a resume and a letter of interest stating in what aspect of museum administration you would be most interested. Please address the letter of interest to Ms. Dawna Johnson

**3. INTERNATIONAL EDUCATION-DENMARK**

**WHO: Robin Lorsch Wildfang ‘86**
Robin is international projektleder and an English and Latin teacher at **Studenterkurset i Sønderjylland, a**

**private high school in Toftlund Denmark.**

**WHERE**: Studenterkurset i Sønderjylland ([www.stuk.dk](http://www.stuk.dk/)), **Toftlund Denmark**(a small town in rural Southern Jutland about 25 miles north of the German border and 3 hours by train from Copenhagen).  **The start date is Monday, January 8, 2018.**

**WHAT:** You will have an opportunity to observe all aspects of a private, internationally oriented school in
Denmark. Under the supervision of Robin you will be able to try your hand at teaching English to foreign language students in 8th, 9th and 10th grade as well as participating in other normal school activities including teacher meetings, school field trips, grading written work, etc. If a successful applicant has a major other than English or is interested in teaching a subject other than English, it will be possible to arrange a chance to try teaching that subject in English to our international 9th and 10th grade classes. **The school can offer free room and board to the right applicant.**

**APPLICATION REQUIREMENTS:** Resume, letter of interest (400-500 words) and a description of a possible teaching unit. Your cover letter should be addressed to Ms. Robin Lorsch Wildfang.

**4.  ADVERTISING**

**WHO:  Val DiFebo ’84, Chief Executive Officer, Deutsch NY and Current Williams College Trustee.**

**WHERE: Deutsch NY is one of New York’s largest and most prestigious advertising agencies.**

**WHAT:** Deutsch opens its doors and provides an inside perspective on the world of consumer advertising and marketing for a select group of college students with a passion for the business. With a designated mentor to "shadow", each intern gets assigned to a department (e.g. account management, social, digital, media, production, creative, new business, account planning, data strategy) to get smart on what an Agency does and what makes great advertising.

The internship is designed to be both a blend of "real" work experience with actual advertising tasks and assignments, combined with more formal training and exposure to all disciplines. This internship introduces students to individual functions and career opportunities within the agency environment and also provides them with the opportunity to apply all that they've learned in assignments as a team.

**APPLICATION REQUIREMENTS:** A resume and the answers to the following questions:

1. What is your personal passion? Describe what you spend hours doing even though it is not your job and why you love it.
2. Describe something that has a major impact in your life, no matter how big or small it might be.
3. What app do you use most frequently?
4. What is one of your favorite advertising campaigns?
5. Identify a trend that you feel will change the future of advertising and describe how.

**Your answers should be addressed to Ms. Val DiFebo, Chief Executive Officer, Deutsch NY**

**5. PUBLISHING/FOOD EDITORIAL-PUREWOW**

**WHO: Heath Goldman ’13**

Heath is PureWow’s Food Editor. She oversees editorial food content across the website plus recipe development and photography. She pitches and writes daily food and edit stories. Prior to joining PureWow, she was an Associate Food Editor at Real Simple magazine. She began her career in food shortly after graduating, when she attended culinary school and worked as a line cook at Le Bernardin restaurant in New York City.

**WHERE:** **PureWow-New York City**

**WHAT:** Work with Heath Goldman and PureWow’s Wellness Director on food content for the brand. Responsibilities will include scouting the latest food and recipe trends, creating a daily roundup of viral food stories, organizing our recipe database and assisting with data and analytics projects. Looking for a candidate with a strong interest in food, lots of energy and great organization skills.

**APPLICATION REQUIREMENTS:** Resume and concise letter of interest. Your letter of interest should be addressed to Ms. Heath Goldman, Food Editor, PureWow.

**6. COMMUNICATIONS, MARKETING, AND EDUCATION**

**WHO: Jim Reische, Chief Communications Officer, Williams College**

Jim Reische joined Williams as Chief Communications Officer in January 2017. He leads a comprehensive communications team that helps advance the college’s mission, enhance Williams’ national and international reputation, and deepen engagement among prospective students, alumni, parents, and campus audiences. He serves as principal advisor to the president and senior staff on all college-wide communications matters and leads his team in their strategic contributions to admissions marketing, development and alumni communications, institutional branding, media relations, and crisis communications. His office is also responsible for the college’s web and social media strategies and publication of *Williams*magazine.

Jim previously served in the same role at St. John’s College, overseeing communications strategy for St. John’s undergraduate and graduate programs in Annapolis, Md., and Santa Fe, N.M. From 2011 to 2016 he served as Vice President for Communications at Grinnell College. Before that he was executive editor of the University of Michigan Press and senior editor and assistant campaign director at Michigan’s Office of University Development.

Jim is a recurring contributor to Call to Action, *Inside Higher Ed*’s blog for communications professionals. He has co-chaired national conferences for media relations professionals and is actively involved in a new association for college and university speechwriters through the Professional Speechwriters’ Association.

He earned his bachelor’s degree in social science from the University of Michigan in 1989, a master’s degree in Central European and Russian area studies from Harvard in 1995, and a second master’s in Russian history from Michigan in 1997.

**WHERE: Work with one of the nation's best college communications teams**

**WHAT:**From editorial to creative, digital and web strategy to social media and sports information, media relations to executive communications and speechwriting—Williams Communications does it all. Come learn how top schools develop their admission marketing, alumni communications, PR and even crisis communications plans. You'll gain experience that you can take into any area of communications, whether you stay in higher ed, move to advertising or marketing, or even political communications.

The internship will provide you with hands-on, project-based experience and exposure to the wider range of skills in our field, all from right here on campus. Students will be assigned projects in fields appropriate to their interest or skills: press releases, long-form articles, graphic design work, and more. There will also be opportunities to shadow the college's senior communications officer to gain a sense of how things work at the executive level. You'll leave with a richer understanding of the communications field and its opportunities, real pieces for your portfolio, and a better understanding of how Williams works.

**APPLICATION REQUIREMENTS:** A resume and the answers to the following three questions:

1. Share a story of a moment when communication made a difference in your life, for good or ill.
2. Where do you get your information about the world... and how did you choose those sources?
3. What do you think is Williams' greatest communication challenge, internally or externally?

**Your answers should be addressed to Jim Reische, Chief Communications Officer**

**7. SPORTS MEDIA/BROADCASTING**

**WHO**:  **Sam Flood ’83**

Sam Flood is the Executive Producer and President of Production, NBC Sports and NBC Sports Network.  As Executive Producer, Flood oversees production for NBC Sports and NBC Sports Network’s coverage of Sunday Night and Thursday Night Football, NASCAR, Premier League, Horse Racing's Triple Crown, F1, IndyCar, Tour de France, French Open, and Rugby among others.  A former college hockey captain, he is regarded as one of the most influential figures in the sport of hockey in the U.S. and is credited for creating the “Inside the Glass” analyst position.  Flood became only the seventh Executive Producer in NBC Sports history in June 2010 after serving as Coordinating Producer, NBC Sports since July 2005.

A 29-time Emmy Award winner and three-time Eclipse Award winner, the 2018 PyeongChang Games will be Flood’s 15th Olympic assignment. One of the many Olympic researchers who moved on to successful roles in the world of sports and entertainment, Flood joined NBC Sports in 1986 as an Olympic researcher for the 1988 Summer Olympics in Seoul, Korea. He produced Olympic track and field during the 1996 Atlanta Games, 2000 Sydney Games, 2004 Athens Games, 2008 Beijing Games, and 2016 Rio Games and produced the daytime studio show at the Vancouver, London, Sochi, and Rio Games.

**WHERE**:  NBC Sports Broadcast group **(Stamford, CT)** hardly needs an introduction, however, as a major producer of sports programming, NBC is involved in all major sporting events and venues from NFL Football to NHL Hockey to NASCAR Racing to Master’s and Ryder Cup Golf, the Olympics, and more.

