

Hollins University

Competitive Internship Awards Program

Short Term 2010

The Hollins Career Center has developed exceptional internships which will be offered on a competitive basis to students seeking a January Short Term internship for academic credit. Each internship offers a stipend of \$300. Housing options and assistance are being developed for each internship. All application materials are due in the Career Center by 4:00 p.m. on Monday, October 12, 2009.

All students interested in the Competitive Internship Awards Program must attend **ONE** of the following orientation meetings:

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|----------|--------------|-------------|------------|
| Tuesday | September 15 | Goodwin PDR | 12:30-1:30 |
| Thursday | September 17 | Goodwin PDR | 4:00-5:00 |
| Tuesday | October 6 | Goodwin PDR | 5:30-6:30 |

Important highlights:

- The internships are competitive; therefore each applicant should research and apply for other internship opportunities for January 2010.
- Read the internship descriptions carefully.
- Do not contact the internship sites or supervisors under any circumstances.
- The internships are restricted to those students seeking academic credit.
- Interns must provide their own transportation to and from the city where the internship is located and are responsible for their own transportation to and from the internship site.
- The stipend will not be granted to those students who will receive payment during the internship.
- Students may apply for two internships but will receive only one award.
- Students must meet all of the eligibility requirements to be considered.
- Specific internships may indicate qualifications as well as application materials and procedures in addition to those listed below.
- Students selected for the competitive internships must attend a workshop sponsored by the Career Center regarding appropriate dress and behavior as a representative of Hollins and as a housing guest of alumnae and other housing facilities.

Eligibility Requirements:

- For competitive internships, you must be current sophomore, junior, or senior in good standing with respect to academic status and financial obligations to the university. Additionally, a student is not eligible to apply/receive a competitive internship if she is on disciplinary probations and/or was found in violation of the university policy through the student judicial process (student conduct council or honor court) within the last 18 months of the application due date.

- Attend **ALL** meetings set by the Career Center.
- Must be collaborating with a faculty advisor and sponsor regarding academic credit and completion of the Short Term Internship Agreement form. **The Career Center is not responsible for the completion/submission of this form.**
- Maintain a cumulative GPA of 2.5 with preference given to students who maintain a cumulative GPA of 3.0.
- Submit all application materials to the Career Center by the deadline of 4:00 p.m. on Monday, October 12, 2009. This deadline also applies to additional application materials and procedure that comply with the requirements of specific internship sites. These include The Martin Agency Student Workshop, EMILY's List and the Office of the Curator of the U.S. Supreme Court.
- Agree to represent Hollins University in a professional and respectful manner.
- Submit the required evaluation forms (supervisor and student and copies of "thank you" notes, and supervisor's and student's evaluations by February 12, 2010.

Application Materials Required by the Career Center:

- Application of Intent Form (to be placed on top of all other materials). Click [here](#) to access form.
- Letter stating why you are interested in the internship, the skills you bring to the employer, and how you anticipate that the internship will impact you academic and/or career planning.
- Include in the letter of application at least three (3) learning objectives you hope to achieve during this experience.
- Copy of your resume.
- A letter of recommendation from your academic advisor or an appropriate faculty sponsor (Two letters of recommendation are required for the Office of the Curator of the United States Supreme Court).

The following must be submitted to the Career Center by February 12, 2010:

- Copy of "thank you" note or letter to internship site supervisor and, if applicable, the alumna who referred or sponsored the internship as well as the alumna who provided housing.
- Completed evaluation forms at the conclusion of the internship:
 - Intern Evaluation Form (to be completed by the supervisor)
 - Student Evaluation Form

All application materials and requirements must be completed and submitted to the Career Center, first floor of West building by 4:00 p.m. on Monday, October 12. Applications submitted after the deadline will not be considered. Notification of awards will be made on or about November 2.

