January
Winternships 101
We’re glad you are interested in participating in a January Winternship.

Please read through each slide in this short presentation and complete the step at the end to confirm your eligibility to participate in this program.
What is a Winternship?

• An Externship: unpaid domestic job shadowing
• From 1 - 15 days during Winter Break: Jan 2-19
• Hosted by a Harvard alum or an organization
• You can observe and ask questions
• Provides limited hands-on experience
• Educates you about an organization or industry
• Facilitates networking and relationship building
• Increases potential for future internships/jobs
• OCS January Winternship vs “January Experience”
Winternship activities 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
- Serving alongside an employer in volunteer work
- Discussing industry trends and an org's mission
- Participating in a tour conducted by the organization
A Winternship is *not*...

- a job
- a job interview
- paid work
- an experience where you are expected to perform functions the organization would typically pay someone to perform
- internationally based
- a “remote” experience
Examples of Winternships

Prior Harvard student winterns:
• Went on a behind the scenes tour of CBS News
• Participated in the operations of a non-profit at the Association to Benefit Children
• Spent two days alongside an anchor on ABC’s Good Morning America
• Shadowed an analyst at Major League Baseball
• Learned about law at the ACLU of SoCal
• Participated in gallery and artist management at the Jack Geary Gallery in NYC.
So far this year...

ARCHITECTURE @ a firm in NJ
BIOTECH / PHARMA @ Amgen in SF
LAW / JUDICIARY @ LA Superior Court
GAME DESIGN @ MIT Media Lab in MA
TECHNOLOGY / MEDIA @ Tiny Bop in NY
PEDIATRIC MEDICINE @ La Clinica de la Raza in SF
CITY MANAGEMENT @ City of Miami Beach
MEDICAL TOXICOLOGY @ Cook County Hospital in IL
CONSERVATION @ Marine Science Institute in SF
HUMAN RIGHTS / LAW @ Lawyers Without Borders in DC
ARTS / FILM / NONPROFIT @ Sundance Institute in LA
ENVIRONMENT / POLITICS @ Citizens Climate Lobby in CA
TEACHING & ADMINISTRATION @ Belmont Hill School in MA
and more!
Arts & Museums Winternships

• 3 Week Full Time Arts Admin Experiences
• Harvard housing provided
• $500 stipend
• Participating organizations include:
  ▫ American Repertory Theater
  ▫ Harvard Museums of Science & Culture
  ▫ Boston Children’s Museum
  ▫ Boston Center for the Arts
  ▫ Boston Casting
• Listed as position type “January Experience / Externship” in Crimson Careers
How to Find Winternships

• Posted in Crimson Careers: rolling deadlines beginning 10/16

• Log in to Crimson Careers and select “Winternship (posted by OCS invitation)” as the position type to search all postings

• May be created in conjunction with a Harvard affiliate (e.g. OCS, CPIC, Harvard Alumni Association)

• Winternships created in partnership with a Harvard affiliate can be found quickly using this link: http://ocs.fas.harvard.edu/wintersession

• Some are posted independently by an employer, listed as position type “January Experience / Externship”
CULTURAL NON-PROFIT MANAGEMENT January Winternship Brought To You By OCS And HAA

*Casa Romantica Cultural Center and Gardens* (San Clemente, California)
Posting Date: Sep 20, 2017

DIGITAL MEDIA / HEALTH / JOURNALISM January Winternship Brought To You By OCS And HAA

*Healthline Media, Inc.* (San Francisco, California)
Posting Date: Sep 20, 2017

ECOMMERCE / STARTUP January Winternship Brought To You By OCS And HAA

*Idea Glue* (New York, New York)
Posting Date: Sep 20, 2017

EDUCATION / FOOD NONPROFIT January Winternship Brought To You By OCS And CPIC

*Charitable Confections* (Cambridge, Massachusetts)
Posting Date: Sep 20, 2017

ARCHITECTURE & DESIGN January Winternship Brought To You By OCS

*Francis C Klein and Associates* (Montclair, New Jersey)
Posting Date: Sep 20, 2017

