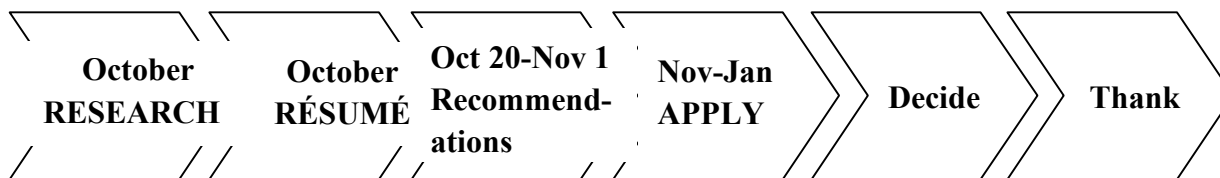


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## STEM Summer Research/Internship Application Process



- (1) Stay open-minded. You may apply to something that sounds interesting and discover that you love it!
- (2) If you want to receive credit, make an appointment with faculty department member by FEBRUARY.
- (3) Pre-engineering? Pre-med? Consider applying for pure science and math internships in addition to applied ones so you can exercise and demonstrate your scientific thinking.
- (4) First year?
  - a. Apply to 8-12 opportunities.
  - b. Consider applying to different fields/types of opportunities (materials chemistry, nuclear chemistry, industry, government, REU, etc.) to help you increase your chance of getting in.
  - c. You may not get to do what you think your favorite thing is, but your first internship gives you a lot more choice in the **future**. You may find something **new** you are really passionate about.
  - d. Consider applying to 2-4 internships requesting sophomore standing or above if you will have taken and done well in at least 2 labs or finished Calculus II (depending on the opportunity) by the end of your first year. Your high school credit, experience, amazing essay, etc., may help you get into these programs. It has happened before!

### A. October

- a. Research opportunities (below is not comprehensive list; do a thorough Internet search)
  - i. Make an appointment with a department faculty member to talk about the opportunities you found.
  - ii. **Math:** <http://www.ams.org/programs/students/undergrad/undergrad> (in the middle of the page – internships and REUs)
  - iii. **Comp Sci:** <http://www.ams.org/programs/students/undergrad/emp-internships>;  
<http://www.mathcs.emory.edu/programs-undergrad/summer-cs.php>
  - iv. **Chem:** [http://portal.acs.org/portal/acs/corg/content?\\_nfpb=true&\\_pageLabel=PP\\_TRANSITIONMAIN&node\\_id=1509&use\\_sec=false&sec\\_url\\_var=region1&\\_\\_uuid=0b8516f9-1902-4ddb-bf4b-23f0992b338f](http://portal.acs.org/portal/acs/corg/content?_nfpb=true&_pageLabel=PP_TRANSITIONMAIN&node_id=1509&use_sec=false&sec_url_var=region1&__uuid=0b8516f9-1902-4ddb-bf4b-23f0992b338f)
  - v. **Physics:** <http://www.aps.org/careers/employment/internships.cfm>;  
<http://www.physics.harvard.edu/academics/undergrad/summer.html>
  - vi. **Bio/Biochem:** <https://www.mtholyoke.edu/cdc/internships/biochemistry>;  
<http://biochem.rice.edu/content.aspx?id=198>
  - vii. **Astro/astrophysics:** <http://skynet.unc.edu/erira/about-erira/>;  
<http://www.aps.org/careers/employment/internships.cfm>; <http://aas.org/education/reu.php>
  - viii. **Pre-med:** [https://www.aamc.org/members/great/61052/great\\_summerlinks.html](https://www.aamc.org/members/great/61052/great_summerlinks.html); ANY of the STEM internships above
  - ix. **Sophomores and juniors**, consider Bridge to Business in addition to an internship to help you understand factors that may impact funding, how to present your data to non-scientists, and management/nontraditional careers in science: <http://www.agnesscott.edu/academics/majors-minors/bridge-to-business-program.html>
- b. Make datasheet of
  - i. Deadlines
  - ii. Websites
  - iii. Requirements: paperwork, essays, letters of recommendation
  - iv. Housing/pay
- c. Work on résumé
  - i. Use writing guides below to draft:  
<http://chemistry.bd.psu.edu/justik/CHEM%20400/CHEM%20400%20Sciences%20Resume.pdf>  
<http://www.scrippscollege.edu/students/career/resume/science-resumes.php>
  - ii. Have family/friends edit first draft
  - iii. Bring second draft to Center for Writing and Speaking tutor
  - iv. Bring third draft to Career Planning Office

- v. You attend a liberal arts college; use your interdisciplinary communication skills to show how experiences are relevant! For example, “improved restaurant service in a team environment” -> “developed an efficient delivery system during peak service times from co-worker and customer feedback” (if that is really what you did).

## **B. November**

- a. Request letters of recommendation
  - i. **5 weeks in advance** of your first deadline
  - ii. ALWAYS include 1 faculty member, preferably with a terminal degree, who knows you
  - iii. Faculty members who teach lab will usually know your work better than your general professors if your class is larger than 30 students.
  - iv. 2nd or 3rd letters of recommendation may be from another faculty member or a former employer/internship mentor (who can say something relevant about your science-specific application)
  - v. PACKAGE!
    - 1. Cover sheet: list each deadline **3 BUSINESS days before** actual deadline
    - 2. Résumé
    - 3. STAPLE each printed letter of recommendation information sheet and recommender evaluation (if applicable) together
    - 4. Bind the whole thing together in a folder, binder, or stapled packet
  - vi. IN PERSON
    - 1. Ask the potential recommender for a letter of recommendation
    - 2. If they say ‘yes,’ hand them the packet and tell them you will also send them an electronic copy
    - 3. Ask if they would like to schedule a meeting to discuss your applications/career goals to help them write the letter
  - vii. E-mail the same packet electronically IMMEDIATELY after your in-person meeting
  - viii. Follow-up: 2 weeks before the deadline
  - ix. **If you have not heard from them, follow up 5 days and then 3 days before the actual deadline to make sure that they submitted the items.**
- b. Begin essays and paperwork
  - i. Bring essay drafts to Center for Writing and Speaking

## **C. December**

- a. Finish essays
  - i. Have family/friends help edit
  - ii. YOUR VOICE, like college applications, beware of the cliché
- b. Submit applications with early deadlines

## **D. January**

- a. Submit applications before the deadlines when they are ready.
- b. Note that it is better to submit an application early, especially if decisions are rolling

## **E. March**

- a. March 15, 2013: If you have received at least two replies and have not identified an opportunity, visit a department faculty member. They will be happy to help you identify other opportunities **IF** you followed the previous recommendations.
  - i. Decisions will not be made at the same time; usually you have only 1-2 weeks to accept
  - ii. If you receive more than 1 offer or are still waiting on offers: 1) dance 2) talk a department faculty member/advisor, especially as a first year! She/he will help you decide whether to accept or wait.

## **F. All decisions received**

- a. **HANDWRITTEN ‘Thank you’ note** to ALL recommenders and advisors
- b. You will be asking your recommenders for letters in the **future**, so show how much their time, dedication, and feedback means to you!