INFORMATION

The Women’s and Gender Studies Department (WGST) invites applications for a summer 2016 internship stipend that directly involves gender and social change. WGST provides a $4,000 stipend for internships that students identify and develop on their own. Internships typically involve approximately 350 hours over roughly 9 weeks.

All WGST majors and minors who are rising sophomores and juniors (Classes of 2017 and 2018) are eligible and encouraged to apply. Seniors (Class of 2016) are not eligible to apply.

Applicants must secure their own internship placement which may be anywhere in the world. Students pursuing international internships should visit the Office of International Study’s website to learn about maintaining personal safety while abroad: http://www.wellesley.edu/ois/handbook/your_safety_abroad.

For assistance in developing or finding an internship, consult CWS resources http://www.wellesley.edu/cws/internships as well as WGST faculty.

The stipend is granted for a particular internship experience and is not transferable to another internship without prior WGST approval. Students should have applied for an internship with the internship organization prior to submitting the WGST internship application, though need not have been offered the internship prior to submission.

All application materials must be printed out and submitted in a complete, single packet to Betty Tiro, WGST Administrative Assistant, Founders Hall 422, by 12pm, Tuesday, March 1, 2016. Completed applications should be placed in the blue folder marked “WGST Summer Internship Applications 2016” located on Betty’s desk. Please direct application questions to Betty at etiro@wellesley.edu or ext. 2538.

A faculty selection committee reviews the applications for the WGST stipend. Both the content of the application and the quality of the writing are considered. All else being equal, preference will be given to a student working in an unpaid position or whose project is not otherwise financially supported. Note: students are allowed to receive only one funded internship from the College per year.

Applicants will be notified of the Selection Committee’s decisions by March 11, 2016. The stipend award must be accepted or refused by March 28, 2016 or the award may be withdrawn. A letter from the internship organization/agency
indicating that you have been offered – or have accepted – a placement is required before stipend funds will be distributed. The WGST stipend recipient is required to present at the Tanner Conference following the internship.

Each application packet should include:

1. A **completed Application Form** (see page 3) – print out the page and complete by hand or type the requested information onto a separate page. Note: you will need to include the contact information for a Wellesley faculty member who will serve as your reference (no need for a letter of reference).

2. An **essay** (three pages max, single spaced) that includes:
   a. a brief description of the organization/agency, its purpose and functions,
   b. a description of the internship you are applying for including your role and responsibilities (as best you know at this point),
   c. your reasons for choosing this organization, your understanding of how this experience relates to gender and social change, and your goals for this summer experience in relation to your academic or future goals,
   d. your qualifications for this internship (academic, linguistic, experiential or other), and
   e. any considerations you think the Committee should know about in assessing your application.

   The essay is a critical component of your application. Applicants are strongly encouraged to write, review, and have their essays critiqued for content and grammar.

3. A **letter from the internship organization/agency** that you hope to intern with indicating that you have been offered – or have accepted – a placement. If you have not yet been offered a placement, you do not need to include this letter, though such a letter is required before stipend funds will be distributed.

4. A **current resume**, and

5. A **current transcript** (unofficial is fine).
Wellesley College Women’s and Gender Studies Department
Summer 2016 Internship Stipend
APPLICATION FORM

Date:

Applicant Name:

College ID#:

Telephone #:

Email Address:

Majors(s)/Minor:

Permanent Address, telephone #, and email address (if different than above)

Name of the Wellesley College faculty member who has agreed to serve of a reference for this WGST internship application, with campus telephone # and email address:

Organization/Agency Name:

Organization/Agency Address (post and website URL):
Name and Title of Internship Supervisor/Contact:

Internship Supervisor’s Telephone # & Email Address:

Internship Start and End Dates (proposed):

# hours/week

# weeks

This internship is paid or unpaid (other than the WGST stipend)?

Have you applied for other potential sources of funding for this internship? If so, what sources?

I have carefully reviewed, understand, and agree to the guidelines and requirement for the WGST Summer 2016 Internship Stipend.

Sign and date