

Steps to Guaranteed Internship/Research/Funding:

Working with Career Services Professional Staff Requirements:

- Meeting with a Career Counselor
- Resume reviewed by a Career Counselor
- Participate in a mock interview (face-to-face or online) and complete self-evaluation

Academic Requirements:

- Declare a major (for sophomores)
- Be in good academic and social standing with the Colleges (as per Dean's office)

Social Media Requirements:

- Have a LinkedIn account
- Have an HWS Career Network account
 - <https://careernetwork.hws.edu/hub/hws/home>
- Have an updated Handshake account
 - Uploaded current resume
 - Updated "work experience" and personal information

Career Services Program Requirements:

- Attend Interview Essentials workshop
- Attend Networking 101 workshop
- Participate in Career Services event
 - Alumni/ae Speaker Event
 - Job Shadow
 - Networking event
 - Career Trek

Internship/Research Specific Requirements:

- Internship must be a full-length internship of 6 weeks or more
- Complete any preparatory requirements of the specific internship (health, visa, etc.)
- All students completing an international internship must submit the "Student International Activity Proposal Form" ([here](#)) with their completed funding application.

Application Requirements:

- Submit via email to Briana Costello in the Career Services Office:
 - Completed application form and budget
- Submit via Handshake through the Guaranteed Funding "Job" posting:
 - Resume that has been reviewed by career counselor
 - [Cover Letter](#)
 - Reference Sheet (*note: this is NOT a letter of recommendation. See the Resource Library in Handshake for a sample*)

Application Deadlines:

- Summer Funding
 - Application due March 31
 - The Career Services Office will review your completed application and notify you of internship stipend award
- Fall Funding
 - Application due last August 31
 - The Career Services Office will review your completed application and notify you of internship stipend award
- Winter/Spring Funding:
 - Application due November 30
 - The Career Services Office will review your completed application and notify you of internship stipend award

****Note: You do not need to have your internship finalized before you apply – if you anticipate having an unpaid internship you are encouraged to apply****