**WHAT**:  You will be working on a project designed by Sam Flood, in addition to observing the production of NFL Football and other aspects of a busy production team.

**APPLICATION REQUIREMENTS**:  Resume and Statement of Interest (400-500 words).   Your statement of interest should be addressed to Mr. Sam Flood.

**8.  MUSIC PUBLISHING AND LICENSING INTERNSHIP

WHO:  Eric Kaye '92** is the Executive Creative Director/Co-Founder of the Diner Music Library and the Music Playground, companies with offices in New York and Los Angeles, specializing in music publishing, music supervision and licensing, original composition, song clearance, and copyright management. With over 20 years of experience in putting music to picture as a music supervisor, publisher, producer, composer, musician, licensor, and creative director, Kaye has been directly involved in the sale or license of over 5,000 pieces of music for use in film, television and advertising.

As a musician, he has performed with or produced artists including Luther Vandross, Carrie Underwood, Clint Black, Marc Cohn, Pat DiNizio of the Smithereens and Dave Wakeling of the English Beat.

He has been a board member of the Association of Music Producers (AMP), as well as a voting member of the Academy of Television Arts and Sciences and the Recording Academy. He is also an advisor and consultant to the American Federation of Musicians (AFofM) in their contract negotiations with respect to their commercials contracts.

The Music Playground's artist licensing group represents a highly curated collection of over 250 bands and artists from around the world for sync placements in film, television and advertising.  Its original music division boasts a full staff of composers producing original bespoke music for filmmakers and advertisers for hundreds of projects each year.

The Diner is the world's first fully customizable original music library. Over 25,000 tracks representing all genres, including an extensive collection of tracks specifically geared towards advertising, as well as authentic source music representing the best of American popular music genres. Founded in 2008 by composers for composers, the Diner is a collective of over 100 award-winning film, tv and advertising composers from around the globe.

The Diner and Music Playground's client list is a "who’s who" of the entertainment and advertising worlds, including companies such as Sony Pictures, Universal Pictures, MTV, Google, Hewlett-Packard, Coca-Cola, Mercedes Benz, Pepsi, McDonalds, AT&T, Pfizer, Ford, Wal-Mart, and many other prominent global brands.

**WHERE:  The Music Playground**is an award winning, fast-paced Music Production and Artist Licensing/ Music Supervision Facility with Audio Post capabilities**located in the SoHo district of Manhattan**. We are currently accepting applications for Internships! If you are interested in gaining valuable hands on experience and the opportunity to assist our team of accomplished Music Industry Professionals in all aspects of Music Publishing, licensing and composition for TV and advertising.

**WHAT:**Research and create social media content for various platforms and engage in social outreach to increase community engagement.  Shadow a licensing member to learn the start to finish process of licensing one of our tracks and new composition registration with performance rights organizations and the U.S. Copyright Office.  Assistance in maintaining our extensive database of tracks and cataloging new tracks as they come in from our sub publishers.  Research to identify online use of our Diner tracks and metadata tagging of known existing works.

**APPLICATION REQUIREMENTS:**Please submit a resume and cover letter.  Your cover letter should be addressed to Mr. Eric Kaye.

**9. MUSICAL PERFORMANCE AND SOCIAL MEDIA MARKETING**

**Who:** Sabrina Castle ‘17 Social Media and Marketing Manager

**Where:** Musical Instrument City, Rangeley, Maine. **Transportation, Room & Board Provided**!

**What:**Play Hundreds of Rare Vintage Musical Instruments for youtube videos while working with our social media marketing team on our facebook, pinterest and youtube channel.

Drawing from three generations of professional musicians, our family-owned business, Musical Instrument City, has over 20 years of experience matching musicians with the perfect instrument. We began wholesalers, primarily selling to Europe, Asia and South America. Now with multiple locations, we sell all over the world to professional musicians, collectors, schools, wholesalers and private individuals.

If you’d liked the opportunity to play hundreds of rare, vintage musical instruments (whatever you play we have!) then this is the internship for you. You’ll be in a working warehouse learning how to identify and market rare instruments to professional musicians and/or collectors via social media. A large portion of your time will be playing these vintage instruments for sound recordings/videos that will be used for marketing purposes.

The projects you participate in will be used on our webpage and on our new youtube channel. The youtube channel is currently in development so you’ll be able to see first hand how a company uses social media to grow and adapt to the market. For more info please visit [www.musicalinstrumentcity.com](http://www.musicalinstrumentcity.com/)

**Logistics:** **Room & Board is available at the alumna/owners home in Rangeley, Maine along with transportation to and from the facility. (around 10min drive.) Transportation is also available to and from Portland, Maine at the beginning and end of the internship. (If you can get to Portland we can get you!)**

**Application Requirements:** Sophomore, Junior or Senior.Must be proficient in 1 (or more) musical instruments. Woodwinds, Brass, Double Reeds, Drum and Percussion players are all welcome. You do not need to be a music major to apply. International student are also welcome to apply.

Please submit a resume a short Application Form  and an Audition (2-5 mins) posted to YouTube.

**Musical Instrument Performance & Social Media Marketing Application**

Please prepare a document with the following information:

1. First and last name and class year and Major(s) and Email address
2. What Instrument(s) Do You Play? How Long Have You Played?
3. Are You Currently In a Williams Musical Group? Have You Ever Been in a Williams Musical Group?
4. Other Bands/Orchestras/Musical Groups You Have Been Part Of?
5. Add Link To Your YouTube Audition
6. Any Other Info You Feel is Pertinent

**YouTube Audition Instructions**

**1.    Introduce Yourself and the Piece You’ve Chosen To Play**

Sample Script:“Hi my name is……...I’m a sophomore/junior/senior at Williams majoring in  Something Important Sounding I play  Something Cool. l I’ve played for A Few Years.  Today I’m going to play you A Cool Piece by  Someone Famous/Less Than Famous”

**2. Play One or Two Scales** (preferably in something other than C). Drum players give us a roll or two. ;)

**3. 2-5 mins of JUST YOU playing.** No other accompany musicians or background music. Choose something that showcases your talents. It can be any genre of music and any piece of music you like.

**4. Upload the Video to a YouTube account.**

**5. Add the YouTube Link with Your Application.**

**10.  CRIMINAL PROSECUTION/VICTIM ASSISTANCE/PUBLIC SERVICE**

**Who: Elizabeth A. Keegan, Victim Assistance Director for the Berkshire District Attorney’s Office**

**Where: Berkshire County District Attorney’s Office Pittsfield, MA**

**What:** Work within the District Attorney’s Office in the Victim Assistance Department. Observe court on a daily basis in the District Court, the Jury of Six or the Superior Court. To learn how the Victim’s Bill of Rights codified in Massachusetts General Laws 258B is implemented in the criminal justice system. Participate in problem solving think sessions with advocates and Assistant District Attorneys on ways to improve the experience for victims within the criminal justice system. Participate in discussions that will strive to translate the experiences of victims with the criminal justice system into educational opportunities focused on improving the interactions of other professionals such as emergency room personnel, physicians, schools, and employers with victims.

**Application Requirements:** Resume and cover letter. Applicant must pass a Mass State Police background check prior to the placement. Applicant must also sign a confidentiality agreement.

**Your cover letter should be addressed to Ms. Elizabeth Keegan.**

1. **JUSTICE AND THE RULE OF LAW**

**Who:** Andrea L. Rocanelli, Judge, Williams Parent (Class of 2021)

The Honorable Andrea L. Rocanelli was appointed to the Superior Court of the State of Delaware by Governor Jack A. Markell on June 5, 2013. Previously, Judge Rocanelli served as a judge of the Court of Common Pleas by appointment of Governor Markell on April 21, 2009.

