Planning a January Experience
What can I do during January?

Take a break!
Externship: unpaid job shadowing
Internship: paid or unpaid work experience
Site Visit: tour a local employer / organization

Harvardwood 101
An Internship or job shadow can be:
- Anytime during Winter Break: Jan 2-24
- Hosted by a Harvard alum or an organization
- Close to home, or in the Boston area (during Wintersession)
- Independently sourced, or through a Harvard center

Activities Might Include
- Shadowing an alum or employer on a typical day
- Attending workplace meetings
- Conducting informational interviews with staff
- Completing a small project or research assignment
- Discussing industry trends and an org's mission
- Participating in a tour conducted by the organization
Arts & Museums January Internships

- 3 Week Full Time Arts Admin Experiences
- Harvard housing provided
- Stipend of $500
- Participating organizations include:
  - American Repertory Theater
  - Peabody Museum
  - Longwood Symphony Orchestra
  - Boston Center for the Arts
  - Pao Arts Center
- Listed as position type “January Experience (Job Shadow / Internship)” in Crimson Careers
How to Find January Experiences

**Sourced Independently:** identify alumni near home (via the [Harvard Alumni Directory](#)) and reach out to inquire about job shadowing.

**Posted by employers** or alumni in Crimson Careers: rolling deadlines beginning in October

- Log in to [Crimson Careers](#) and select “January Experience (Job Shadow / Internship)” as the position type to search all postings
- May be created in conjunction with a Harvard affiliate (e.g. CPIC)

**Harvard centers, institutes, departments:** [check websites](#)
Funding

- OCS has **no funding** available for independent January Experiences. You are responsible for your own travel, housing arrangements, and expenses.

- Harvard centers or institutes may offer funding for experiences they cultivate / sponsor.
Leverage the alumni directory to identify and inquire about potential opportunities.
Requesting a Conversation

Subject: Harvard College student interested in connecting about Chemistry careers

Dear Ms. Alumna,

I viewed your profile through the Harvard Alumni Association’s Alumni Directory and I am writing to ask your advice about the field of science research. I am a chemistry concentrator at Harvard College and will graduate with an A.B. in May 2021.

I have considered scientific research as a career for some time. During my first summer while a student at Harvard, I conducted research on the microbiome with Professor Emily Balskus where I learned about this innovative topic and began to refine my interests in research. I am eager to learn more about your role at Amgen, your career path, and advice you may have for an aspiring chemist who is hoping to explore the field during the winter break when I will be home in Los Angeles.

I would greatly appreciate an opportunity to speak with you via a short phone conversation, at your convenience.

Please let me know if there is a certain date and time that might work well for you.

Best regards,
Harvard Student
How to Apply

• Submit your resume *only* to experiences that truly interest you
• Focus on geographic areas near home, family, or friends. Harvard housing available at no cost for Boston-area experiences during Wintersession
• Employer / Alum will reach out to you if they are able to host or hire you.
Communicate

- Respond within 1-2 days, whether or not you are interested in pursuing that experience
- Thank the alum/employer for offering the experience and considering you
- Expect a short phone call or meeting before you are selected
- Prepare to discuss your interests and what you hope to get out of the experience
- Ask about logistics and expectations
- Accept or decline graciously
Site Visits

2020 Visits will be posted on OCS [website](#) in October – must RSVP
• Whether you are spending an hour, a day, or a week with a potential employer, a **good impression** goes a long way

• Make time for **networking**: spend time with colleagues, alumni and supervisory staff. This is an opportunity to make a great impression and build your connections

• Both long term AND short term opportunities can lead to **mentors**, **references** and **job leads**

• Make sure you **follow up after the experience and thank** your host
wintersession.college.harvard.edu