LOEB CENTER INTERNSHIP FUNDING COMMON APPLICATION

Students must complete all four steps of the application process. Please read all the details we have outlined below before starting your application in Handshake (amherst.joinhandshake.com).

1. Officially accept an offer to complete an internship with an organization over the summer.

2. Fully complete and submit the Loeb Center Internship Funding Common Application Form through Handshake.
   - We strongly encourage you to draft your responses to the common application form questions before beginning in Handshake. You only get one chance to submit your answers in Handshake and you can not make edits. Another reason to draft your responses in advance is that you may also be timed out of the application in Handshake. The questions are listed on page 2 of this document.
   - Your supervisor will be able to read all of your application form responses. If there is additional information you would like included in your application, but would not like for your supervisor to read, or if you have any questions/concerns about sharing your responses with your supervisor email internships@amherst.edu.
   - Be sure to enter your supervisor’s email address correctly. See item 4 below.

3. Attach your most recent, up-to-date version of your resume to your application form.

4. Once you submit your application form through Handshake, the system will automatically email the internship supervisor you indicated in your application an electronic version of the Supervisor Confirmation Form. This must be completed and submitted to the Loeb Center by the next application deadline in order to have your application considered by the funding committee.
   - You are encouraged to contact your supervisor after you submit your application to notify them that they will be receiving an email from Handshake (handshake@notifications.joinhandshake.com) that will include a link to the Sponsor Confirmation Form.

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SHORT ESSAY QUESTIONS

Internship Description & Preparation

1. Describe the organization where you will intern, your role at the organization, and the specific responsibilities you will have.

2. Describe the experiences, skills, and knowledge that have prepared you for this summer experience.

3. If you are living somewhere other than your home community, please describe the personal attributes or experiences that have prepared you to adjust to different living situations, academic/administrative systems, and social and cultural customs. This might include previous work or life experiences, conversations with faculty advisors, or courses.

Summer Learning Goals

1. What would you like to learn or achieve through your summer experience? Please list three personal, professional, and/or intellectual goals and describe how the experience will help you reach those goals.

2. Describe the supervision you will receive at your internship site. Who will supervise you and what form will it take? How might your supervisor help you reach the goals you’ve set for the summer?

Additional Information

1. Why is it important for you to have this summer experience at this time? Is there anything else you would like the committee to know?

For more information about Summer Internship Funding visit: amherst.edu/mm/223915.

You may also contact the Loeb Center by emailing internships@amherst.edu or calling 413-542-2265.