Judge Rocanelli is the presiding judge of the Unified Mental Health Court for Superior Court and the Court of Common Pleas in New Castle County. In 2013, Judge Rocanelli was recognized with the Judicial Partnership Award by the Delaware Division of Substance Abuse and Mental Health, awarded to a leader who advanced the causes of individuals challenged with mental health and/or substance abuse disorders.

In 2010, Judge Rocanelli was recognized by the Delaware Bar Association with the Women’s Leadership Award, awarded to a member of the Delaware Bar whose character, strength, personality, achievement and activities in matters affecting women lawyers have served as an inspiration to and a model for women lawyers in their professional careers. In August 2009, she was recognized by the ABA Commission on Lawyer Assistance Programs with an award for her outstanding contribution to the bench, bar and public through efforts to maintain the integrity of the legal professions and improve the quality of life for lawyers.

By appointment of the Delaware Supreme Court, Judge Rocanelli serves as a member of various commissions and committees, including the Delaware Commission on Continuing Education and the Permanent Advisory Committee on the Delaware Uniform Rules of Evidence, and as the judiciary’s representative to the State Council for Interstate Adult Offender Supervision. She has served on committees of the Delaware State Bar Association, including the DSBA Committee on Access to Justice in CCP Consumer Debt Collection Actions and the DSBA Committee on Diversity. Judge Rocanelli is a member of the Rodney Inn of Court, serving on the Executive Committee for a number of years and serving as President from 2013.

In the Court of Common Pleas, Judge Rocanelli was responsible for the Court’s Drug Diversion Program in New Castle County and was a founding member of the Delaware coalition involving community health and law enforcement to identify alternative approaches to addressing prostitution in the community. Judge Rocanelli was appointed as a Commissioner of SENTAC as a representative of the Court of Common Pleas.

Judge Rocanelli received her J.D. from Harvard Law School, and her B.A., summa cum laude, from Boston College. After several years of private practice in Boston, Judge Rocanelli practiced law in Delaware with the firm of Morris, Nichols, Arsht & Tunnell. Judge Rocanelli served as Chief Counsel of the Office of Disciplinary Counsel for the Delaware Supreme Court, with responsibility for the practice of law and legal ethics in the state of Delaware.

Judge Rocanelli's present term ends June 5, 2025.

**Where:** Delaware Superior Court, Wilmington, Delaware, a court of general jurisdiction with a vast and varied case load of civil and criminal cases, as well as intermediate appellate jurisdiction.

**What:** Observe civil and criminal proceedings in a court of general jurisdiction with a trial court judge who also serves as the presiding judge of Mental Health Court. Assist the Mental Health Court team with administrative tasks and projects.

**Application Requirements:** Resume and a letter of interest to be submitted to Judge Rocanelli; students must pass a criminal background check prior to placement (no pending charges or felony convictions; misdemeanor convictions and/or certain traffic violations may be cause for concern); students will be bound by confidentiality rules and the code of conduct for judicial law clerks.

1. **CONSTITUENT SERVICES**

**WHO: U.S Senator Elizabeth Warren**

Senator Elizabeth Warren, a fearless consumer advocate who has made her life's work the fight for middle class families, was elected to the United States Senate on November 6, 2012, by the people of Massachusetts.

Senator Warren is recognized as one of the nation's top experts on bankruptcy and the financial pressures facing middle class families, and the *Boston Globe*has called her "the plainspoken voice of people getting crushed by so many predatory lenders and under regulated banks."

During her campaign for the Senate, Senator Warren promised to fight for middle class families and to make

sure that everyone has a fair shot to get ahead. She called for policies that would level the regulatory playing field for small businesses and ensure that everyone - even large and powerful corporations - pays a fair share in taxes and is held accountable for breaking the law.

**WHERE: The Boston Office** of U.S Senator Elizabeth Warren located at 2400 JFK Federal Building, 15 New Sudbury Street Boston, MA 02203

**WHAT:**Interns in Senator Warren’s Boston office will have the opportunity to experience firsthand how the federal government works, and to witness the real world impact government can have in the lives of constituents. Each intern will be assigned to a staff member, and will be responsible for assisting with constituent casework, replying to constituent inquiries, answering phones, processing mail, and entering correspondence in to our electronic database. The intern will also complete administrative tasks critical to the core day-to-day operation of the office. These duties require and instill a wide range of professional, interpersonal, and research skills that will aid the intern in his or her future career.

**APPLICATION REQUIREMENTS:**Please submit a resume and letter of interest. Your letter of interest should be addressed to  Abigail Glime, Boston Internship Coordinator.

**13. CONGRESSIONAL REFORM**

**WHO:  Betsy Wright Hawkings '86, Director, Governance Program, The Democracy Fund.**After graduating from Williams she spent more than 25 years as a Congressional chief of staff to Republicans representing Democratic districts before joining the Democracy Fund in January 2015.

**WHERE**:  **Washington, DC**

**WHAT:**The Democracy Fund's Governance Program supports organizations building bridges across the ideological divide and seeking out ways for our government to solve problems in the face of increased

polarization. Current grantees of the Governance Program include the Bipartisan Policy Center, the Aspen Institute’s Congressional Program, and the Faith & Politics Institute, among others.  Interns will gain first-hand knowledge on how creative philanthropy can work to improve our democracy and will work directly with Betsy and her team. Interns may be responsible for a variety of tasks, including:

* Producing original research on issues related to Congressional reform and improving congressional function; participating in grantee meetings, policy briefings, Congressional hearings, or other events;
* Supporting research and diligence about new grantee candidates; compiling press clips, writing blog posts, and creating content for the Democracy Fund’s social media accounts;
* Helping to organize internal and external events;
* Completing and presenting a self-directed project aligned with the goals of the Democracy Fund;
* Working to support the administrative needs of the team with editing, scheduling support, photocopying or other relevant administrative tasks and functions; assist in preparation and copying, packing, and mailing meeting materials

**Candidate requirements include:**

* Strong analytical, writing, editing, and communication skills
* Ability to think creatively about solving problem. Ability to work as part of a team. Ability to multitask while maintaining strong attention to detail. Ability to take initiative and work independently
* A deep passion for strengthening American democracy and a commitment to exploring a career in political or media reform

For more information about the Democracy Fund, visit [www.democracyfund.org](http://www.democracyfund.org/).

**APPLICATION REQUIREMENTS**:  resume, cover letter and writing sample, preferably on a topic related to the work of the Democracy Fund. Your cover letter should be address to Ms. Betsy Wright Hawkings.

1. **PUBLIC SECTOR CONSULTING**

**WHO: Gary Labovich P’14, Executive Vice President of Booz Allen Hamilton**serves as the leader of the Digital Solutions Group which is responsible for supporting the capture, execution and delivery of the firm’s $1B+ software development business. In this role, Mr. Labovich leads a team of technology experts in promoting software development best practices, promulgating standards and processes, and engaging in large, complex proposals. Since joining the firm in 2004, he has focused on providing strategy consulting and technology solutions to clients in a range of markets that include infrastructure, health, business of government, finance, and justice and homeland security.

**WHERE: McLean, Virginia (Washington, DC suburb)**

**WHAT:**Business, government, and military leaders turn to Booz Allen Hamilton to solve their most complex problems. Join our Digital Solutions Group and solve challenges where there are no roadmaps. Our dynamic team helps some of the most widely recognized organizations in government and industry to succeed by enhancing the security, health, economic well-being, and safety of people in our nation and around the world. We provide you with constant learning and mentoring opportunities and specialized industry-recognized training such as our Digital University to meet your personal career goals.