ARTS / FILM / THEATER / NONPROFIT January Winternship Brought To You By OCS And HAA

*Sundance Institute* (Los Angeles, California)
Posting Date: Sep 20, 2017

BIOENGINEERING & APPLIED SCIENCES January Winternship Brought To You By OCS

*University of California, Berkeley Dept. of Mechanical Engineering* (Berkeley, California)
Posting Date: Sep 20, 2017
How to Apply

- Review Winternship proposals
- Submit your resume and a 4-5 line statement *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 Winternships (apply by 11/20)
- Employer / Alum will reach out to you if they are able to host you. Please respond!
Communicate

• You MUST respond within 24-36 hours, whether or not you are interested in pursuing that Winternship
• Thank the alum/employer for offering the experience and considering you
• May be a short phone call or meeting before you are selected
• Be prepared to discuss your interest and what you hope to get out of the experience
• Ask about logistics and expectations
• Accept or decline graciously
• Stay connected: notify OCS of your status
Funding

• You are responsible for your own travel, housing arrangements, and expenses

• OCS has **limited funding** available to cover the *DOMESTIC ONLY* travel costs for students receiving Harvard financial aid

• Submit funding application via OCS Wintership page: [http://ocs.fas.harvard.edu/wintersession](http://ocs.fas.harvard.edu/wintersession)

• Applications accepted on a rolling basis, with a deadline of November 30, 2017

• Notified of funding decision within 10 business days

• Funds disbursed just before holiday break
### Funding

**Domestic Winternships**

Funding is based on duration, Harvard housing (for Boston-area Winternships), and financial need

<table>
<thead>
<tr>
<th>1-2 day Winternship</th>
<th>3-7 day Winternship</th>
<th>8-15 day Winternship</th>
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<tbody>
<tr>
<td>$250 or $50 w/ Harvard housing</td>
<td>$500 or $100 w/ Harvard housing</td>
<td>$700 or $150 w/ Harvard housing</td>
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Learning Goals

Students should expect this to be a learning experience.

Create two or three learning goals for this experience before you depart.

Discuss those goals with your Winternship host, and work on achieving them.

Reflect on the experience (including learning goals) during the Winternship and when you return to campus.
Learning Goals

Learning goals should include one or more of the following:

1. Knowledge, Skills & Competencies
2. Self & Career Awareness
3. Personal & Professional Development
Learning Goals

How will you achieve these goals?

STRATEGIES

1. **Action steps you will take** to demonstrate progress towards achieving the learning goals.

2. **Identify individuals or resources** available for you (both at Winternship site and elsewhere) to assist you in achieving your goals.

ASSESSMENT

How will you demonstrate your achievement of (or progress towards) goals? (Examples: weekly journals, industry research paper, informational interviews with individuals in desired careers, etc.)
Expectations

Winternship hosts expect you to:
- Be responsive and show up on time
- Dress appropriately
- Ask questions: show interest and enthusiasm
- Be thorough if carrying out assignments

Additionally, OCS expects you to
- Appropriately represent Harvard
- Thank your Winternship host during and after
- Complete an evaluation of your experience upon return
Etiquette

• Be respectful to everyone you meet at all levels — you never know where folks you encounter will be in 5 years!

• Treat a Winternship with as much seriousness as you would an internship.

• If you run out of activities, ask your host to give you something else to do.

• Remember the importance of professionalism - it’s not appropriate to spend time on your phone.
Thinking About the Future

• 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 afterwards and thank** your host
You Are Harvard’s Ambassador

Finally, remember that Winternships are a new experience, both for employers and students. The way you conduct yourself will impact the opportunities for future students to have a Winternship at the organization, so be mindful of your responsibility as a relationship builder and Harvard ambassador.
When you return...

- Let us know about your experience by completing the Winternship evaluation form (will be emailed to you).

Have A Fantastic Experience!

FINAL STEP ON NEXT PAGE....
Final Step

IMPORTANT
To be eligible to apply to and receive funding for a Winternship, you now must click on this link and follow the instructions:

https://harvard.az1.qualtrics.com/jfe/form/SV_8dmImg6EZ5HVWlf