**SIE BASICS**

***What is the difference between an internship and an experience?*** Internships are structured, supervised and lasting a minimum of 8 weeks. Experiences are a form of experiential learning in a structured or instructed environment lasting a minimum of 4 weeks. We fund both, but the program preference is for internships.

***Where do I start my internship search?*** Career Services has resources available to help you navigate your internship search process and identify internships that you are interested in applying for.  These resources are:

[Student Internship Database](http://internsearch.cmc.edu/login.php): The Internship Database is a searchable database of every internship conducted by a CMC student since 2013. You can filter through various internship positions that SIE students have held in the past.  You can access the database [here](http://internsearch.cmc.edu/login.php).

Career Coaches: Career coaching at CMC is organized by [interest clusters](https://claremontmckenna.box.com/s/96nlznpmgc2karlvej2russ3p1b8ix2q) and each Career Coach specializes in a few different cluster areas. If you’d like to talk to a Coach about internships, we encourage you to set up an appointment with the Coach whose interest cluster most closely aligns to your internship interest. Coaching appointments can be made via [Handshake](https://cmc.joinhandshake.com/login).

Career Service Mentors: Career Service Mentors can help you prepare your application with cover letter help, resume review, and general application advice. Career Service Mentors are available for walk-in appointments, Monday – Friday 9am – 5pm in the Soll Center for Student Opportunity.

Take a look at CMC’s [Unique Opportunities Page](https://www.cmc.edu/career-services/sponsored-internships-experiences-unique-opportunities) for some interesting opportunities open only to CMC students.

For students specifically looking for international internships, two excellent resources are [Omprakash](https://www.omprakash.org/) and [GoinGlobal](https://online.goinglobal.com/?accid=20100528lsfjlsdjfsfrhoewewy7983249832ydshfi84iewdhsalh).

If you are unsure of what interest cluster applies to your internship search, please make an appointment with any Career Coach. If you are a First Year, make an appointment Amy Hendrickson (via [Handshake](https://cmc.joinhandshake.com/login)) for a First Year Coaching appointment.

***When should I look for an internship?*** It is never too early to start looking. However, many great opportunities don’t open until the spring. Talk to the career coach of the interest cluster that you are interested in conducting an internship about that interest cluster’s particular internship search timeline.

***What is the Kravis Opportunity Fund.*** The Kravis Opportunity Fund supports summer internships/experiences for First-Year CMC students who are on financial aid. KOF recipients can intern for organizations in any interest cluster, for both non-profits and for-profits, located domestically or internationally. Students who are KOF-eligible should see Evan Wollen (ewollen@cmc.edu ), Assistant Director for SIE, to verify their KOF eligibility and to discuss their summer plans.

***What other SIE Requirements should I know about?***  If you receive an SIE stipend, you are required to have your host organization supervisor fill out an evaluation on you and you need to write a 2-3 page reflection paper. Both documents are due Monday, September 14th, 2020. Students interning in the developing world will be required to complete the CMC Edge Program powered by Omprakash, an online pre-departure course.

**ELIGIBILITY**

***What internships/experiences are eligible for funding?***

All Experiences

All International Internships

All Domestic Internships in:

Non-Profit & Social Enterprise

Government, Law & Public Policy

Medicine, Healthcare & Biotech

Science & Environment

There is limited funding for Domestic Internships in the following interest clusters:

Creative & Entertainment

Technology & Entrepreneurship

Unless a student is a scholar community student or Kravis Opportunity Fund eligible, with few exceptions the SIE program does not fund Domestic Internships in:

Accounting & Financial Services

Consulting

***Can I apply even if I haven’t accepted an internship offer?*** Yes! Apply! Only about 30% of students have accepted an internship offer by March 2nd, the SIE deadline. You can still be selected without a confirmed internship. In fact, the majority of selectees haven’t accepted an internship when they receive their award letter. However, you must accept an internship offer before your SIE stipend will be released to you.

***Which years are eligible for SIE funding?*** First-Years, Sophomores and Juniors are eligible for SIE Funding (Classes of 2021, 2022, and 2023) with an emphasis on First-Years and Sophomores. We believe that earlier experiences are more transformative, particularly during the first two years of college. By Junior Year, we hope that you will have gained enough knowledge to focus on a particular career sector, so that you have the opportunity to gain valuable career experiences during your Junior summer to help you in your full-time recruitment.

***My internship plans have changed radically since I submitted my application. What should I do?*** Please notify Evan Wollen (ewollen@cmc.edu ) of the changes to your proposed internship plans. He can advise you about how your internship changes will affect your SIE funding options.

***I’m a scholar community student. Do I still need to apply to SIE?*** Yes, you still need to apply to SIE. This is how you access your experiential learning stipend.

***I’m an international student who wants to intern in my home country. Would I apply for international or domestic funding?***  You would apply for domestic funding.

***Can I work for the same organization I interned for last year?*** Yes, as long as your responsibilities are significantly different from those of last summer.