January interns will work alongside Digital technical consultants and will learn how disciplines such as Agile Delivery, DevOps, Internet of Things, Cloud Solutions, and Open Source Development contribute to our clients in a wide range of industries. Every day, government agencies, corporations, institutions, and not-for-profit organizations rely on Booz Allen’s expertise and objectivity, and on the combined capabilities and dedication of our exceptional people to find solutions and seize opportunities. They combine a consultant’s unique problem-solving orientation with deep technical knowledge and strong execution to help clients achieve success in their most critical missions.

**APPLICATION REQUIREMENTS:**Resume and cover letter. All majors are welcome to apply and liberal arts students interested in learning software development and other technical skills in addition to Mathematics and/or Computer Science are strongly encouraged to apply.

**15.  THE INTERSECTION BETWEEN TECHNOLOGY AND POLITICS**

**WHO:** Kit Rosen, '17, Customer Success Team at Quorum.

 **WHERE:** Quorum, Washington, DC.

 **WHAT:** Quorum is a 100% bootstrapped startup that is looking to hire an undergraduate intern for January 2018. Named the top D.C. startup to watch in 2017, Quorum enables anyone to influence the legislative process and leverages quantitative analytics to help users track issues, find champions, and share their message.

Called ["The Moneyball Effect on K Street"](https://www.washingtonpost.com/business/capitalbusiness/the-moneyball-effect-on-k-street-the-influence-game-gets-scientific/2015/03/12/4ab365f2-b14e-11e4-854b-a38d13486ba1_story.html) by the Washington Post and ["Google for Congress"](http://www.huffingtonpost.com/entry/quorum-analytics-google-for-congress_us_562e82d8e4b06317990ee3e6) by the Huffington Post, Quorum has been featured in over [50 news outlets](https://www.quorum.us/about/press/) and is used by Walmart, Coca-Cola, Apple, the United Nations, and many other companies, trade associations, and advocacy groups.

As a Customer Success Intern, you will work closely with full-time Account Managers and Support Specialists to provide a remarkable client experience. You will be working in a interdisciplinary, teamwork-oriented environment where you will help build the most powerful advocacy platform on the market.

**About You**

* You are optimistic about public service and institutions, and see yourself making a positive impact on both
* You're a highly-motivated self-starter who wants to make valuable contributions to a team from Day One
* You're an engaged learner—you want to expand your skills, get your hands dirty, and find solutions to challenging problems that require tradeoffs
* You want to work in a fun environment where you can form real friendships with other professionals and where you have a strong sense of belonging at a growing startup
* You're excited to pitch in wherever needed, from helping with data clean-up to supporting account managers

If you'd like to learn what it's like to have a real impact at a fast-growing company that is changing the way the advocacy process works, send us your resume. We'd love to talk to you!

**APPLICATION REQUIREMENTS:**Resume

**16. BUILDING SUSTAINABLE COMMUNITIES: NON-PROFIT ORGANIZATION/COMMUNITY OUTREACH**

**WHO:** Carolyn Valli, Executive Director of Central Berkshire Habitat for Humanity

**WHERE:** Central Berkshire Habitat for Humanity, Pittsfield, MA

**WHAT: COMMUNITY OUTREACH INTERN--**Central Berkshire Habitat serves families and communities through integrated approaches that leverage shelter, financial sustainability, education as a catalyst for community transformation. Be a part of the new Berkshire Bridges – Working Cities Pittsfield Initiative that reduces barriers to access for low and moderate income families in Berkshire County. Help implement and promote the new collaboration model for a “one stop shop” approach for accessing needed community resources including free tax preparation, financial tools and education, to name a few. Recruit participants and expand our financial empowerment opportunities. Help schedule and manage Volunteer Income Tax Assistance program and the Community Resource Connecter program. Work with a diverse group of community residents and staff to bring innovative programs to the Pittsfield and surrounded communities.

Gain a hands-on experience in Pittsfield working with the Community Outreach Director, Volunteer Engagement Coordinator, and Construction Crew Leader on the job site. Be part of a national movement of community service and giving back on Martin Luther King, Jr. Day. The most qualified candidates will have the flexibility to respond to the needs of the community and a willingness to learn. If you are excited to help build a house, a neighborhood, and community, please apply!

**APPLICATION REQUIREMENTS:** Resume and letter of interest. Please address your letter of interest to Ms. Carolyn Valli.

**17.  BUILDING SUSTAINABLE COMMUNITIES: NON-PROFIT ORGANIZATION/MARKETING**

**WHO:** Carolyn Valli, Executive Director of Central Berkshire Habitat for Humanity

**WHERE:** Central Berkshire Habitat for Humanity, Pittsfield, MA

**WHAT:**COMMUNICATIONS/MARKETING INTERN--Central Berkshire Habitat serves families and communities through integrated approaches that leverage shelter, financial sustainability, education as a catalyst for community transformation. Effective storytelling is key to mobilizing hands and hearts to engage with Habitat. Identify potential groups that will become volunteers, homebuyer partners, donors, ReStore shoppers and more and strategically develop outreach materials. Recruit participants and expand our financial empowerment opportunities. Create storyboards and produce short videos on Habitat Homebuyer Partner and Homeowner stories; the life of a ReStore donation; highlights from our community impact; and more. Use and develop social media and mobile marketing to increase donations and awareness of home-building projects and programs. Analyze metrics on current online/social media platforms and produce recommendations on improving content strategy.

Gain a hands-on experience in Pittsfield working with the Community Outreach Director, Volunteer Engagement Coordinator, and Construction Crew Leader on the job site. Be part of a national movement of community service and giving back on Martin Luther King, Jr. Day. The most qualified candidates will prior experience in graphic design, video production and editing, and/or communications. If you are excited to help build a house, a neighborhood, and community, please apply!

**APPLICATION REQUIREMENTS:** Resume and letter of interest. Please address your letter of interest to Ms. Carolyn Valli.

**18.  IMPACT INVESTING:  RESEARCH FOR AN INVESTMENT ADVISOR**

**WHO:** **Bill McCalpin ‘79, Managing Partner, Impact,**along with Kate Huntington, Managing Director at Athena Capital Advisors and Jeff Finkelman, Impact Research Associate at Athena Capital Advisors. Athena Capital is an investment advisor serving multiple high net worth individuals and non-profit institutions. Athena has been an active impact investor for many years and now has approximately 20-25% of clients who are pursuing impact and/or ESG investing in their portfolios.

**WHERE: Lincoln, MA**

**WHAT:** Work on a variety of impact investment related projects and assignments across asset classes and impact issue areas. Projects may be focused on a particular impact issue area such as Conservation, Sustainable Agriculture, Education, etc., or focused on a particular investment such as a private equity fund or long-only fund. Additionally, projects may be related to Athena’s initiatives in impact measurement, ESG due diligence and/or impact reporting. As part of the Research team, will be able to participate in our regular team and investment meetings, and learn about various aspects of the investment management field.

**APPLICATION REQUIREMENTS:** Resume and statement of interest. Preference will be given to students who have already developed a particular knowledge of the impact investment field as well as to juniors/seniors. The ideal candidates are students who are highly interested in the field of impact investing, have a foundation of knowledge of the investment industry (not necessarily impact), are self-starters, and are able to work well independently.

**19,  NOT-FOR-PROFIT STARTUP/FINANCIAL SERVICES SECTOR/COMMUNICATIONS AND EVENT PLANNING FOR SUMMIT ATTENDED BY GLOBAL LEADERS OF FINANCIAL SERVICES FIRMS**

**WHO:  Sarah Keohane Williamson ‘84, CEO FCLTGlobal, Former Williams College Trustee**

Sarah Williamson is the Chief Executive Officer of FCLTGlobal, a not-for-profit organization dedicated to encouraging long-term behaviors in business and investment decision-making. FCLTGlobal conducts research, convenes business leaders, develops actionable tools and generates broad awareness of ways in which a longer-term focus can increase innovation, economic growth and future savings.

