

**Wellesley in Washington Summer Internship Program**

Wellesley in Washington (WIW) Summer Internship Program provides funding and housing to students working in unpaid summer internships in Washington, DC. In the WIW program, students identify their own internship placements from a wide array of government offices, public-interest groups, media, cultural, scientific, and medical institutions, and research centers in Washington, DC with help from the Political Science Department and the strong Wellesley alum network in the DC area. Students do not need to have an internship before applying but they do need to reflect deeply on their desired summer experience/goals and research opportunities in advance of submitting an application. *(NOTE: Students accepted into the WIW Program have until May 1, 2023 to secure an internship and confirm their opportunity with Career Education).*

The WIW program traces its origins to the winter of 1943 during WWII when the College closed for a few months to save fuel. Prof. Julia Henderson of the Political Science department arranged for fifteen students to use that time to work as unpaid volunteers in various government agencies in the capital. The 1943 winter program was so successful that Prof. Henderson ran it again in the summer of 1944, and it has continued every summer since, making it one of the oldest continuous Washington internship programs in the country.

For more information, please visit the Political Science Department [WIW Summer Internship Program page](https://www.wellesley.edu/politicalscience/washington).

**ELIGIBILITY:** Juniors in any major, including Davis Scholars who have a junior standing and those studying abroad for part or all the academic year. *Please note: Albright Institute Fellows are not eligible for the WIW Program.* **The WIW program encourages applications from students across all majors.**

**AWARDS AVAILABLE:** 24

**INTERNSHIP FORMAT:** In person or hybrid

**FUNDING AMOUNT:** $3,500 plus housing at George Washington University. Students receiving financial aid from the College will also receive a supplemental award based on their level of need.

* **Funding Note:** If a student secures a paid internship after being accepted into the WIW Program, they may receive a reduced stipend, depending on their total salary. If a student is paid less than the $3,500 WIW stipend, then the WIW Program can offer a partial payment up to the total stipend of $3,500. For example, WIW will pay $2,500 if the student is paid $1,000 by the employer. If the total salary exceeds $3,500, then that student will not receive a stipend but is still eligible to receive housing.
* **Housing Note:** Students in the WIW Program are provided housing at George Washington University (GWU). All participating interns must live in the housing arranged for them by the WIW Program and adhere to the move in/out dates set by GWU. The housing dates are fixed by GWU and cannot be changed. Students are typically grouped in suites of four students.

**INTERNSHIP COMMITMENT:**

* Students are expected to work 10 weeks in the summer.
  + *Please Note: The WIW Program will determine the internship start/end dates, typically from the end-of-May to early August. Any students planning to study abroad in the Spring or Fall of 2023 should pay careful attention to the official start/end dates when announced. If necessary due to conflicting academic schedules, such students may start their internships one week after the official beginning of the WIW Program, but no further exceptions will be made. Interns who cannot meet this deadline must withdraw from the program.*
* Students are required to live in the housing provided for them at GWU.
  + *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 set in the spring. If an internship continues past that date, the intern will be responsible for finding their own housing for that period of time.*
* Contact with Wellesley alumni is a vital part of the WIW Program so each intern will be assigned a mentor from the Washington Wellesley Club. Students are also required to participate in weekly seminars and other WIW Program activities during the summer.
* Participants must abide by the Wellesley College Honor Code and agree not to apply to other summer programs if accepted into the WIW program.
* Students must also complete Career Education’s Summer Pathway and participate in the orientation of new WIW interns next year.

**APPLICATION INSTRUCTIONS**

Students apply through [Workday](https://www.myworkday.com/wellesley/d/home.htmld?spentityid=http%3A%2F%2Fwww.workday.com%2Fwellesley). *(Note: The application will not be visible in Workday until it opens on October 1.)* Please [click here for application instructions](https://docs.google.com/document/d/1ND1BbhGbWMitVLK8CC4cPPBfHReAuFIlglN5uDLdkpo/edit?usp=sharing). The Workday application cannot be saved so must be completed in one sitting.

**APPLICATION DEADLINE:** November 1, 2022 by 5 pm EST

**REQUIRED FOR APPLICATION:** All required documents must be uploaded in PDF and named in this format: Name\_DocumentType (e.g., TrinHan\_CoverLetter; SallyBaez\_Resume).

1. **Statement of Intent (500-700 words)** that tells us your “story” and answers: Why me? Why here? Why now?Please include specific information about these questions: Why are you the right candidate for an internship program in Washington? Why are the internships you seek right for you? Why is now the right time in your college career to pursue these internships and WIW? *(Note: Please put your name at the top of each page of your essay.)*
2. **Resume**
3. **Transcript** (unofficial from Workday)
4. **List of 3-5 organizations** where you might apply. ***\*You will answer this question directly in the application so it does not need to be in PDF form.*** *(Please note: Though not obligated to work at one of the listed organizations, we will be evaluating you on the care and thought that you put into your choice of internships.)* For information on researching potential internship placements, see the section below on *TIPS TO FIND AN INTERNSHIP PLACEMENT*.
5. **References**. The names and contact information of two people who know you well. At least one of your references must be from a faculty member; the other may be either from another faculty member or from a work supervisor if you feel they can comment on your qualifications for an internship. No letter is required. *\*This information will be entered directly into the application so does not need to be in a PDF.*

**APPLICATION SELECTION PROCESS:** WIW applicants will be selected based on the following criteria: 1) Enthusiasm for and commitment to the WIW 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.

