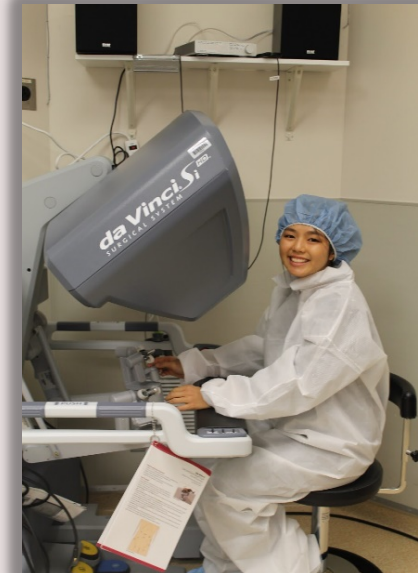


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# **SPONSORED INTERNSHIPS & EXPERIENCES (SIE) PROGRAM INFORMATION BRIEF**

**Evan H. Wollen**

**Assistant Director,  
ext. 78540, ewollen@cmc.edu**



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# Agenda

- Background
- How Do I Find an Internship?
- Credit Options
- Application Process/Timelines
- Post Selection Tasks
- Final Thoughts

Katie Cummings'21,  
Bali, Indonesia  
Yazsa Creative Agency



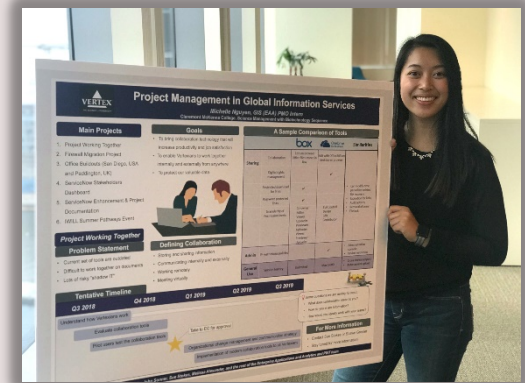
# 2018 SIE Voices

*“I am forever grateful that I attend a school like CMC that allows students to go into the world and experience things we never thought possible. I am already looking forward to what my adventures will be next summer, although it will be very hard to top this.”*

*-Katherine Parrish , CMC’21*

*“This internship contributed to more than just a new line on my resume or an interesting story to tell at social gatherings. This past summer changed my life. I now have a new perspective on so many issues. I also now know what I value in a career and what to look for following graduation. -Anuj Devatha, CMC’21*

Michelle Nguyen’20  
Boston, MA  
Vertex Pharmaceuticals



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# **2018 SIE Review (2 of 2)**

- **Nearly 344 Students/\$1.3 Million**
  - **Average Stipend: \$3700 per Student**
    - **Soll Center for Student Opportunity**
      - ~250 Students/\$990,000 (Includes 90 Scholar Community students/\$310,000)
    - **Partners**
      - ~90 Students/\$380,000
  - **Destination**
    - **International - 101 Students/\$430,000**
    - **Domestic - 243 Students/\$550,000**
-

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# **Sponsored Internships and Experiences (SIE) Program**

- **Designed to Enable Students to Work in Summer Internships Which They Secure Themselves**
  - **Create Your Own Internship Opportunity**
  - **Gain Valuable Work Experience**
  - **Explore a Profession or Industry**
  - **Connect Your Internship With an Academic Component**  
**- INT 98/198**
  - **You Don't Need a Confirmed Internship to Apply!**
-

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**Did I Mention?**

**You Don't Need a  
Confirmed Internship  
to Apply!**

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# How do I Find an Internship?

- **Sponsored Internship & Experiences Program Website**
    - <http://www.cmc.edu/career-services/sponsored-summer-internship-programs>
  - **Career Coaches**
  - **Handshake**
  - **LinkedIn**
  - **Network with past recipients and alumni**
  - **Inquire with faculty and your fellow students**
  - **Institute/Center (I/C) Partnered Internships**
    - **I/C Websites, Handshake, SIE Program Website**
  - **Search for organizations rather than positions**
  - **Contact 20-30 organizations initially**
-

# Interest Clusters

## INTEREST CLUSTERS



### Accounting & Financial Services

- Accounting
- Asset Management
- Banking (Investment & Commercial)
- Insurance
- Private Equity
- Real Estate
- Research
- Risk/Underwriting
- Sales & Trading
- Venture Capital



### Consulting

- Human Capital
- Litigation/Economic
- Management/Strategy
- Technology/Implementation



### Creative & Entertainment

- Advertising
- Entertainment
- Fashion
- Marketing
- Media
- Music
- Sports



### Government, Law & Public Policy

- Law
- Government
- Policy
- Lobbying
- Think Tanks



### Medicine, Healthcare & Biotech

- Health Professions
- Biotech
- Pharmaceuticals
- Psychology



### Science & Environment

- Aerospace
- Environment
- Research
- Life Science
- Physical Science



### Non-Profit & Education

- Education (K-12; Higher Ed)
- Non-Profit
- Social Services



### Technology & Entrepreneurship

- Coding/Engineering
- Hardware/Semiconductors
- Software
- Start-ups
- Non-Technical
- Product Management



\*\*All students pursuing graduate studies should meet with the Career Coach in the interest cluster most relevant to their intended area of study.