Prior to assuming her current role in July 2016, Williamson spent over 21 years at Wellington Management Company LLP, where she was most recently a Partner and Director of Alternative Investments.  Over that time period, Williamson led the development of alternative investments and client solutions, was the Chair of the Wellington Trust Company, opened the San Francisco office, and served in numerous firm leadership roles globally.

Prior to joining Wellington, Williamson spent over five years with McKinsey & Company Inc. (1989 – 1994). She was also employed by the US Department of State (1986 – 1987) and was a mergers & acquisitions investment banker in New York and London for Goldman, Sachs & Co. (1984 – 1986).

She earned her MBA, with distinction, from Harvard Business School (1989) and her BA in economics, with honors, from Williams College (1984). Additionally, she holds the Chartered Financial Analyst and the Chartered Alternative Investment Analyst designations.

**WHERE:  FCLTGlobal is a not-for-profit, start-up organization in the financial services sector, located in Boston**. FCLTGlobal’s task is just beginning and the organization has a huge opportunity to have deep and lasting impact on business, capital markets and society more widely

**WHAT:** FCLTGlobal is mission-oriented yet we work in finance, with international leaders from large corporations, leading asset owners and large asset manager firms. The organization works to encourage a longer-term focus in business and investment decision making by developing practical tools and approaches to encourage long-term behaviors across the investment value chain.  Longer-term investments create value for all stakeholders, and benefit savers and corporations, alike.

You would work with a small team, and would help with event planning, writing communications/marketing documents (press release, email, blogs, social media posts), developing social media content and calendar, while observing the culture of a small, start-up organization that works successfully with leaders in the financial services industry to create content and tools that will shift the way those who work in the investment value chain conduct business.

**APPLICATION REQUIREMENTS:** Resume and cover letter. Please address your cover letter to: Sarah Keohane Williamson, CEO, FCLTGlobal**,**745 Boylston Street, 8thFloor, Boston, MA 02116

**20. SOCIAL ENTREPRENEURSHIP/CREATING CONTENT FOR MEDIA CHANNELS**

**WHO:** Elizabeth Suda ’05--After nearly two years in the Merchandising Department at Coach, Inc., Elizabeth became curious about how and by whom the goods we consume are made. She ventured to the other side of the world and found a home in Laos where she witnessed the intersection of sustainable economic development and globalization. She worked with a local women-led textile business that and consulted on the income generating potential of handcrafts for Swiss NGO, Helvetas’ Rural Income through Sustainable Development Project, RISE. While on assignment, she met artisans who made spoons from Vietnam War bombs, plane parts, and other scrap aluminum. She had the idea to create a bracelet that was one of the first pieces of jewelry made from weapons to the global market in 2010.  Recognizing that market linkage and design are major constraints on artisans, she founded ARTICLE22.
 **Where** ARTICLE 22--Article 22 is a lifestyle social enterprise on a mission to tell stories through collections and turn fashion into impact. We design and market innovative yet authentic accessible luxury products and tell stories about and give back to the artisan communities that make them. PEACEBOMB, ARTICLE 22’s first story, is a jewelry collection made from Vietnam War era bombs by artisans in Laos, the most heavily bombed country per capita. The collection provides supplementary income to subsistence farmers and supports land clearance of unexploded bombs. For more on the story, check out the film, <http://www.youtube.com/user/BombsToBracelets>, and see below for further background./user/BombsToBracelets**.**

 **WHAT:**Interviewing, editing and writing to create content for our media channels.  If you have video skills, that’s a bonus, but not a requirement.

**APPLICATION REQUIREMENTS:**Resume, cover letter. Please address your cover letter to Ms. Elizabeth Suda

**21.  HEALTHCARE TECH STARTUP**

**WHO:**Brian Astrachan '16 manages business development at HealthJoy, working directly with the President and CEO on sales, business development, strategy, and product management.

**WHERE:** HealthJoy is a Chicago healthcare company that uses technology to transform the way employees use their benefits and navigate healthcare. Our mobile app connects employees with JOY, a virtual assistant that makes healthcare a personalized conversation. For companies, HealthJoy provides a comprehensive engagement, communications and cost containment tool that delivers results. We basically synthesize insurance information, health data, personal health information (like diseases, prescriptions, etc) and use our AI engine to help deliver great decisions for people. These decisions are not only focused on their physical health, but also their financial well being, ideally trying to drive down the cost of care.

**WHAT:**We are looking for interns in two potential roles: business development / marketing and Artificial Intelligence engineer.Business development / marketing interns will get a crash course in how a business operates. We will be kicking off dozens of new partnerships on January 1st, so it will be an exciting time. The main project will be a research article related to healthcare that we will get published in a national periodical. On the engineering side, we believe at HealthJoy we have figured out how to really solve the problem of increasing insurance costs by categorically attacking the primary pillars of insurance - health claims. Come help us for a month in January to help create better decision pathways, working alongside our engineering team, to make an impact on one of the most important problems in our country. Some possible projects could be  - Image ML with tesseract/tensorflow (Details on application)  - NLU ML with tensorflow and SyntaxNet  - Self-learning notification system for optimizing engagement time periods  - And a lot more!Y

**APPLICATION REQUIREMENTS:**Please submit a resume. For business development / marketing, please submit a writing sample. For A.I. engineer applicants: - Scripting experience (ideally in Python, R, Matlab)  - Strong CS background - Demonstrated interest (outside of just applying!) in AI, ML, Neural Networks

**22.  EDUCATION TECH STARTUP**

**WHO:  Perry Kalmus ’03, Founder and CEO of AKALA**

AKALA is a new education tech startup based out of sunny Los Angeles. Forget silicon valley and silicon alley (NYC). There is no place like Silicon Beach! Especially when it’s January in Williamstown! AKALA is backed by Google and by GSV, the biggest name in Education Tech. We were also accepted into the Unreasonable Institute, which gets behind companies who think unreasonably big in terms of changing the world. Our goal is to change the paradigm in education by giving all students access to high-quality college counseling. Perry Kalmus started the Princeton Education Network (PEN) back in 2003. For the last 12 years, PEN has been providing the highest-quality test prep and college admissions consulting in America. Now we are bringing that knowledge for which we normally get paid very high sums and turning it into a startup so that everyone can access our expertise at an affordable cost. The operative term is a for-profit-social-enterprise. AKALA will make both a dollar and a difference. We have some exciting partnerships (like IBM Watson) and some big ideas on how affect real change in America. In January, we will be in the throws of our big beta test with hundreds of consumers on the platform, some from China. If you speak Chinese, you should apply as well (though not required at all. We have a big American arm of the company too). We will also be gearing up for our big Series A round of funding. Come Join us!

Perry Kalmus grew up in Princeton, NJ. He graduated from The Lawrenceville School in 1999. He was a member of the Region 1 soccer team for the U.S. Olympic Development Program, and played Varsity soccer at Williams. He was an Economics major and studied abroad in Italy and Australia. After graduating from Williams in 2003 he founded an educational consulting firm based out of Princeton, NJ ([www.princetoned.com](http://www.princetoned.com/)).   Then in 2005, he moved out to Los Angeles and started working in the entertainment business. After a stint at one of the big three Hollywood talent agencies, Perry started a tech startup in the bar and nightlife space. Now he has transitioned to his 2nd startup, which is focused on fixing the problems in college admissions in America.
 **WHERE:**  **Offices are located in Los Angeles. Interns must be able to find their own housing in Los Angeles.**
 **WHAT:** Winter Study students will get to work directly with Perry and play an active role in the expansion process of an up-and-coming start-up.  Coders are welcome as well. You will work with our tech team to help build out the AKALA product.
 **APPLICATION REQUIREMENTS:**Resume and SHORT letter of interest addressed to Mr. Perry Kalmus.

