WISP:
Research Internships
Application Process Fall 2016

www.dartmouth.edu/~wisp/
• Undergraduate women are matched with faculty mentors in paid, part-time research internships in the sciences

• Students apply in the fall term for research internships in the winter and spring

• 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 23
  - 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
Both faculty and students submit top choices forms, and 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
WISP website

- Read the website and timeline carefully
- Read the projects in the database (and check back occasionally)