Guidelines for Establishing Your Desired Short Term Internship

- All interns, internship supervisors, and faculty sponsors must have an understanding of the specific goals, duties and responsibilities of the intern before beginning. Internships in which students perform only routine tasks such as filing and photocopying are unacceptable.
- Students undertaking internships are responsible for the full period of Short Term. Students must work a minimum of 35 hours for four weeks. In cases where the internship lasts a span of less than said four weeks, or are less than full time, an appropriate academic project will be assigned by the faculty sponsor to complement the internship.
- All internships must have a tangible academic component (such as a journal), which must be submitted to the faculty sponsor upon completion of Short Term.
- If a student, though it is unlikely, is to come across a paid internship, the student must work with her faculty sponsor in order to determine that the internship is a legitimate experiential learning opportunity.
- Internships may not be repeated unless the internship supervisor can verify that the duties of the intern will be significantly different from the previous one completed. A student, furthermore, cannot intern with any firm or organization where she has been employed, unless her internship supervisor can verify that the duties of the intern will be significantly different.
- The intern must make an appointment with her faculty sponsor at the end of Short Term to report on her internship and submit any assigned work.
- Students are allowed to complete a maximum of 16 internship credits toward graduation at Hollins. First-year students are not eligible to undertake a Short Term internship.

- For the competitive internships, you must be a current sophomore, junior, or senior in good standing with respect to academic status and financial obligations to the university. Additionally, a student is not eligible to apply/receive a competitive internship if she is on disciplinary probation and/or was found in violation of the university policy through the student judicial process (student conduct council or honor court) within the last 18 months of the application due date.

WASHINGTON, DC

EMILY's List, Washington, DC

<http://www.emilyslist.org>

(Founded by Hollins alumna, Ellen Malcom '69)

Name of Organization: EMILY's LIST = Early Money Is Like Yeast

NOTE: Students must apply with the Career Center AND online at
<http://emilyslist.org/>

Type of organization: Emily's List, the nation's largest grassroots political network, is dedicated to building a progressive America by electing pro-choice Democratic women to federal, state, and local office. They are a network of more than 100,000 Americans (from all across the country) committed to recruiting and funding viable women candidates; helping them build and run effective campaign organizations; training the next generation of activists; and mobilizing women voters to help elect progressive candidates across the nation.

EMILY's List offers full- and part-time internships in six departments:

- Political
- Development
- Research
- Communications
- Administrative/Finance
- Campaign Services

Pay: Hollins stipend

Office of the Curator of the United States Supreme Court

<http://www.ucdc.edu/students/internships/LC.pdf>

Alumna-referred: Gwen Fernandez '06

Final selection of the intern will be made through the Curator's office.

NOTE: Students must submit the following additional materials to the Career Center:

- **Federal Forms 612 AND 306**
- **One additional letter of recommendation**

Federal Form 612 is available at
http://www.opm.gov/forms/pdf_fill/of612.pdf
(Optional Application for Federal Employment)

Federal Form 306 is available at <http://nps.gov/renew/of-306.doc>
(Declaration for Federal Employment)

Type of business: The Curator's Office supports the work of the Supreme Court by promoting a greater public understanding and appreciation for the nation's highest court. To this end, we collect the institution's rich history, share it with a diverse audience through a variety of programs, and preserve it for future generations.

Address: 1 First Street NE, Washington DC 20010

Qualifications: Strong verbal and written communication skills, ability to interact with diverse audiences, high degree of professionalism and discretion, ability to work independently, attention to detail, dependability. Familiarity with general office administration, museum practices, and prior experience with public speaking desirable but not required. All majors accepted but internship is well suited for those students interested in history, art history, museum studies, law, political science, and government.

Duties: Provide daily public lectures in the Courtroom; lead private tours of the building, staff information desk, catalogue photographs and collection objects, caring for historic objects, organizing manuscript collections, conducting research on a variety of topics.