**23.  TECHNOLOGY START UP: END-TO-END GLOBAL TRADE PLATFORM**

**WHO: CHRIS HALE ’00**

Chris Hale is the founder and CEO of Kountable, an end-to-end trade platform that brings local businesses and global players together to collaborate in a transparent and reliable way. Based out of San Francisco, Kountable works with small businesses and large organizations across the globe to create new opportunities, provide accountability, and improve accessibility to hardware and equipment using data-driven technology. With Kountable, small business agility meets big business stability and innovation is distributed to all parts of the world.

A serial entrepreneur, Hale has a passion for finding creative solutions to complex problems. Prior to Kountable, he co-founded and served as COO of Perigon Wealth Management, an RIA serving hundreds families across the United States with financial management solutions. He combines over a decade of financial experience with a drive for impacting positive change in the world. Hale earned his Bachelor’s degree in Biology and English from Williams College.

**WHERE**: Kountable HQ, San Francisco, CA

**WHAT**: **Financial Analyst –**Looking for someone who will thrive on diving deep into the data generated through Kountable’s platform and finding stories in the numbers to inform decision-making, identify trends and help Kountable tell its story better. This role offers the opportunity to delve into a unique data set created by a leading edge fintech company as it moves to scale globally. The successful candidate will work closely with the core team at our head office in the Bay Area and gain firsthand knowledge of what it’s like to work inside a fast growing tech start-up run by experienced entrepreneurs.Requires familarity with Tableau and Excel

**APPLICATION REQUIREMENTS**: A resume and letter of interest. Your letter of interest should be addressed to Christopher Hale.

**SPEC 21 24. SOFTWARE DEVELOPMENT: BIG DATA ANALYTICS-SERVICE MANAGEMENT GROUP**

**WHO**: **Andy Fromm P’17, CEO, Service Management Group (SMG)**

SMG develops state-of-the-art, integrated measurement and analytic technologies, which give business leaders the insights necessary to implement long-term growth strategies. Our groundbreaking products generate vast quantities of geospatial and consumer experience data, process these data in near-real-time, and produce elegant visualizations that convey complex results accurately and in meaningful formats. SMG is seeking highly motivated individuals to help us develop the next-generation, big-data analytics which will revolutionize the industry and greatly enhance the experiences of US consumers.

**Your mentor will be Dr. Dan Finkel, a principal engineer at SMG**. Dan has worked in algorithm development, analytics and advanced technology for over 15 years in both defense and software industries. Dan has a Doctorate in Operations Research from NC State University with a concentration in Applied Mathematics. Dan has been recognized on multiple occasions by the Office of Naval Research and was recently named a finalist for the 2015 R&D Magazine Top 100 award.

**WHERE**: Downtown Crossing Boston, MA

**WHAT**: As a winter-study intern on our software team, you’ll prototype Big-Data Analytic applications relevant to the Service Industry. The objective will be to develop processing solutions that combine high-volume data sets into rich insights about consumer behavior. These solutions will increase the efficiency and effectiveness of research analysts on staff. Past intern projects have included the development of:

* Graph-based community detection in the bi-partite graph connecting mobile study participants with the store brands they visit.
* Topic models and D3.js data visualizations which enable an analyst to discover and explore latent semantic structures within a corpus of consumer survey responses
* Today's most innovative firms are keenly interested in such approaches, which help them gain a more nuanced, detailed and accurate picture of where markets are headed. This prototype serves as a pathfinder for future integrated capability with in our business intelligence platform.

**APPLICATION REQUIREMENTS**: Senior or Junior-level Computer Science or Math major who has classroom experience with linear algebra and object oriented programming. Please submit your resume.

**25.  SOFTWARE DEVELOPMENT: MACHINE LEARNING-SERVICE MANAGEMENT GROUP**

**WHO: Andy Fromm P’17, CEO, Service Management Group (SMG)**

SMG develops state-of-the-art, integrated measurement and analytic technologies, which give business leaders the insights necessary to implement long-term growth strategies. Our groundbreaking products generate vast quantities of geospatial and consumer experience data, process these data in near-real-time, and produce elegant visualizations that convey complex results accurately and in meaningful formats. SMG is seeking highly motivated individuals to help us develop the next-generation, big-data analytics which will revolutionize the industry and greatly enhance the experiences of US consumers.

**Your mentor will be SMG’s Senior Vice President for Mobile Technology, Dr. Lou Bellaire**. Lou has 25 years experience building big-data and decision systems for the Department of Defense, Intelligence Community, and commercial sector. He holds a doctorate in Electrical Engineering from the Georgia Institute of Technology and is an alumnus of both Harvard Business School and Washington University. Lou’s innovation leadership has been recognized with a number of awards and decorations including the Secretary of Defense Medal for Outstanding Public Service.

**WHERE**: Downtown Crossing Boston, MA

**WHAT**: As a winter-study intern on our software team, you’ll prototype new Machine Learning applications. These applications will be designed to discover patterns and insights hidden in consumer experience data sets containing geospatial, unstructured text and temporal components. Past projects include the development of:

* Bayesian, visit-detection algorithms that incorporate both a Markov random field historical model and current gps-measurement uncertainty
* Behavior pattern recognition and classification for improved data collection efficiency

As a starting point for the prototype, a training set will be collected and uploaded to Amazon Web Services (AWS). This data set will be used during the internship to develop, train and test machine-learning component technologies. Once completed, the prototype will be integrated in our production environment and deployed at scale.

**APPLICATION REQUIREMENTS**: Senior or Junior-level Computer Science or Math major with object oriented programming experience. Please submit your resume.

**26.  INFORMATION TECHNOLOGY CONSULTING**

**WHO:**Reed M. Wiedower '00
Reed is the Chief Technology Officer and Global Alliance Manager at New Signature, a global IT consulting firm with offices in the US, Canada, the UK and South Africa. He's spent time at a wide variety of IT firms and positions, working on the technical and business sides of the house, which stretched his double-major skills in Political Science and English. Currently, he provides strategic guidance to the technical side of New Signature and manages their relationship with all partners, mixing education, sales and consulting together. He wishes there were more Ephs at his firm.

**WHERE:**New Signature (headquartered in downtown Washington, DC) is a Microsoft-focused IT consulting firm with a wide variety of clients from large multi-national corporations to small non-profits, legal firms to lobbying shops, think tanks to financial services firms. It acts as a one-stop spot to shop for IT needs, providing strategic guidance from the planning stages through post-implementation, all leveraging Microsoft cloud platforms. We have been awarded Microsoft’s US Partner of the Year twice in the past four years and are also listed on the Inc 5000 for fastest growing private companies in America. Today our employees number almost 400 and are across the globe.

**WHAT:**The selected student should be first and foremost, a good communicator. New Signature employees are strategic consultants dedicated to delivering an amazing customer experience, so we want applicants to be able to speak and conduct themselves properly. Secondarily, we're looking for students who get excited about technology. Applicants should be excited about implementing the latest technologies to help business transform. If you are frustrated when you visit an organization that relies upon paper forms, or process that take days instead of seconds, or the lack of any self-service capabilities, we want you to join our team to help out! Finally, we want to have onboard individuals who are excited to learn, even if it is outside their area of expertise. Students won't be drilled on their IT knowledge, but a basic understanding of technology is useful. Many of our key consultants and leaders (including me!) are English majors, not CompSci majors, so we take all types of people. We just need people who can learn quickly and research complex topics. Unlike larger firms, where you may be relegated to making copies/coffee, if you want to wrap your hands around the latest trends in technology, New Signature will let you play in our silicon sandbox.

**APPLICATION REQUIREMENTS:**The candidates have to submit a resume and a letter of interest. No comic sans!  Your letter of interest should be addressed to:  Mr. Reed Wiedower.

