**WELLESLEY COLLEGE**

**WASHINGTON INTERNSHIP PROGRAM**

Overview of the 2022 Program

The Internship Program provides an opportunity for students with a wide variety of interests to be placed in venues in Washington D.C. that provide fascinating opportunities for them to advance academic and career goals. Interns experience hands-on work opportunities to advance intellectual and career aims through quite demanding placements in government offices, political and public interest groups, media organizations, and research and cultural institutions. Interns will be selected to work in Washington, D.C. for ten weeks during the summer. Interns receive a stipend to help defray living expenses. Housing is also provided for students; all participating interns must live in the housing arranged for them. Interns are required to participate in weekly seminars and other Program activities during the summer. Contacts with Wellesley alumnae are an important part of the Program. Veteran interns participate in the orientation of new interns.

**Eligibility**

Members of the Class of 2023, including juniors who are abroad for part or all of the academic year, and Davis Scholars who have junior standing, are eligible to apply for the Washington Summer Internship Program. The Program encourages applications from students in all majors. Students planning to study abroad during the second semester should pay careful attention to the official starting date of the Internship Program. If necessary due to conflicting academic schedules, such students may start their internships one week after the official beginning of the Program, but no further exceptions will be made. Interns who cannot meet this deadline must withdraw from the Program.

Albright Institute Fellows are not eligible for Wellesley in Washington Program (this does not apply to fellows in the Wellesley College-Peking University Partnership). They must be members of the junior class, and plan to return to Wellesley for their senior year. Albright Fellows in the Washington Internship Program shall receive the same stipends as other students in the Program, including housing at George Washington University, and shall participate in the seminar and alumnae mentoring components of the Program.

**Applications and Interviews**

The application consists of 1) a completed application form, 2) an up-to-date resume describing principal activities, 3) two references, including at least one from a Wellesley College professor (reference letters are NOT required, just contact information for your references so that they can be contacted via phone or email), 4) an unofficial copy of your transcript, and 5) a 500-700 essay. Please see application for further details.

**Note: new protocol for WIW 2022 – Career Ed is now managing all College internship applications via a centralized application process. The application can be accessed by students in Workday on Oct 1.**

**Application deadline is on Nov 1, 2021.**

Selection will be based on the following criteria: 1) Enthusiasm for and commitment to the Internship Program, 2) evidence of preparation for specific placements through course work, employment, previous internships, travel, or other experience, 3) initiative, maturity, adaptability, and responsibility, as indicated by a candidate's application materials, interview, and references, 4) quality of oral and written expression as presented in interviews and essays, and 5) overall diversity of the group. The application asks you to specify particular internship locations, and we will be evaluating you on the care and thought that you have put into your choice of internships. For information on researching potential internship placements, see the paragraph below on “arranging a placement.”

Some applicants may be accepted based solely on the application materials; others will be interviewed by the directors of the Internship Program. Interviews will be roughly 15 minutes in length and will focus on the applicant’s interest in the Program, her background and preparation, and the issues she discusses in her essay. Applicants who are unable to participate in a personal interview will be interviewed via Zoom; please let us know early in the application process if you will need a Zoom interview.

Like all Wellesley students, participants in the Program must abide by the Wellesley College Honor Code.  Students who are accepted into the Program must submit a letter from a parent or guardian acknowledging their participation.  They must agree not to apply to other summer programs. Applicants who are not chosen are encouraged to pursue other internship possibilities through the Wellesley Career Education.

**Arranging a Placement**

Washington interns will be responsible for identifying and applying for appropriate positions, with the help of the Program Directors. Students who will be away from campus second semester must be prepared to complete applications while off campus and must be especially diligent in their internship search. In general, interns can wait until after they have been accepted to the Program to start looking for a placement. However, a few placements, including the State Department, the White House and some media organizations, have earlier deadlines. Students with specific internships in mind should check as soon as possible to find out if specific deadlines exist.

To help you with your internship search, a listing and evaluation of each internship completed by a Wellesley in Washington student for the last decade is available in the **Blue binders** that can be found in the Political Science Dept. mini-lounge located outside of the PNE 239 classroom. **If you are currently remote or studying abroad and not able to take a look at them, please email Maura Cahn (mc120@wellesley.edu) and she will send you program evaluations from the past several years.** You may also want to consult The Congressional Directory and The U.S. Government Manual, which can also be found in the Political Science Dept. mini lounge. Of course, you will want to use the Internet, but also consider those resources available only to Wellesley students: You can ask for help at Wellesley Career Education to try to locate a Wellesley alum in DC through the Wellesley network. Most of all, you will want to work the directors of the Program, who have a great deal of information on possible internships and contacts that you can use to seek further information.

**Financial and Housing Arrangements** *(please note there may be some changes in stipend amounts- TBD):* We expect that the base stipend for 2022 will be $3,000, although we may have to adjust our stipends depending on guidance from the College. The Program also pays the interns' housing costs at a George Washington University dormitory. Typically, interns are grouped together in suites of four students. Additional support may be available to students on financial aid, depending on the level of financial support they receive from the College.

**2021-2022 Program Proposed Schedule -Information Session:**Monday, Oct 4, 2021 from 12:45-1:45pm Knapp PNE Atrium

**Centralized Application Process:**App will be posted by Career Ed in Workday on Fri, Oct 1, 2021
**Application Deadline**: Monday, Nov 1, 2021

**Interview Dates:**week of Nov 15th -TBA

**Program Dates *(housing at George Washington University, Wash, DC):***
Sunday, May 29, 2022 – Official Move in Date GWU Housing
Monday, May 30, 2022 - Holiday
Tuesday, May 31, 2022 - First Day of Internship
Friday, August 5, 2022 - Final Day of Work
Saturday, August 6, 2022 - Move Out of GWU Housing

***Please note:*** The housing dates are fixed by GWU and cannot be changed or extended.

GWU cannot accommodate interns past the official move out date of Aug 6th. If an internship continues past Aug 6th the intern will be responsible for finding their own housing.

For further information, contact the Internship Faculty Directors, Tom Burke and Laura Grattan, or Program Administrator Lynda Davis Jeha all located in the Political Science Department, PNE 249.