

**Wellesley College  
Women's Studies Department  
Stipend Funding for Summer Internships 2006**

The Women's Studies Department invites TWO applications for summer internships for 2006. We will offer a stipend of \$3000 to each summer intern.

**Placements:**

Each student is required to secure her own internship. The student must apply for the position(s) listed on her stipend application(s) prior to submitting the application, but she need not be accepted to the internship prior to the stipend deadline. For assistance in finding an internship, consult the community service and internship sections of this Web site, the Center for Work and Service library resources, CWS counselors, and the Peer Resource Advisors in the CWS library. Women's Studies also has some suggestions for organizations with which you might intern.

THIS STIPEND MUST FOCUS ON EXPERIENCES RELATED TO GENDER AND SOCIAL CHANGE. Stipends may fund internships in many fields including, but not limited to: arts, business/economics, communications (advertising, PR, journalism), disability services, education, environment, government/public service, health and medicine, law/legal services, sciences, social services, sports, technology, and young children and their families

**Deadline:**

Applications for all programs must be submitted as electronic attachments (.doc files/Word files) to Margie Burke, 422 Founders Hall by **Wednesday, March 1, 2006, noon.**

**Eligibility:**

All Women's Studies Majors and Minors, as well as students who have taken at **least two courses in** the department and are intending to become WOST majors are encouraged to apply. Students should be sophomores or juniors. **No** internships will be given to any seniors. One internship will go to a major or minor in the department and the other to any applicant who meets the above qualifications.

**Stipends:** \$3000 dollars per student. Consideration for additional funding if the student will be interning in an organization outside the United States to cover airfares only.

**Application Procedure:**

Applications must include the following:

1. A completed **WOST Summer Stipend Program Application Form**
2. A current resume
3. A current transcript (may be unofficial) that lists all course selections.
4. Each application requires one written essay. The essays are an important component of the application and are treated very seriously by the selection committee. Applicants are strongly encouraged to write, review, and have their essays critiqued for content and grammar. For information on essay writing for a competitive selection process, please see [The Role of the Essay in a Competitive Selection Process](#) (on CWS website). That web address is:  
[www.wellesley.edu/cws/students/rolegs.html](http://www.wellesley.edu/cws/students/rolegs.html)
5. One letter of reference or the **WOST Stipend Program Reference Form** filled out by a Wellesley faculty member.
6. Any additional supporting materials you feel supplements your application.
7. A letter from the organization to which you are applying indicating that you can come.
8. WOST Summer Stipend Program Check List.

Students are asked to carefully review the application requirements and prepare all the materials requested. An incomplete application packet will be returned to the applicant and may not be considered for an award.

**Stipends are nontransferable.** If a student receives a stipend for one of the organizations to which she has submitted her application, but she is not accepted by the organization indicated on her application, the stipend will be withdrawn. She will not be able to transfer the funds to her second application or to any other internship. A stipend may only be used for the organization listed on the application.

Students will be notified of the committee's decisions by Wednesday, April 5, 2006. Students selected to receive a stipend must notify the WOST office by Friday, April 14, 2006, of their decision to accept or decline the award. Students failing to notify the WOST office (Margie Burke) by this date may have their stipend offer withdrawn.

#### **Location of Internship/Guidelines:**

Stipends may be used for placements anywhere in the world.

Students pursuing an internship in the U.S. are advised to conduct research on the city or town in which the internship is located, paying particular attention to visitor services, safety, and crime statistics. This information can often be found on the official Web site of the city or town, on the Web site of the area police department, or on the Web site of the local mayor. Staff members at the internship site may also be able to provide this information.

Students pursuing international internships are required to read the [Wellesley College Safety Policy for International Programs](#) at:

[www.wellesley.edu/cws/students/statedept.html](http://www.wellesley.edu/cws/students/statedept.html)

and visit the [U.S. Department of State Web site](http://www.state.gov) at [www.state.gov](http://www.state.gov).

### **Selection:**

The stipend applications are reviewed by a committee. Both the content of the application and the quality of the writing are considered. Students are advised to ask others to review your application for content, grammar, spelling, and clarity. With all other things being equal, preference will be given to students working in an unpaid position or whose project is not otherwise financially supported.

***Important Note:*** Students are only allowed to receive one funded internship experience from the college each academic year. Please notify the Department if you get more than one stipend and inform us which one you plan to accept. If you do not do this in time, your stipend will be withdrawn

### **Participation Requirements:**

1. Applicants are required to provide a fairly detailed description of the organization and the internship as well as the contact information for the organization. All students applying for a stipend must submit a letter from the organization saying that they can come.
2. Students are required to participate in the Tanner Conference or in the Ruhlman Conference; each is a one-day conference that celebrates the incorporation of students' off-campus learning experiences into their education and celebrates student scholarship. The conferences provide venues for students to reflect critically upon, analyze, and share their off-campus experiences with others in the college community through panel presentations, roundtables, and information sessions.