**27.  EXECUTIVE RECRUITING CONSULTING / DIGITAL FOCUS**

**WHO:  Tuck Rickards ‘86**
Managing Director – Russell Reynolds Associates. Co-leader of Digital Sector. Russell Reynolds Associates ([www.russellreynolds.com](http://www.russellreynolds.com/)) is one of the world’s leading global executive recruiting firms with 46 offices around the world. Russell Reynolds Associates works on senior level recruiting and assessment assignments for clients ranging from Fortune 500 organizations to high growth, venture backed businesses Tuck advises Fortune 500 organizations on talent and innovation, with a particular emphasis on recruiting high-impact digital leaders with expertise in the areas of Mobile, Social and Analytics. He also works closely with Private Equity and Venture Capital firms to recruit senior leaders to their portfolio companies. Tuck is based in San Francisco but also has an office in Boston. Tuck was previously Founder/CEO of Virtual Emporium, an online shopping portal, Product Manager – Multimedia for Harman International and a banker with Goldman Sachs and Montgomery Securities.
 **WHERE:**San Francisco office of Russell Reynolds Associates which has 40 people. Consultants in San Francisco have extensive expertise in senior-level executive search and assessment for innovative and transformational businesses in Consumer (including Digital, Media and ecommerce), Healthcare, Technology, Industrial/Natural Resources and Financial Services. You will be working on projects ranging from special projects to support upcoming thought leadership publications (such as exploring the leadership implications of digital disruption) to active research on senior level search assignments (search strategy, target company lists, candidate name generation). You will get exposure to what top talent looks like and what companies look for in next generation leadership teams. You will have time to reflect on your own career goals and get input and advice from the professional staff at Russell Reynolds.
 **WHAT:** You will be working on a special project with Tuck Rickards as well as several other recruiters on specific search assignments.
 **APPLICATION REQUIREMENTS:**Resume and Statement of Interest as well as summary of your career goals and aspirations. Your statement of interest should be addressed to Mr. Tuck Rickards.

**28.  DEVELOPMENT/FUNDRAISING/PHILANTHROPY/EVENT PLANNING**

**WHO:** Leah Thompson, Director of Development at Berkshire Arts & Technology (BART) Charter Public School

**WHERE:** BART Charter Public School in Adams, MA

**WHAT**: Provide a wide range of support to BART’s Director of Development. This is an opportunity to gain experience in and familiarity with areas such as fundraising, event planning, non-profit writing, database management, and the day-to-day operations of a non-profit public charter school.

**Responsibilities include, but are not limited to, the following:**

• Assist in planning and execution of major fundraising event

• Participate in the solicitation of sponsorships and in-kind donations

• Draft correspondence and donor appeals

• Use donor database to conduct queries, manage data, and generate reports

• Attend committee meetings

• Assist with mailings, filing, and special projects as needed

**Qualifications:**

• Desire to learn more about fundraising and philanthropy

• Knowledge of Microsoft Office and Google products

• Good interpersonal skills and keen attention to detail

• Applicants must be responsible, flexible, hard‐working, ethical, and committed to BART's mission.

**APPLICATION REQUIREMENTS:** Please submit a resume and letter of interest. Please write your letter of interest to Ms. Leah Thompson.

**29.  DIGITAL ARCHIVING; EXPLORE THE WORLD OF DIGITAL ARCHIVING**

**WHO:  Barbara Ernst Prey ’79** is an internationally acclaimed artist who was appointed by the President of the United States to the National Council on the Arts, the advisory board to The National Endowment for the Arts.  Members are chosen for their widely recognized knowledge of the arts and their established record of distinguished service or achievement in the arts.  Her paintings are in many prominent private, corporate and museum collections worldwide including The White House.  She writes an art column for The Huffington Post. (<http://www.huffingtonpost.com/barbara-ernst-prey/>)  [www.barbaraprey.com](http://www.barbaraprey.com/)

**Where:**  Williamstown, MA

**WHAT:** A unique opportunity to work with a living artist and learn about the world of art through an archiving internship and work directly with the artwork of artist Barbara Prey.  You will be part of the archive project, digital archive project and have hands on experience curating, researching and compiling information for an upcoming book and exhibit.  This is a good opportunity not only for those interested in art history but for archiving in history, English, music and other disciplines.  It is a great chance to work with primary source material and a living artist. These skills are beneficial for future jobs as so much primary material is being digitized. Particularly helpful for those looking for work in art history. The work will primarily take place in Williamstown.  Jessika Drmacich, Williams College Digital Archivist and former archivist at the Norman Rockwell Museum serves as an advisor to the project.

**APPLICATION REQUIREMENTS:**  Please submit a cover letter and resume.  Please addressed your cover letter to Barbara Prey.

**30. FINANCE /INVESTMENT BANKING/ENERGY AND INFRASTRUCTURE**

**WHO:**Craig Orchant P ‘18, Managing Partner, Ansonia Partners LLC

**WHERE:** New York City

**WHAT:** Ansonia Partners LLC is an investment banking partnership that provides advisory and capital market solutions across an array of financial instruments and structures to create long term value for its clients. Interns will experience first-hand how a boutique investment bank works, learning the fundamentals of client research and industry due diligence, and will gain exposure to client meetings, presentations, cash flow modeling, marketing and general deal flow. Interns may be responsible for:

* Producing original research on trends in power, wind, hydro, and other renewable energy industries
* Supporting major presentations to new clients
* Tracking and organizing marketing efforts
* Exposure to and training in cash flow modeling

Candidate requirements include:

* Strong analytical, writing, and communication skills
* Proficiency with Excel, Power Point; CapIQ + SNL skills a plus
* Ability to work with a team, take initiative, be detailed and thorough, and inquisitive

For more information about Ansonia Partners LLC, please visit our website: ansoniapartnersllc.com

**APPLICATION REQUIREMENTS:** Resume, cover letter. Please address your cover letter to: Ms.Susan Elkind, Partner and COO

**31. INTERNATIONAL DEVELOPMENT / SUSTAINABILITY**

**WHO: Thomas Buck ‘91**, Deputy Director

**WHERE**: **SSG Advisors** (<http://www.ssg-advisors.com/>) **Burlington, Vermont**

**WHAT**:  SSG is a small global consulting firm specializing in international development. SSG builds partnerships across the public and private sectors that address critical issues in an international context. We take a unique, market-driven approach to global development challenges, and this Winter Study engagement represents a great opportunity for the right candidate to gain exposure to this interesting line of work.

SSG Advisors works with US government agencies, foreign governments, and corporations to design and execute programs that simultaneously address development issues and business bottlenecks. We’ve partnered with companies on such varied challenges as climate change adaptation, vocational training and workforce needs, energy security, and innovative applications of emergent wireless broadband technologies. We’re actively conducting this work in the Philippines, Bosnia and Herzegovina, East Africa, Senegal, and Thailand, among others.

This Winter Study opportunity is well suited for any student that wishes to gain exposure to the field of international development through the lens of a dynamic, growing small business. SSG staff will work with the Winter Study Intern to develop a tailored research assignment that both serves SSG’s current business development or project needs and aligns with the academic or professional interests of the student.

As an example, the Williams Winter Study Intern could develop a research paper and presentation on a recognized development solution (i.e. a technology, policy, or approach) and the challenges that prevent that solution from being applied at scale. In the process, the intern would develop a high degree of familiarity with one or more of the most innovative recent advances in the field of international development. With advance notice, SSG can also help find a room in Burlington for the month of January.

**APPLICATION REQUIREMENTS**: Interested applicants will submit a résumé and cover letter. The ideal candidate will possess a robust sense of curiosity and enthusiasm for the field of international development, excellent writing skills, and strong analytical abilities. Your cover letter should be addressed to Mr. Thomas Buck.

