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CAREER SERVICES

Location

Adirondack House

Drop-In Hours

- Weekdays 2–5 p.m.
- Wednesdays
10 a.m.–5 p.m.
- Appointments may be made by phone

Contact Information

- E-mail:
cso@middlebury.edu
- Phone:
(802) 443-5100
- Fax:
(802) 443-2061
- Web site:
www.middlebury.edu/cso
- MOJO:
www.middmojo.com

2 GREAT INTERN PROGRAMS THIS SUMMER



COLORADO

CLIMB (Colorado Leaders, Interns, Mentors in Business) offers a range of challenging **paid** internships, introductions to the Denver community and its leaders, alumni mentorships, unique events, and free group housing for the summer. The jobs are available to students from Middlebury, MIT, and Yale.

Internships run from **June 1–August 7** in **Denver** and its surrounding areas with **free housing** provided in downtown Denver.

You can apply and view a listing of all available jobs on **MOJO**. Visit www.climb-therockies.org for more information. Contact Ann Curtis at ann.curtis@yale.edu or 502-549-3876 if you have any questions about the program.



VERMONT

(VBSR) Vermont Businesses for Social Responsibility provides internship opportunities to students at Vermont colleges and universities. Its goal is to maintain the fast-growing entrepreneurial economy in Vermont by giving students the opportunity to explore careers in state.

A VBSR internship lets you explore opportunities, learn socially responsible business practices, and gain valuable work experience.

For more program information, full job descriptions and application instructions visit: http://vbsr.org/index.php/pages/static/cat/intern_program/

TRANSCRIPT NOTATION:

When your internship sponsor requires you get credit

In the last several years, CSO has seen an increasing number of students turned away from internships they'd secured because Middlebury doesn't grant credit for summer internships. This has been most prevalent in the communications, entertainment, and finance industries. This is a College policy.

Some students have been successful in using the Transcript Notation policy to satisfy the credit requirement. If your internship is noteworthy and you want it recorded on your transcript, complete a Transcript Notation Request Form at:

<http://www.middlebury.edu/administration/cso/students/internships/transcript/>

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TRANSCRIPT NOTATION, CONTINUED

Why request a Transcript Notation?

- 1) You may want your noteworthy experience recorded on your official transcript.
- 2) Your employer may require that you receive credit for the internship: this *may* meet the requirements.

Why would an employer require I get credit for a summer internship?

This is more common for unpaid internships and often in specific industries: communications, entertainment and finance for example. To comply with federal regulations, an employer is obliged to compensate an employee for work done. Receiving credit from your institution is a form of compensation. You're getting something out of this experience: academic credit. This helps the employer comply with the federal regulation.

What do I need to do to receive this notation?

Submit the Transcript Notation Request Form found at: <http://www.middlebury.edu/administration/cso/students/internships/transcript>

Requirements: (1) 100 hours minimum at the internship (2) Employer submits to CSO a description of your responsibilities (3) Employer evaluates your performance and (4) sends evaluation to CSO at the end of the internship.

CSO receives all materials, evaluates the experience, and notifies that the following designation be recorded on your transcript: *Summer xxxx, Internship recognized with [employer] in [location]*.

What else can you do?

Capitalize on the opportunity Middlebury offers to do an internship for credit over *Winter Term!* Ask your employer if January would work. Plan ahead, if this is your target industry, to find a J-term internship and complete the process for getting approval and credit.

Visit the [Winter Term Internships](#) page of the CSO Web site to learn more:

<http://www.middlebury.edu/administration/cso/explore/internships/winterterm.htm>

DON'T FORGET:

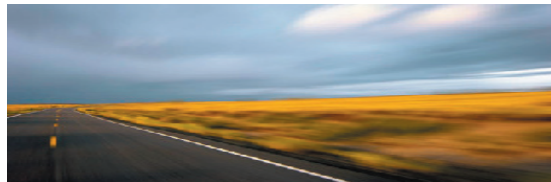
Funding for Unpaid Internships

Applications
due April 1

Apply here:

<http://www.middlebury.edu/administration/cso/students/internships/funding/default.htm>

DECISION POINTS WORKSHOP For Rising Sophomores



Look for April dates in your Commons soon!

Don't miss this great workshop featuring CSO's Peer Career Advisors who will offer their perspective on important decisions you face as rising sophomores: choosing a major, going abroad, getting on a career path, navigating career services resources, and more.

MARK YOUR CALENDAR

Information Sessions

US Public Interest Research Group (US PIRG)

Wednesday, April 1
5–6 p.m., MBH 104

Peace Corps

Monday, April 6
5–6 p.m., MBH 104

Workshops

Networking 101

Tuesday, March 31
4:30–5:30 p.m., MBH 538

Interviewing Basics

Tuesday, April 7
12:30–1:30 p.m., MBH 104

Getting Into Grad School

Tuesday, April 14
4:30–5:30 p.m., MBH 104

STILL LOOKING FOR A SUMMER JOB?

Look No Further: CSO Summer Assistant

CSO is looking for a Summer Assistant to provide general support for CSO's programs—workshops, events, internships, recruiting, and career development—and to assist in the organization and maintenance of resources (Web-based and hardcopy), data entry, long- and short-term projects. The student will also answer the telephone, greet visitors, and convey general CSO information.

To apply, e-mail your resume and cover letter to Tim Mosehauer: tmosehau@middlebury.edu

For more information visit

http://www.middlebury.edu/seo/job_opportunities/on_campus/summer_postings/

FEATURED ONLINE RESOURCE FERGUSON'S CAREER GUIDANCE CENTER

What is it?

