2018 Center for Innovation and Entrepreneurship

Internship Program

DESCRIPTION & APPLICATION INSTRUCTIONS

***Applications are due Friday, March 2nd at 12:00 Noon***

The Center for Innovation and Entrepreneurship Internship Program supports CMC students interested in working at start-ups and entrepreneurial ventures.  Exposure to real-world startups and small businesses is a valuable experience for students. It expands students’ view of entrepreneurship from an abstract concept to a real-world experience, and for many it triggers their entrepreneurial spirit.  This program hopes to help meet the demand of students who are excited, engaged and curious to know more about the startup community and thinking about pursuing a career in the startup space.  It gives students the opportunity to develop their entrepreneurial skills by accelerating the advancement of the host company.

This program is not designed for students initiating their own ventures.

Sponsored internship recipients may enroll in an internship course for transcript notation (INT 98) or the ¼, ½, or full-credit course options (INT 198).  Regardless of which credit option one chooses, **the sponsored** **internship must be a minimum of 8 weeks and 200 hours.** To learn more about internship credit, please visit the Office of the Registrar’s [website](https://www.cmc.edu/registrar/internship-registration).

###### Eligibility/Requirements:

* Applicants must be a current CMC student who will be enrolled at CMC (in Claremont or an approved Off-Campus Study program) fall semester 2018 (i.e., not graduating in May or taking a leave/withdrawing next semester).
* Applicants must have a minimum, cumulative GPA of 8.5 and be in good standing with the College as verified by the Dean of Students Office. Students whose GPA falls below this threshold should contact Evan Wollen ([ewollen@cmc.edu](mailto:ewollen@cmc.edu)) to request an exception.
* Internships should be with for-profit early stage company, in any field, and located anywhere in the United States.
* Study abroad programs and programs that charge tuition are ineligible.
* Internships must be for at least 8 weeks and 200 hours.
* Recipients who fail to complete the internship (8 weeks and 200 hours) may be required to return all or part of their award.

**Selection:**

The interview/selection committee will evaluate the following, among other considerations, before making final selections:

* Quality of internship/internship responsibilities
* Rationale for pursuing the internship
* Amount of exposure to the entrepreneurial dynamics of the organization
* Presentation and interview
* Financial need
* Recommendations

**Application Materials:**

The materials below must be submitted through the Sponsored Internship portal on FluidReview.com, an application and selection website (<https://claremontinternship.fluidreview.com/>). After creating an account, applicants will complete all required forms on and upload all required documents to FluidReview. Materials should not be submitted in hardcopy or via email. **The application portal** **will open January 5, 2018.**

* **Application Form**
* **Resume**, which must be reviewed by a Career Consultant (CC) before being submitted. CCs are available on a drop-in basis from 9 a.m. to 5 p.m., Monday through Friday, in Student Opportunities. Please allow time to incorporate the CC’s recommendations into your resume.
* **One recommendation**, preferably from a faculty member at the Claremont Colleges. Please request recommendations through FluidReview.com to ensure they are included with your application.
* **Letter confirming your internship** from the sponsoring organization (on letterhead with a signature) **OR an explanation of where you are in the process of securing an internship.**
* **Descriptive/background information** on the sponsoring company/organization (which may be printed from the organization’s website)
* **Unofficial Transcript,** which you can obtain from CMC’s student portal or Registrar’s Office
* **Detailed budget** with an explanation of how it was developed (see examples). The Budget should include: airfare; housing; food; local transportation; immunizations; and only necessary incidentals.
* **Essay Questions**.

**Note:** The essays constitute the heart of your application, where the Committee gets to know you, your motivation for pursuing your project, and how your project relates to your future goals. As such, you should take great care when composing your responses, answer each question thoroughly, and present a compelling and polished case for why your internship deserves support.

1. Describe your host organization and your internship (what they do and what you’ll do for them.)
2. Why are you interested in working for this start-up?
3. What skills will you bring to this internship to make a contribution?
4. How do you expect this internship to most challenge and impact you?
5. What is the relationship of your proposed internship to your professional and personal ambitions?

**Note: Applications will not be reviewed until all of the**

**above materials have been submitted to FluidReview.com.**