

# WISP: Research Internships

Application Process Fall 2017  
Internships: Winter & Spring 2018

students.dartmouth.edu/wisp

## General information

- Undergraduate women are matched with faculty mentors in paid, part-time research internships in STEM fields.
- Students apply in the fall term for research internships in both winter and spring terms.
- Students are paid \$10/hour for up to 100 hours per term.
  - Students who are not US citizens or permanent residents must be sure they are eligible to work at Dartmouth
- First year women can apply for internships in any discipline
  - Sophomore women can apply for internships in chemistry, computer science, engineering, math, and physics/astronomy (disciplines in which women are the most underrepresented nationally)

## Application process

- Complete the online application form
  - The information you enter into the form will be emailed to you: **SAVE THIS EMAIL!!**
- Peruse the online database of faculty projects
  - Check periodically as faculty may add or remove projects
- Email faculty mentors to set up interviews
  - **DO THIS EARLY!** Some faculty may limit the number of interviews they conduct
- Complete the online "top choices" form by October 22
  - WISP staff will match students with faculty mentors
- If there are unmatched projects (or if faculty choose to post new projects) there will be a second round of interviews and matching
- Research internships begin in January

## Emails to faculty

- *Subject header:* WISP interview request
- *Body of the email:*
  - Briefly describe your reasons for your interest in the project
  - Request an interview (include your availability)
  - Include your internship application (emailed to you previously)
- *Follow up:*
  - If you don't get a response to your email within 2 days, send a follow up email
  - After every interview, send an email thanking the faculty for meeting with you.

## Tips for interviewing

- Schedule interviews early
- Don't schedule more interviews than you have time to do
- Be on time and introduce yourself with a firm handshake
- Be prepared to explain why you are interested in the project
- Ask questions! You want to be sure you have the information you need to make a good decision
- Send a thank you email
  - And if you are particularly interested in the project, be sure to say so

## Top Choices Form (on-line)

- Both faculty and students submit top choices forms
  - WISP staff match as many as possible
- How many projects should you list?
  - If you list just one or two, you will be limiting your options, particularly if those are projects that are popular with other students
  - Only list projects that interest you as you are expected to accept the project with which you are matched
  - Think about broadening your options by interviewing and selecting projects beyond what you think your area of interest is
- Top choices form will be available on the WISP web-site in mid-October.

## WISP website

- [students.dartmouth.edu/wisp](http://students.dartmouth.edu/wisp)
- Read the website and timeline carefully
- Read the projects in the database (and check back occasionally)

## Hear about WISP internships from your fellow Dartmouth students

- Jessica Kobsa '20
- Shoshana Geller '20
- Carly Tymms '20
- Louisa Greenburg '20
- Daphnie Martin-Peralta '19
- Valentina Sedlacek '18

### Peer Mentor Program Questions?

- Nicole Knape '19
- Kimmy Ma '18