

THE WHITEHEAD INTERNSHIP PROGRAM

SUMMER 2018

The Whitehead Internship Program is funded by a Haverford alumnus, honoring John C. Whitehead '43, to encourage Haverford students, who have *completed their sophomore or junior year* (rising juniors and rising seniors), to engage in an 8 – 10 week summer work experience ***related to entrepreneurial endeavors, small business enterprise, venture capital or investment finance activities***. The fund fosters hands on education and experience supporting interests in entrepreneurship. The intent is to provide appropriate stipends, and living expenses if necessary, for summer work experiences for which students might not otherwise receive the funding that their financial commitments require.

Each year an effort will be made by the College to secure commitment from several internship Partners specifically for this program. The College targets its efforts to develop internships with Haverford alumni and others interested in engaging bright motivated Haverford students.

Students may apply to, and seek funding for, internships with "College Partners" OR with other organizations as "Self Designed Internships," to which they have applied or have secured, which relate to the focus of the Whitehead program.

Applications will be reviewed by the Whitehead Committee and final approval given by the Deans before applicants move forward to have Partners receive applications.

College Partners will then consider and interview candidates of interest and who will complete their selections between February 9 – March 9.

Students "approved for funding" for Self Designed internships will finalize their plans with their internship sponsors in coordination with the Whitehead Committee.

**APPLICATION REQUIREMENTS/PROCEDURES
for COLLEGE PARTNER INTERNSHIPS
APPLICATION DEADLINE: Sun., Feb. 4, 2018**

**ALL STUDENTS APPLYING FOR THE WHITEHEAD INTERNSHIP MUST
ATTEND AN INFORMATION SESSION.
THREE (3) ARE BEING HELD:
ONE (1) IN THE FALL (12/6/17 @7PM) AND
TWO (2) IN THE SPRING SEMESTER (1/24/18 @7:30 PM AND 1/29/18 @6:00 PM).**

**WE ENCOURAGE ALL APPLICANTS TO HAVE THEIR RESUME REVIEWED
BY CCPA (ALL REQUESTS MUST BE MADE NO LATER THAN 1/26)**

Applications must be submitted through [Handshake](#)

To view all Partner Internships:

- Go to the Handshake homepage and click on "Jobs."
- Keyword Filter: "Whitehead Internship Program".
- Internships will be posted as they are submitted by Partners. Check for late additions as well!

Step 1

Request a required Recommendation from a member of the Haverford community

Ask a member of the Haverford community, who knows you well, to complete the Recommendation for Whitehead Internship Program. Copy/paste this URL and email it to your recommender:

<https://forms.haverford.edu/view.php?id=112460>

Recommendations must be submitted no later than February 4.

Step 2

In Handshake, submit all materials listed below through the internship labeled "*Whitehead Internship COLLEGE PARTNERS 2018 APPLY HERE*"

1. a one page resume
2. an unofficial transcript
3. a one-to-two page double spaced statement of interest outlining your interests, related experience, your motivation for engaging in this experience and how the opportunity relates to career direction.
IMPORTANT NOTE: For College Partner Internships, DO NOT name any specific organizations in your statement. The Statements of Interest for candidates will be included in the application packet sent to all of the College Partners for which you apply.
4. a separate document listing the College Partner Internships for which you wish to be considered.

Step 3

Then apply to each College Partner Internship for which you wish to be considered, by submitting the following materials (1 – 3 as above):

1. a one page resume
2. an unofficial transcript
3. the same one-to-two page double spaced statement of interest you submitted in step 2 outlining your interests, related experience, your motivation for engaging in this experience and how the opportunity relates to career direction.

IMPORTANT NOTE: For College Partner Internships, DO NOT name any specific organizations in your statement. The Statements of Interest for candidates will be included in the application packet sent to all of the College Partners for which you apply.

Step 4

Complete a [Whitehead Internship Budget Request Form](#) for each internship location (Philadelphia, NYC, Washington, D.C. area, etc.) for which you are applying.

[See Samples below. This is to help you think about your summer budget.](#)

**APPLICATION REQUIREMENTS/PROCEDURES
for SELF-DESIGNED INTERNSHIPS**

APPLICATION DEADLINE: Sunday, Feb. 11, 2018

**ALL STUDENTS APPLYING FOR THE WHITEHEAD INTERNSHIP MUST ATTEND
AN INFORMATION SESSION.
THREE (3) ARE BEING HELD:
ONE (1) IN THE FALL (12/6/17 @7PM) AND
TWO (2) IN THE SPRING SEMESTER: 1/24/18 @7:30 PM AND 1/29/18 @6:00 PM.**

**WE ENCOURAGE ALL APPLICANTS TO HAVE THEIR RESUME REVIEWED BY CCPA
(ALL REQUESTS MUST BE MADE NO LATER THAN 2/2)**

Applications must be submitted through [Handshake](#).

