

THE WHITEHEAD INTERNSHIP PROGRAM

SUMMER 2019

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 the College to secures commitments 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 8 – March 8.

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 COLLEGE PARTNER INTERNSHIPS

1. Dates to remember

APPLICATION DEADLINE: Sunday, February 3, 2019

Required Information Session. Please attend of the following:

December 5, 2018: 6:00pm

January 23, 2019: 6:00pm

January 30, 2019: 12:00pm

2. 3-step process application process

Before beginning, we encourage all Whitehead applicants to have their resume reviewed by the CCPA. Please submit your request no later than January 26.

Step 1: Letter of Recommendation

Request a required Recommendation from a faculty/staff member of the Haverford community. Email this URL to your recommender. Submission deadline: February 3.

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

Step 2: Required Application Form

This application includes basic information, as well as your budget request. We ask that you complete a budget request for each separate CITY in which you are applying for Whitehead internships.

https://haverford.co1.qualtrics.com/jfe/form/SV_cU8G86AQ32YhFPf

Step 3: Apply directly to Whitehead partners through Handshake

1. Go to the Handshake homepage and click on "Jobs."
2. Keyword Filter: "Whitehead Internship Program".
3. Internships will be posted as they are submitted by Partners.
Check for late additions!
4. Apply to each College Partner Internship for which you wish to be considered, by submitting the following materials:
 1. one page resume
 2. unofficial transcript
 3. one-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. 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.

APPLICATION REQUIREMENTS/PROCEDURES SELF-DESIGN INTERNSHIPS

1. Dates to remember

APPLICATION DEADLINE: Sunday, February 10, 2019

Required Information Session. Please attend of the following:

December 5, 2018: 6:00pm
January 23, 2019: 6:00pm
January 30, 2019: 12:00pm

2. 2-step application process

Before beginning, we encourage all Whitehead applicants to have their resume reviewed by the CCPA. Please submit your request no later than January 26.

Step 1: Letter of Recommendation

Request a required Recommendation from a faculty/staff member of the Haverford community. Email this URL to your recommender. Submission deadline: February 3.

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

Step 2: Required Application Form

This application will require basic information, a description of the organization(s) and specific internship(s) for which you seek funding, as well as your budget request. In addition, you will be asked to upload:

1. one page resume
2. unofficial transcript
3. 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. signed and dated letter or email from the sponsoring organization documenting that you have applied for this opportunity, and details about the organization and internship responsibilities.

https://haverford.co1.qualtrics.com/jfe/form/SV_cU8G86AQ32YhFPf