## **WOST Summer Stipend Program Application Check List and Forms**

### **Check List for Completing this Application:**

This check list is to aid you in compiling your application and should NOT be submitted.

- \_\_\_\_\_ 1. Completed **WOST Summer Stipend Program Application**  
(see page 2 of this document).
  
- \_\_\_\_\_ 2. Current **resume**.
  
- \_\_\_\_\_ 3. Current **transcript** (may be unofficial) that lists all course selections.
  
- \_\_\_\_\_ 4. **One essay** either single or double-spaced.
  - one-page describing the organization:
    - type of organization (i.e. for-profit, not-for-profit or government organization);
    - who/what the organization serves and how it provides these services;
  - relevant history of the organization.
  - one-page describing your internship:
    - a brief description of your responsibilities at the organization;
    - your reasons for choosing to work as an intern for this organization and your goals for the internship;
    - your qualifications (academic, language, or other);
    - your knowledge and understanding of the issues and the populations the organization serves;
    - how this placement will contribute to your academic or future goals;
    - the relevance of the geographic location of the organization to your internship goals.

\_\_\_\_\_

5. **One letter of reference** or the WOST Stipend Program Reference Form (see page 3 of this document) from a recent (fall 2005 or spring 2005 preferred) Wellesley College faculty member.

\_\_\_\_\_

6. Any additional material you feel supplements your application.

\_\_\_\_\_

7. Letter from organization where you wish to intern saying that you can come.

**One copy** of all materials submitted as word files (.doc files) to Margie Burke, 422 Founders Hall, March 1, 2006. Please collate all materials in the following order: Application, Resume, Transcript, Essay, Extra Materials, and Letter of Reference. Please gather all of the copies for submission.

**The Department will acknowledge the receipt of all materials. Late applications will not be accepted**

All applicants will receive an email notifying them of the committees' decisions by Wednesday, April 6, 2006.

Please direct any questions to Margie Burke: [mburke@wellesley.edu](mailto:mburke@wellesley.edu); ext. 2538

**APPLICATION - WOST Summer Stipend Program 2006**

**Name:**

Please check off the information about the internship to which you are applying:

**Check one sector:**

- for-profit
- government/public service
- not-for-profit

**Check one location:**

- United States
- International, country:

**Check one field:**

- Arts
- Business/economics Law/Legal Services
- Communications (Advertising, PR, Journalism) Sciences
- Disability services Social Services
- Education Sports
- Environment Technology
- Government/Public Service Young children/families
- Health and medicine Other:

**Class year:**

- first-Year
- sophomore
- junior

Name

Class

Campus Address

Telephone

Student I.D.

Major(s)

Student Permanent Address

Summer Address

Telephone

Name and Title of Supervisor/Contact Person

Organization Name

Organization Address

Telephone

Number of hours to be worked per week

Number of weeks

Starting and Ending Dates

Will you be living: on campus at home other (specify)

Have you ever participated in any off-campus programs (internship, international study, Wintersession) funded by Wellesley? If so, please list these below.

Are there any special financial or other circumstances which you feel the committee should consider in reviewing this award?

I have carefully reviewed and understand the guidelines for the **WOST Summer Stipend**.

Signature\_\_\_\_\_

Date\_\_\_\_\_

## Reference Form\*

Student Name

Class

Year

Current federal law provides that students may review letters of reference written for them. Applicants may also choose to waive this statutory right. Referees also have the right to refuse to write a letter that is not confidential.

Please sign below before giving this form to the person completing this form.

I hereby waive my right of access to this reference form.

I do not waive my right of access to this reference form.

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### To the recommender:

1) In what capacity and how long have you know this student:

2) I strongly recommend this student \_\_\_\_\_

I recommend this worthy student \_\_\_\_\_

I recommend with reservation \_\_\_\_\_ (please explain)

I do not recommend this student \_\_\_\_\_ (please explain)

3) Do you believe that the applicant has the necessary experience and maturity to complete an internship? Yes \_\_\_\_\_ No \_\_\_\_\_

Please explain:

4) What strengths do you believe this student will bring to her internship?

5) Optional Comments:

Name (please print)

Signature

Date

Department/Organization  
Email

Phone/Extension

\*Since this is an internal reference, we only ask you to complete the form. If you prefer to write a letter or if you want to submit a letter you have written for the student on another occasion, please feel free to do so.