Some applicants may be accepted based solely on their application materials; others will be interviewed by the WIW Program directors. Interviews will be roughly 15 minutes in length and will focus on the applicant’s interest in the Program, their background and preparation, and the issues they discuss in their essay. Applicants who are unable to participate in an in-person interview will be interviewed via Zoom.

**IF SELECTED INTO THE WIW PROGRAM:**

Wellesley in Washington interns are responsible for finding their own internship placement with support from WIW Program Directors and Career Education. Students have until May 1, 2023 to secure an internship.

Once an internship is secured, students must ask the hiring organization to write an employer letter on official letterhead that includes the following information (or share [**THIS Employer Letter template**](https://www.wellesley.edu/sites/default/files/assets/departments/slater/files/forms/f-1/cpt_sample_letter_2020.docx) this template). Students will receive an email from Career Education in April with detailed instructions about submitting all their pre-internship paperwork, which will include this required employer letter.

* Organization Name
* Organization Address (must be complete, including zip code)
* Job Title
* Internship Format (In person/Hybrid/Virtual)
* Salary (List “unpaid” if not receiving payment)
* Brief description of the duties
* Hours of Employment (include number of hours per week or total hours for the course of the summer)

During spring semester, interns will be required to submit documents (e.g., Risk and Release, Internship Agreement, Employer Letter) to Wellesley Career Education so the stipend can be issued in Workday.

**WIW’S TIPS TO FIND AN INTERNSHIP PLACEMENT**

Students in the WIW Program will be responsible for identifying and applying for appropriate positions with the help of the WIW Program Directors and Wellesley Career Education advisors. 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** located in the Political Science Department PNE 249. If you are currently remote or studying abroad and not able to take a look at them, please email Maura Cahn ([mc120@wellesley.edu](mailto: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 meet with Career Education advisors to brainstorm ideas, strengthen application materials, or attend career development workshops. You can target alums in the D.C. area with the help of Career Education or by searching in the HIVE platform. You can reach out to former WIW students from the list below. Most of all, you can work with the WIW Program Directors, who have a great deal of information on possible internships and contacts that you can use to seek further information.

**QUESTIONS?**

Please contact the Faculty Directors—Tom Burke ([tburke@wellesley.edu](mailto:tburke@wellesley.edu)) or Laura Grattan ([lgrattan@welleslety.edu](mailto:lgrattan@welleslety.edu))—or the Program Administrator, Maura Cahn ([mc120@wellesley.edu](mailto:mc120@wellesley.edu)). Or, visit them in the Political Science Department (PNE 249).

**RECENT PROGRAM INTERNS & PLACEMENTS:**

[2022](https://www.wellesley.edu/sites/default/files/assets/departments/politicalscience/wiw_2022_placement_list.xlsx) | [2021](https://www.wellesley.edu/sites/default/files/assets/departments/politicalscience/files/wiw_2021_placement_list.docx) | [2020](https://www.wellesley.edu/sites/default/files/assets/departments/politicalscience/files/wiw_2020_placement_list.docx) | [2019](https://www.wellesley.edu/sites/default/files/assets/departments/politicalscience/files/wiw_2019_interns.pdf) | [2018](https://docs.google.com/document/d/1jyiyPpKmR0bn0jzizrgOoYqi4VcDfT35yrR16FzRs2w/edit?usp=sharing) | [2017](https://www.wellesley.edu/sites/default/files/assets/departments/politicalscience/files/wiw_2017_internship_placement_.pdf)| [2016](https://www.wellesley.edu/sites/default/files/assets/departments/politicalscience/files/2016wiw-interns.pdf) | [2015](https://www.wellesley.edu/sites/default/files/assets/departments/politicalscience/files/2015wiw-interns.docx) | [2014](https://www.wellesley.edu/sites/default/files/assets/departments/politicalscience/files/2014wiw-interns.doc) | [2013](https://www.wellesley.edu/sites/default/files/assets/departments/politicalscience/files/2013wiw-interns.doc) | [2012](https://www.wellesley.edu/sites/default/files/assets/departments/politicalscience/files/2012wiw-interns.doc) | [2011](https://www.wellesley.edu/sites/default/files/assets/departments/politicalscience/files/2011wiw-interns.doc) |[2010](https://www.wellesley.edu/sites/default/files/assets/departments/politicalscience/files/2010wiw-interns.doc)| [2009](https://www.wellesley.edu/sites/default/files/assets/departments/politicalscience/files/2009wiw-interns.doc) | [2008](https://www.wellesley.edu/sites/default/files/assets/departments/politicalscience/files/2008wiw-interns.doc) | [2007](https://www.wellesley.edu/sites/default/files/assets/departments/politicalscience/files/2007wiw-interns.doc) | [2006](https://www.wellesley.edu/sites/default/files/assets/departments/politicalscience/files/2006wiw-interns.doc) | [2005](https://www.wellesley.edu/sites/default/files/assets/departments/politicalscience/files/2005wiw-interns.doc) | [2004](https://www.wellesley.edu/sites/default/files/assets/departments/politicalscience/files/2004wiw-interns.doc) | [2003](https://www.wellesley.edu/sites/default/files/assets/departments/politicalscience/files/2003wiw-interns.doc) | |[2002](https://www.wellesley.edu/sites/default/files/assets/departments/politicalscience/files/2002wiw-interns.doc)