- Go to the Handshake homepage and click on "Jobs."
- Keyword Filter: "Whitehead Internship Program".
- Select "*Whitehead Internship SELF DESIGNED 2018 APPLY HERE*"

Step 1

Request a required Recommendation from a member of the Haverford community

Ask a member of the Haverford community, who knows you well, to complete the Recommendation for Whitehead Internship Program. Copy/paste this URL and email it to your recommender: <https://forms.haverford.edu/view.php?id=112460>

Recommendations must be submitted no later than February 11.

Step 2

Submit the following materials in Handshake through the job labeled "*Whitehead Internship SELF DESIGNED 2018 APPLY HERE*"

1. a one page resume
2. an unofficial transcript
3. a one-to-two page double spaced statement of interest outlining your interests, related experience, your motivation for engaging in this experience and how the opportunity relates to career direction.
4. a description of the organization(s) and specific internship(s) for which you seek funding (You may copy/paste information and document organization website information as your resource.)
5. a signed and dated letter or email from the sponsoring organization documenting that you have applied for this opportunity

Step 3

Complete a [Whitehead Internship Budget Request Form](#) for each internship location (Philadelphia, NYC, Washington, D.C. area, etc.) for which you are applying.

[See Samples below.](#) This is to help you think about your summer budget.

Whitehead Internship Budget Request

S A M P L E #1

Name	Mary Jane Doe
Email	mjdoe@haverford.edu
Class Year	2019
Are you receiving financial aid from Haverford College?	- Yes
Are you applying for other Haverford College Summer Funding?	- No
Please list ALL Internship(s) for which you seek funding:	Maxsa Innovations, WIT Strategy, Logan Capital, Vizion
Please provide your home town/city and state/country and any other locations where you can reside during your internship with little or no expense.	NYC is home.
For which internship(s) and location are you completing this form?	Maxsa Innovations in suburb of Washington, DC
Housing - Anticipated Arrangements	GWU summer housing
Housing - Cost per week	\$343.00
Food, Etc. - Cost per week	\$200.00
Transportation - Cost per week	\$25.00
TOTAL estimated cost/week	\$568.00
# weeks for internship X (8 - 10 weeks required)	10
TOTAL estimated summer living expenses	\$5680.00
TOTAL Whitehead Funding Requested:	\$5700.00

Whitehead Internship Budget Request

S A M P L E # 2

Name	James Doe
Email	j2doe@haverford.edu
Class Year	2020
Are you receiving financial aid from Haverford College?	- Yes
Are you applying for other Haverford College Summer Funding?	- No
Please list ALL Internship(s) for which you seek funding:	AJAX Start Up
Please provide your home town/city and state/country and any other locations where you can reside during your internship with little or no expense.	Seattle, WA
For which internship(s) and location are you completing this form?	AJAX Start Up
Housing - Anticipated Arrangements	living at home
Food, Etc. - Cost per week	\$60.00
Transportation - Cost per week	\$40.00
TOTAL estimated cost/week	\$100.00
# weeks for internship X (8 - 10 weeks required)	10
TOTAL estimated summer living expenses	\$1000.00
If you are seeking funds for a self designed internship, does the internship provide a stipend?	- No
TOTAL Whitehead Funding Requested:	\$1000.00

Whitehead Internship Budget Request

S A M P L E # 3

Name	John Doe
Email	j1doe@haverford.edu
Class Year	2019
Are you receiving financial aid from Haverford College?	- Yes
Are you applying for other Haverford College Summer Funding?	- Yes
If yes, note which funds:	Hurford Ctr for Arts and Humanities
Please list ALL Internship(s) for which you seek funding:	DLL
Please provide your home town/city and state/country and any other locations where you can reside during your internship with little or no expense.	NYC
For which internship(s) and location are you completing this form?	DLL, Phila, PA
Housing - Anticipated Arrangements	HCA - share 2 BR apt
Housing - Cost per week	\$96.25
Food, Etc. - Cost per week	\$200.00
Transportation - Cost per week	\$34.30
TOTAL estimated cost/week	\$330.55
# weeks for internship X (8 - 10 weeks required)	10
TOTAL estimated summer living expenses	\$3500.00
If you are seeking funds for a self designed internship, does the internship provide a stipend?	- No
TOTAL Whitehead Funding Requested:	\$3500.00

Whitehead Internship Budget Request

S A M P L E # 4

Name	Jill Smith
Email	jsmith@haverford.edu
Class Year	2020
Are you receiving financial aid from Haverford College?	- No
Are you applying for other Haverford College Summer Funding?	- No
Please list ALL Internship(s) for which you seek funding:	Euro Start Up, London
Please provide your home town/city and state/country and any other locations where you can reside during your internship with little or no expense.	NYC
For which internship(s) and location are you completing this form?	London
Housing - Anticipated Arrangements	sublet - estimate; transportation includes air fare prorated
Housing - Cost per week	\$300.00
Food - Cost per week	\$250.00
Transportation - Cost per week	\$200.00
TOTAL estimated cost/week	\$750.00
# weeks for internship X (8 - 10 weeks required)	10
TOTAL estimated summer living expenses	\$7500.00
If you are seeking funds for a self designed internship, does the internship provide a stipend?	- Yes
IF YES, indicate stipend and SUBTRACT	\$4000.00
TOTAL Whitehead Funding Requested:	\$3500.00