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cmc.edu/career-services  
(909) 607-7038



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# 2019 SIE – Credit Requirements

- Credit Remains Available, but No Longer Required
- INT 198/199 Requirements

- INT 198 (non-sponsored)/INT 199 (sponsored)

- Supervisor Evaluation
- Research Paper (de-conflict Omprakash)
  - The Paper Yields the Credit
- Faculty Stipend
- Awards

0.25	6 Weeks	150 Work Hours	8-10 Pages
0.50	8 Weeks	200 Work Hours	15-20 Pages
1.00	10 Weeks	400 Work Hours	30-40 Pages

- Experience Meets the Definition of an Internship
  - Experience Meets the Required Duration and Hours
  - Student Interaction is with the Soll Center for Student Opportunity, CMC Registrar, and Faculty Reader
-

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# **2019 SIE – Application Deadlines**

- **One Deadline**
- **Portal Opens January 7**
- **Deadline, March 1**
  - **Guaranteed International Decision by March 30th**
  - **Guaranteed Domestic Decision by April 15th**
  - **Partnered Opportunities Posted in Handshake**
- **Final Funding Date, May 24**

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# **Intern Internationally**

- **For-Profit, Non-Profit, or Government Agency**
  - **Pursue a Research or Academic Project**
  - **Internationally Focused Internship in the U.S.**
  - **Avoid Programs That Charge a Fee (Generally)**
  - **No Study Abroad/Classes**
  - **With Few Exceptions, No Travel to U.S. State Department Level 3-4 countries**
  - **Mandatory Pre-Departure Meeting**
  - **Mandatory Preparation Course for Developing World Destinations**
-

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# Domestic SIE Programs

- For a Non-Profit (Doesn't Apply to Scholars)
    - Exceptions in:
      - Creative & Entertainment
      - Science & Environment
      - Technology & Entrepreneurship
  - For a Government Agency or Legislative Office
  - For a Political Campaign
  - Human Rights Internships and Projects
  - Open to All Returning Students
  - Classes are not eligible
-

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# Partnered SIE Programs

- KLI-Partnered
- Kravis Lab
- Mgrublian Center

*All of These Opportunities Will Be on the SIE Program Website and in Handshake*

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# International Students

- May receive domestic support for an internship or experience in one's home country
  - Domestic program policies apply
  - No airfare compensation

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# **Scholar Community Students**

- **Apply Through SIE Program to Validate Internship or Experience**
- **Competes for Money Above Your Summer Experiential Learning Stipend**

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# Application Requirements

- 7.5 minimum GPA
  - Freshman, sophomores and juniors
  - Common Application Form (Fluid Review)
  - Resume (reviewed by Career Consultant)
  - 1 recommendation letter
  - Descriptive/background information on organization (print from website)
  - Confirmation letter from organization on letterhead or explanation (or some proof you have applied for the internship)
    - Internship dates
    - Briefly describe responsibilities
-



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# Application Best Practices

- ***APPLY EVEN IF YOU DON'T HAVE AN INTERNSHIP CONFIRMATION LETTER***
  - 4 Essay questions
  - Be specific! Focus on what you'll be doing rather than what the organization does
  - Competitive Process
  - Work on the Letter of Recommendation Early
  - Some Programs Require an Interview
  - Put Some Effort into Your Budget
    - Sample Budgets on the SIE Program Website
    - Identify Salary and Other Funding Sources
-

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# APPLICATION (FluidReview)

<https://claremontinternship.fluidreview.com/>

## Welcome to the Claremont McKenna College Sponsored Internships & Experiences (SIE) Program!

This is the applicaiton portal for the CMC SIE Program. All of the tasks in the application must be completed before the application can be submitted and your summer internship/experience considered for sponsorship. Please ensure you press the Submit button after you have completed all of your tasks.

**The application portal will open on January 7th, 2019. It will close on the Application Deadline of March 1st, 2019.**

### Instructions:

Step 1) If you have not created an account, click the "Sign Up" button on the right and fill out the form. Please enter your full, legal name (first and last) and CMC email address (jdoe@cmc.edu) when creating your account.

Step 2) Once you complete the signup process, you'll receive an email confirming your registration. Make sure to check your spam box just in case! Please add the site to your safe sender list so that you can continue to receive messages from FluidReview.

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# APPLICATION DEADLINE

(opens January 7<sup>th</sup>)

***March 1<sup>st</sup>, 2019***

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# **Post-Selection Requirements**

- ***Internship Agreement Form***
  - ***SIE Award Letter***
  - ***Acceptance Letter***
  - ***CMC Travel Enrollment***
  - **STEP Registry (State Department)**
  - **Medical Disclosure**
  - **iNext Travel Insurance**
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# **Post-Internship Requirements**

- **2-3 page Reflection Paper**
  - **Supervisor Evaluation**
  - **Stewardship Information**
  - **Any additional INT 98/198 Requirements**
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# Final Thoughts

- Winter Break is an awesome time to work on finding an internship
  - Talk with a Career Coach about your future
  - Meet the deadline
  - Visit our Website
  - Office Hours (2<sup>nd</sup> Floor Soll Center for Student Opportunity)
    - Thursday, 9-11 am (November)
    - Friday, 1:15-4 pm (after Thanksgiving)
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# Feedback/Questions



**Maezelle Millan'21**  
**Walvis Bay, Namibia**