Pay: Hollins Stipend

VIRGINIA

The Martin Agency Student Workshop, Richmond

www.martinagency.com

Alumna-referred: Kay Lawson '85

Type of business: The Martin Agency is responsible for the current GEICO television commercials and recently contracted with WalMart for services which include advertising, strategic planning, public relations, marketing, media planning, and more. The Martin Agency was founded in 1965, and has two offices and more than 300 employees nationwide. Its clients have included Coca-Cola, GEICO, Quizno's, Nascar, Olympus, Hanes, Saab, Seiko, Thomasville, and the United Parcel Service (UPS).

The Martin Agency DOES NOT accept individual interns; instead, students apply for intensive workshop internships, one of which takes place in January of each year. Interns participate in a 10-day student workshop that features seminars on issues in advertising as well as a case project for a Martin Agency client. Guided by two team heads from Account Management, each case project team of five interns "will concept, create and present an intergrated marketing communications plan to agency executives and a client representative." Only the Martin Agency's Richmond office offers this workshop.

NOTE: Students must submit additional application materials (in the career center) by October 16 to the Martin Agency. Final selection of the interns for the workshop is made solely by the Martin Agency.

Address: One Shockoe Plaza, Richmond VA 23219

George Washington's Mount Vernon Estate and Gardens

www.mountvernon.org

Alumna-referred: Boyce Ansley '68

Type of business: George Washington's Mount Vernon Estate & Garden is owned and managed by the Mount Vernon Ladies' Association, a private, non-profit organization, established in 1853. Its educational mission is to engage, through both new and traditional delivery systems, an international

audience of children and adults in learning about the life, leadership, character, and legacy of George Washington within the context of his times.

Address: P.O. Box 110, Mount Vernon, VA 22121

What departments offer internships? Education

Qualifications: History, decorative arts, education, and English majors

Pay: Hollins stipend

North Carolina

University of North Carolina Press, Chapel Hill

<http://uncpress.unc.edu/default.htm>

Alumna-sponsored: Joanna Marsland '91

Type of business: University press publishing house

Address: 116 South Boundary Street, Chapel Hill, NC 27514

What departments offer internships? Acquisitions editorial department, Design and Production department, Marketing department, and Development department.

Qualifications and/or majors preferred: History, English, Art and Design

Duties: Varies by department

Pay: Hollins stipend

New York City

UBS Financial Services

<http://www.ubs.com/>

Alumna-sponsored: Holly Hendrix '75

Type of business: Wealth management

Address: 200 Park Avenue, 11th floor, New York, New York 10166

What departments offer internships? The Hendrix Group

Qualifications: students majoring in Business or Economics

Duties: Intern will work with a senior team of financial advisors with portfolio construction, performance, reporting, client services, financial goals analysis, and much, much more!

Pay: Hollins stipend

Sotheby's Department of Americana

<http://www.sothebys.com/>

Type of business: Premier auction house for fine art, antiques, books, jewelry, toys, dolls, and other collectible memorabilia.

Address: 1334 York Avenue, New York, New York, NY 10021

Qualifications: Student majoring in Art History with interest in museum/auction house

Duties: Preparation for auctions and administrative assistance with projects

Pay: Hollins stipend

21C Media Group

<http://21cmediagroup.com/>

Alumna-sponsored: Alison Ames '66

Type of business: independent public relations, marketing and consulting firm that works with performers, composers, arts organizations, and recording companies with an emphasis on classical and new music.

Address: 162 West 56th Street, Suite 506, New York, New York 10019

Qualifications or majors: interest in the music industry, public relations and marketing.

Duties: This is a small company provides lunch Monday-Friday and provides a full month's unlimited Metrocard which can also be used on the weekend.

Museum of the City of New York

<http://www.mcny.org>

Alumna-referred: Hebe Dowling '64

Type of business: Museum

Address: 1220 Fifth Avenue, New York, NY 10029

Departments: Visitor Services/Retail

Qualifications or majors: History, Design, Art, Marketing, Business

Duties: Assist in retail store with inventory, merchandising and sales. Assist in Visitor Services with customer service and sales. Other duties as assigned.