Summer, Internship, and J-Term Opportunities for STEM Students

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Agenda

- Getting started
- Your marketing materials
- Where to find opportunities
- Networking
- Lazarus Center services
Know what you offer an employer

- Skills from your courses, labs, previous experiences, extracurricular activities
- Skills specifically from your major
- Skills from your liberal arts education
- Emphasize these in your resume
Your marketing materials

- **On paper:**
  - Resumes – you may need more than one
  - Cover letters – tailored to each application (Consult Handouts on our website)
  - Transcripts
  - References or recommendation letters
  - Writing sample or statement of interest

- **In person:**
  - Networking and informational interviewing
  - Interviewing – by phone, Skype, in-person

- **Online:**
  - LinkedIn, Facebook, Twitter, YouTube
Where to find opportunities

- Listed vs. non-listed opportunities
- Some resources for listed openings:
  - Lazarus Center Career Field Links
  - E-Access and Vault Career Insider
- Brown University Summer Internship Database
- Columbia University Internship links
- National Science Foundation REUs
- National Institutes of Health Summer Programs
Talk to your Smith faculty!

- **SURF** - Smith Undergraduate Research Fellowship - application and similar programs at Amherst, MHC

- Be proactive: Reach out to faculty ASAP, talk to them early and often, find out who’s doing what (even if you haven’t been in their class)

- Ask if you can work with them, keep in touch

- [Science Center Director’s Office](#) pages
Where to find opportunities

- Professional / Scholarly Association websites, for example: [American Mathematical Society](https://www.ams.org)
- Associations for women, for example:
  - [Association for Women in Science](https://www.awm-math.org)
  - [Association for Women in Mathematics](https://www.awm-math.org)
  - [Women in Physics](https://www.womeninphysics.org)
- For underserved, underrepresented students:
  - [InRoads](https://www.inroads.org)
  - [Sponsors for Educational Opportunity (SEO)](https://www.sfoed.org)
- Field-specific databases are recommended
Where to find opportunities

- **Shift your focus FROM:**
  “Where is a list of positions I can apply to?”

- **TO:**
  “What are really interesting organizations I would like to market myself to?”

- **For example:**
  - Environmental consulting firms Boston
  - Science publications New York
  - Sustainable design firms Chicago

- **There is a hidden market out there**
Then what?

- Organizations often have opportunities – for summer, semester, J-term – but do not advertise them
- Make your “pitch”:
  - Write to an actual person by name – call if need be
  - What specifically interests you about the organization?
  - What skills, courses, experience do you offer?
  - Attach a resume
  - Follow up – there are no rules to break when you’re prospecting for opportunities like this!
- **The bottom line?  **JUST ASK!  **(What’s the worst that could happen?)**
Networking

- What it is, what it is not
- By some estimates, nearly 80% of opportunities are found this way (Yes, you read that right!)
- A skill for life, not just for now
- Start with people you know, then branch out:
  - Faculty, whether or not you’ve been in class, and whether or not they are Smith faculty
  - Former supervisors
  - Speakers on campus
  - Smith alums
  - Anyone whose work interests you
Networking with alums

- Alumnae Association of Smith College online directory and Clubs Directory
- Be clear about what you are asking
- Put the focus on the alum, not on you
- It’s OK to attach a resume
- Consult our networking handout for guidelines
- Always say thank you (when networking and interviewing)
Other networking resources

- LinkedIn
  - Put up a profile and join the Smith College and Seven Sisters Alums groups for starters)
  - Employers are also on LI (Ex: Pfizer)
- Career Fairs such as Smith’s Science and Technology Fair
Sources of funding

- Praxis
- Dean of the College discretionary funding grid
- International Experience Grants
- Fellowships Program Alternate Scholarship Resources
- You can balance a volunteer opportunity with a paid job
References vs. letters of recommendation

- What is the difference?
- When listing a reference, get her/his permission
- For a written letter, try to allow 3 weeks lead time
- Provide information about what you are applying for and a resume, perhaps
- Talk to your recommender in person, if possible, as opposed to simply emailing; go to office hours or set up a meeting
- Faculty are almost always happy to do this for you!
What if…?

- I missed the application deadline?
- I don’t meet all the criteria?
- I don’t know if I would accept the position?
- It’s really, really competitive!
- I don’t hear back once I’ve applied??
Lazarus Center services

- Daily drop-in hours with our peer advisors, 11-12 and 2-4 (Tuesdays at Campus Center 102)

- Appointments with Lazarus advisors (call 585-2582 for a 30-minute appointment. For interview prep, we need 60 minutes.)

- Browse our resource library any time!