**33. FINANCE, TECHNOLOGY AND WILLIAMS**

**WHO:**  David Kane '88

David Kane is a quantitative portfolio manager in Boston. Over the last decade, he has hired more than 20 Williams summer interns and published several academic papers and R packages with Williams students and alumni. He has taught a Winter Study course in quantitative methods three times.

**WHERE:**  Hutchen Hill Capital, Boston, MA

**WHAT:** Programming finance-related projects using R. Or working on some technology project related to Williams. Examples include major additions to the Williams Wikipedia page or significant enhancements to WSO.

**APPLICATION REQUIREMENTS**:  Resume and cover letter.  Please give examples of your work using R. If you do not already know R, this is not a good internship. Or a description of the Technology/Williams project you would like to pursue.  Please address your cover letter to Mr. David Kane.

**32. STRATEGY, FINANCE AND OPERATIONS IN A HIGH GROWTH TECH/ HEALTHCARE STARTUP (PILLPACK)**

**WHO:** Yvonne Hao (Class of '95) is the COO and CFO of PillPack, a fast growing 3 year old online pharmacy startup ([www.pillpack.com](http://www.pillpack.com/)) with ~600 employees. PillPack's mission is focused on helping our customers take their medications and stay healthy. Yvonne joined PillPack in January 2017 and has responsibility for Finance, Operations, People/ Talent, IT, Real Estate, and Strategy. Prior to PillPack, Yvonne was an Operating Partner in Bain Capital's Private Equity group for ~9 years. Yvonne also was the General Manager of a $2B division at Honeywell, and she started her career with 5 years at McKinsey strategy consulting. At Williams, she was a double major in Economics and Asian Studies, and spent two years post-graduation at Cambridge University getting a Masters on a Herschel Smith Fellowship**. She is also a Williams College Trustee emerita, serving on the Board from 2005-2017**. PillPack also has two other Williams alums: Noah Grumman (2016) in Software engineering, and Jacqui Miller (2007) in Communications/ Public Relations.

**WHERE:** PillPack's headquarters are in Somerville Massachusetts, very close to Harvard Square (about a 10 minute walk) and Boston.

**WHAT:** As an intern in Strategy, Finance, and Operations, you will have an opportunity to gain broad exposure to different areas of our business, and learn about life in a fast-paced startup. Based on your interests, we will design a project, so that you can own and work closely with the PillPack team. We will also ensure you have exposure to other executives and parts of the business.

**APPLICATION REQUIREMENTS**: Please submit a resume, and a letter telling us more about your background. In the letter, it would be helpful if you could share: something around your values, or an example of something you are passionate about, or an example of something you are really proud of. Separately, we would also love to hear about why you are interested in this PillPack internship. Please address your letter to Yvonne. We look forward to hearing from you!

**34. Theatre Management Internship**

**WHO:  Various professionals at the Williamstown Theatre Festival**

Founded in 1954, the Williamstown Theatre Festival has brought America’s finest actors, directors, designers, and playwrights to the Berkshires for over 60 years, engaging a loyal audience of both residents and summer visitors. Each WTF season is designed to present unique opportunities for artists and audience alike, revisiting classic plays with innovative productions, developing and nurturing bold new plays and musicals, and offering a rich array of accompanying cultural events including COMMUNITYWORKS free theatre, Late-Night Cabarets, readings, workshops, and educational programs. While best known for our acclaimed productions, WTF is also home to one of the nation’s top training and professional development programs for new generations of aspiring theatre artists and administrators. WTF was honored with the Tony Award for Outstanding Regional Theatre in 2002 and the Commonwealth Award for Achievement in 2011.

**OUR MISSION**

* To produce classic and new plays with distinction and verve, and to present artists with production opportunities and challenges seldom available elsewhere.
* To provide a training program in which emerging theater talents collaborate with accomplished mentors in a vital, professional, and educational atmosphere.
* To create and present programs that serve and engage a diverse community.

**WHERE:  Williamstown Theatre Festival Spring Street Administrative Office**

**WHAT:** Intern at Williamstown Theatre Festival in various aspects of theatre management, including projects in administration/finance, audience engagement, and marketing.

We are looking for a curious, can-do Williams student interested in arts administration to help us as we gear up for the 2018 summer season.  The ideal candidate is a motivated, reliable self-starter with incredible initiative that can work independently as well as with a team.  Strong phone and detail-oriented skills a must.

**APPLICATION REQUIREMENTS:** Cover letter and resume.  Cover letter should be addressed to

Antonello Di Benedetto, Director of Audience Engagement, Williamstown Theatre Festival.

**35. LEGISLATIVE RESEARCH**

**WHO: Massachusetts State Representative Tricia Farley-Bouvier, Williams Parent (Class of 2021)**

Tricia Farley-Bouvier is a native of Pittsfield, Massachusetts. After serving four years as a City Counselor, Representative Farley-Bouvier was elected to the state legislature in October 2011. Her priorities are to ensure the well-being of vulnerable populations including elders, those with disabilities and those suffering with mental health and addiction *issues*. This involves securing funding for crucial services that allow seniors to age in place with dignity, ensuring that children get the best possible Pre-K though16 education and advocating for the disabled and those with behavioral health issues to receive the services that will guarantee them high quality of life.

State Representative Farley-Bouvier currently serves as House Vice-Chair on the Joint Committee on Labor and Workforce Development, a member of the House Committee on Ways and Means, a member of the Joint Committee on Children, Families and Persons with Disabilities, and a member of the House Committee on Technology and Intergovernmental Affairs.

**WHERE: The Boston Office of Massachusetts State Representative Tricia Farley-Bouvier** in the Statehouse, 24 Beacon Street, Room 156, Boston, MA 02133

**WHAT:**Attend committee hearings and policy briefings, assist with research on policy and constituent issues, sit in on meetings, creating brief typed summaries of notes from these events, watching the House of Representatives’ formal session, and assisting the Representative with other tasks as needed. The Representatives legislative and policy interests are: Immigration, sexual assault, social justice, transportation, child welfare, mental health and substance abuse.

Her priority bills include: An Act to Improve Permanency and Placement Stability

An Act concerning sexual violence on higher education campuses, An Act establishing The Massachusetts Foster Care Review Office, and  An act relative to creating a commission to study concussions.

**APPLICATION REQUIREMENTS:**Please submit a resume and letter of interest. Your letter of interest should be addressed to: State Representative Tricia Farley-Bouvier, 33 Dunham Mall, Pittsfield, MA 01201.

**36.  ALGORA DATA SCIENCE MARKETPLACE STARTUP: SOFTWARE ENGINEERING INTERNSHIP-NEW! 10/28/17**

**APPLICATION DEADLINE IS ON FRIDAY, NOVEMBER 3, 2017 AT 11:55 P.M.**

**Who: Klejdi Banka '15, Co-Founder and CTO at Algora**

**What:**Algora is pioneering an online platform that brings together data scientists from around the world and enterprises from any industry seeking to leverage their data to optimize business operations and strategies. In addition to companies crowdsourcing data consulting and machine learning solutions on the platform, Algora allows individual data scientists to market and sell their independent data science models and tools, while also enabling users to connect, peer-review and collaborate with each other. We are a young Williams startup with a vision to create a new economic sphere of applied commercial and scientific activity, and re-imagine data science's potential as a tool for mass-commercial value creation.

You will be working on hands-on back-end and front-end projects that will have a tremendous impact on the software. You will be able to share your ideas for improvement and make a mark as you work for Algora. The possibilities that the platform offers are endless and you will be part of bringing that engine to the public.

**Ideal Candidates:**

* Computer Science major or equivalent experience
* Fluent in Python
* Enjoys solving problems and finding efficient solutions
* Fast Learner

**Bonus:**

* Has experience with HTML, CSS and JavaScript
* Passionate about Data Science

**Where:** **Remote!**

**Application Requirements:**Resume