

## **Wellesley College, Women's & Gender Studies Department** **Information on Summer 2010 Internship Stipend**

The Women's & Gender Studies Department invites applications for **one** stipend that supports a summer 2010 internship directly involving **gender and social change**. The stipend amounts to \$3000 with limited additional funding possible for international travel expenses. Typically internships are expected to involve (approximately) 350 hours over roughly 10 summer weeks.

All Women's & Gender Studies majors and minors who are currently sophomores or juniors (Classes 2011 and 2012) are eligible and encouraged to apply. (Seniors/Class of 2010 are not stipend-eligible.) Students who (a) have taken at least two courses in the Women's & Gender Studies Department and (b) intend to become WGST majors or minors, are also eligible to apply.

Applicants must secure their own internships which can be based anywhere in the world. Students pursuing international internships are required to read the [Wellesley College Safety Policy for International Programs](#). For assistance in developing/finding an internship, consult the Center for Work and Service (CWS) resources as well as the Women's & Gender Studies faculty.

Students are expected to have applied for an internship prior to submitting their WGST stipend application. The stipend is granted for a particular internship experience and is not transferable to another internship (exceptions may be made on a case-by-case basis). Applicants need not to have been offered the internship prior to the stipend application deadline but do need to have accepted an internship offer before the stipend will be finally granted.

**The stipend application deadline is noon, Friday, April 2, 2010.** Application materials and more information on the application process are available below.

Stipend applications are reviewed by a faculty Selection Committee. Both the content of the application and the quality of the writing are considered. All else being equal, preference will be given to students working in an unpaid position or whose project is not otherwise financially supported.

**Students will be notified of the Selection Committee's decisions by Friday, April 16, 2010.** The student selected to receive a stipend must accept or refuse the award by **April 23, 2010** or their stipend offer may be withdrawn.

**Note:** Students are allowed to receive only one funded internship experience from the College each academic year.

The WGST stipend recipient is required to present at the Tanner Conference the following year.

**Wellesley College, Women's & Gender Studies Department**  
**Application for Summer 2010 Internship Stipend**

Applicants should submit application materials in hard copy, in a complete, single packet (with the exception of the faculty reference letter) to Betty Tiro, WGST Staff Assistant, Founders Hall 422, by the application (firm) deadline: **noon, April 2, 2010**. Please direct application questions to Betty at [etiro@wellesley.edu](mailto:etiro@wellesley.edu) or x2538.

Each application should include (collated in order):

1. A completed **WGST Summer 2010 Stipend Application Form**. Print the Application Form (page 3 below) and complete by hand,
2. One **essay** (three pages max, single or double-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 title and responsibilities,
  - c. your reasons for choosing to intern with this organization, your understanding of how the experience will relate to gender and social change, and your goals for this summer experience in relation to your academic or future goals,
  - d. your qualifications (academic, language, experiential or other), and
  - e. any considerations (financial or other) you think the Committee should know about in assessing your application.

The essays are a critical component of your application. 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 the CWS website).

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 a letter at this point, though it will be required before the stipend is finally awarded.
4. One **letter of reference from a Wellesley faculty member** (recent preferred). Give your referee a copy of the Faculty Reference Form (page 4 below). Faculty letters of reference should not be included in the application packet but should be emailed directly by the faculty to Betty Tiro, [etiro@wellesley.edu](mailto:etiro@wellesley.edu), by the application deadline: Noon, **April 2, 2010**.
5. A current **resume**
6. A current **transcript** (may be unofficial), and

Optional: any additional supporting materials you feel supplements your application.

**APPLICATION FORM**  
**WGST SUMMER 2010 INTERNSHIP STIPEND**

Name \_\_\_\_\_ Date \_\_\_\_\_

Campus Address \_\_\_\_\_ Email \_\_\_\_\_

Student I.D. \_\_\_\_\_ Telephone \_\_\_\_\_

Major(s)/Minor \_\_\_\_\_ Class: \_\_\_\_\_

Permanent Address \_\_\_\_\_

Permanent Telephone & Email \_\_\_\_\_

I have carefully reviewed, understand, and agree to the guidelines and requirements for the WGST Summer 2010 Internship Stipend.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Internship**

Name and Title of Supervisor/Contact Person \_\_\_\_\_

Telephone & Email \_\_\_\_\_

Organization/Agency Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone & Website Address \_\_\_\_\_

Internship Start and End Dates  
(proposed) \_\_\_\_\_

Number of hours to be worked per week \_\_\_\_\_ Number of weeks \_\_\_\_\_

Internship is \_\_\_ unpaid \_\_\_ paid

Housing will be \_\_\_ on campus \_\_\_ at home \_\_\_ provided (specify) \_\_\_\_\_

Other potential sources of funding for summer internship:

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**FACULTY REFERENCE FORM  
WGST SUMMER 2010 INTERNSHIP STIPEND**

**Student Name** \_\_\_\_\_ **Date** \_\_\_\_\_

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.

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

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**To the Recommender:** This student is applying for a Women's & Gender Studies Summer 2010 Internship Stipend that supports internships involving *gender and social change*. This is an internal letter only. Please address the questions below on this form or in a separate letter. In either case, please submit this form with your signature, via email or campus post, to Betty Tiro, [etiro@wellesley.edu](mailto:etiro@wellesley.edu), Founders 422. If using email, please write "2010 Internship Letter" in the Subject line. Letters are due by **Noon, April 2, 2010**.

1) In what capacity and how long have you known this student?

2) Do you believe that the applicant has the necessary knowledge, experience and maturity to successfully complete this internship? Yes \_\_\_ No \_\_\_ Please explain.

3) What strengths do you believe this student will bring to the internship?

4) Additional comments:

5) I strongly recommend this student \_\_\_\_\_ I recommend with reservation(s) \_\_\_\_\_  
I recommend this student \_\_\_\_\_ I do not recommend this student \_\_\_\_\_

Name (please print) \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_

Dept. \_\_\_\_\_ Extension \_\_\_\_\_ Email \_\_\_\_\_

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