***Can I use a 3rd Party Internship Provider to find my internship?*** Yes, you can use an internship provider to help you find your internship. However, the SIE program will generally not pay the 3rd Party Program fee. Look closely at what the organization provides and ask for an itemized list of what you are paying for. In some cases, SIE will fund food, lodging, and travel expenses even if those are provided by the 3rd Party Internship Provider. SIE will not cover the administrative cost that pays for the organization to find you an internship placement.

 ***Can I apply to SIE to fund my summer school experience (language course, elective courses etc.)?*** In general, no. The SIE program cannot fund summer courses that result in CMC graduation credit. If you have any questions about whether this restriction pertains to your planned experience, contact Evan Wollen.

***My study abroad program starts in mid-July so I can’t intern for eight weeks. Can I still apply?***  Yes. There is a special exception for students whose summers are shortened by their study abroad commitments. As long as your internship is at least 6 weeks long, you may be considered for funding. But your award amount will be prorated accordingly.

***My internship is 7 weeks long. Is that long enough?***  No, it is not. Except for the above study abroad exception, internships must be 8 weeks long. Anything of less duration would be considered an experience.

**APPLICATION**

***When is the Deadline for SIE Funding?*** The Application Deadline for all programs is March 2, 2020. International Applications are guaranteed a decision by March 30, 2020. Domestic Applications are guaranteed a decision by April 15, 2020.

***What constitutes a complete SIE Application?*** A complete SIE Application has an application, 4-6 essay questions, a faculty reference (as opposed to a letter of recommendation), your resume, your unofficial transcript, and your budget. If you are applying for an international opportunity, you will also have to submit the Center for Disease Control and the State Department reports on your intended internship country.

***What does “budget based” funding mean?*** SIE Funding is allocated based on an estimated budget that you provide. There are sample budget templates in SMApply for you to use. Examples of items that should be considered when making your budget include housing costs, airfare, food, local transportation, small incidentals, etc. Be sure to list any form of compensation or salary that you expect to receive from your internship employer. Even if you have not accepted an internship yet, you must put together an estimated budget.

***I’ve got to submit a budget?!?!? How do I develop one of those?*** SMApply has a simple and straightforward Budget template for you to use. If you have any other questions, contact Evan Wollen (ewollen@cmc.edu ) for more in-depth issues.

***Can I submit 2 applications?*** No. Please submit only one SIE application. If your internship plans radically change after you submit your application, immediately contact Evan Wollen (ewollen@cmc.edu ), A/Director for the SIE program, to discuss your application options.

***Can my Faculty Reference be from a faculty member at one of the other Claremont Colleges?*** Yes.

**ACCEPTENCE LETTER**

***What should the Acceptance Letter include and where should it be posted?*** Your acceptance letter should be scanned and posted to your application in SMApply. It should include a Point-of-Contact at your internship host organization, internship dates, pay status (and if paid, the hourly/weekly/summer wage), and your responsibilities. The letter can also be an e-mail with the same information, and an e-mail address for the Point-of-Contact.

***I have accepted an internship, but have received another and better internship offer. What should I do?*** Once you accept an internship or job offer, either verbally or in writing, an employment contract has been created. This contract represents an obligation that you are ethically required to uphold. Before you say “yes” to an offer, consider your options carefully and ask for more time to make your decision if you need it. You can always take at least 24 hours before accepting a role and use this time to consult with others for advice, including a Career Coach. If you do accept an offer, you have made a commitment to that employer and it is your ethical responsibility to discontinue interviewing with all other employers, including those who come through to campus. Failure to adhere to your responsibilities may lead to a series of consequences, including the revoking of any SIE funding, revoking of all recruiting privileges (online and in person) at the college, as well as possible further disciplinary action.

**FUNDING**

***I received my award letter. When can I expect my stipend check?*** Your award letter directs you back into SMApply for some additional documents that need to be completed. Once these documents are complete and you hit the submit button, your stipend check will be processed. It generally takes about two weeks. If you complete these tasks by Friday, April 24th, the stipend check will be sent to your Story House Mailbox (***so check your mailbox right before you leave campus***). If you submit your documents after that date, or you are off-campus for the semester, the check will be mailed to the home mailing address you provide in your application. ***Please make sure that mailing address is accurate and is off-campus.***

***I will be receiving some compensation from my employer. Can I still apply? How does this effect my stipend?*** We expect that if you receive compensation from your employer, you will include that money in your budget. If your proposal is selected for funding, we may reduce your award amount, depending on your compensation and related expenses. Be sure to include any anticipated compensation form your host organization in your budget and in your application.

***I have secured some additional funding to support my internship. Will this affect my funding from the SIE Program?*** It may, depending on your internship expenses. As such, you must report all sources of internship funding on your SIE application.

**Internship Credit**

***What are INT 98 and INT 198?***  Both are CMC courses. INT 98 awards a note on your student transcript, but no academic credit. INT 198 awards academic credit for internships and is taken during the summer. For both, the assignments are due early fall semester.

***How do I enroll in INT 198?*** Go to the [CMC Registrar’s website](https://www.cmc.edu/registrar/internship-registration) to learn more about your internship registration options, and to register.

***Do I need to secure a faculty reader?*** Yes. You are responsible for finding your own faculty reader. Remember, you will be working closely with your reader over the summer.