Are you interested in a field but don't really know what a job in that field would entail? Ferguson's Career Guidance Center is the perfect place to find out. It has information on the background, structure, and outlook of jobs in over 100 different fields as well as specific job descriptions including job functions and salary ranges.

Whether you're looking to learn more about becoming a biomedical engineer or interested in exploring a career in the music and recording industry, Ferguson's is the place to start.



How do I find it?

- Go to the CSO Web site (www.middlebury.edu/cso)
- Click "Students," "Resources," and then "Middlebury-only Resources"
- Once you log in, Ferguson's is the 4th link down

Hot Internships

Hot internships can be found in MOJO!

For details on the hot internships listed below:

For the **Midd-Friendly Internships:**
Go to MOJO: www.middmojo.com
Click Students/Alumni login
Go to the “Jobs/Internships” tab on the top of the screen
Select “Midd-Friendly Jobs/Internships”
Put name of internship in “Keyword Search”
Click “Search”

Midd-friendly Internships are usually provided by alumni and often offered only to Midd students!

Currently, there are

84

Midd-Friendly
internships in MOJO

Midd-Friendly Internships

- Arts/Entertainment
- Communications/Media
- Parks/Recreation

Arts/Entertainment

[Putumayo World Music](#), Charlotte, VT

Putumayo World Music, a record label that specializes in compilations, is looking for interns in their Charlotte, Vermont office. The job involves data entry, CD burning, online research, and CD filing. Interns are responsible for maintaining the song database and the CD archive.

PAID.

Deadline: April 1

[Yellow Barn Music School and Festival](#), Putney, VT

Yellow Barn is seeking interns in multiple disciplines to help run a chamber music festival. Tasks will include campus/rehearsal set-up and maintenance, assisting the musicians with rehearsal and residential needs, facilitating transportation, and providing assistance to the Artistic Director. There will also be some development/outreach responsibilities. **PAID**

Deadline: April 15

Currently, there are

1291

internships in LACN

Communications/Media

[350.org](#), San Francisco, CA and Washington, DC

350.org is looking for multi-lingual interns to do translation/interpretation and international outreach work in preparation for an October event to confront the global climate crisis. Depending on the intern’s language abilities, he or she will be paired with a regional coordinator and work to build the 350.org campaign in that region’s countries. **PAID**

Deadline: April 1

[Makovsky & Company, Inc.](#), New York, NY

This New York PR firm is seeking summer interns. Interns will work on a variety of projects and activities including media relations, research, updating media lists, compiling press kit materials and participating in meetings. Interns receive hands-on experience in conducting all facets of public relations programming under the direction of the firm’s professional staff.

PAID

Deadline: April 15

Vermont Agency of Natural Resources, Multiple Locations, VT

The Vermont Agency of Natural Resources is looking for a summer videography intern to make a marketing film for the State Parks Web site, for conferences, and for the Vermont legislature. Perfect for anyone with an interest in film or marketing.

Deadline: April 1

Parks/Recreation

The Philadelphia Zoo, Philadelphia, PA

The Philadelphia Zoo is offering summer internships in a variety of fields including animal care, community and government affairs, conservation/science, development events, education, PR, and guest relations.

Deadline: April 15

For the **LACN-Liberal Arts Career NetWORK Internships** below:

Go to MOJO: www.middmojo.com

Click "for students/alumni"

Sign in by entering your username and password

Click "Jump to" tab on the top of the screen.

Select "LACN" from the drop-down menu.

Select "Jobs and Internships" from the navigation bar.

LACN — Liberal Arts Career NetWORK Internships

Arts/Entertainment

Communications/Media

Environment

Parks/Recreation

Public Affairs

Research/Historical Preservation

Arts/Entertainment

Berkeley Repertory Theatre, Berkeley, CA

Berkeley Rep is looking for summer interns in a variety of arts and administrative disciplines. Interns may choose to work in sound, costumes, or lighting design, as well as in development, Web publication, or community outreach.

Deadline: April 1

Communications/Media

The Travel Channel, Chevy Chase, MD

The Travel Channel offers a fantastic opportunity to learn valuable skills in the media industry. The program is packed with exciting learning sessions. Duties will include film editing, metadata mapping, work in a film library, and some administration. **PAID**

Deadline: April 18

Museum of the Moving Image, New York, NY

Under the supervision of department heads, interns have the opportunity to learn about the full range of Museum operations. Internships are available in a variety of disciplines, including film, finance, marketing, collections, and digital media. **PAID**

Deadline: April 11

Environment

[Save-the-Redwoods League](#), San Francisco, CA

The Save-the-Redwoods League has two internship opportunities: for a land program intern and for a communications and development intern. Both internships will provide meaningful and relevant experiences to students interested in the protection of the environment. **PAID.**

Deadline: April 1

[U.S Fish and Wildlife Service](#), Yosemite National Park, CA

Yosemite Youth Conservation Corps summer interns will develop and implement a camp program for youth ages 15-18 in Yosemite National Park. Housing available. First aid and CPR certification required. **PAID.**

Deadline: April 6

Parks/Recreation

[Thomas School of Horsemanship](#), Melville, NY

This summer day camp is looking for enthusiastic, energetic students who are pursuing a career in education to become group counselors. Working with horses is optional; counselors can give instruction in swimming, archery, or drama, among several other disciplines. **PAID.**

Deadline: April 11

Public Affairs

[Woodrow Wilson International Center for Scholars](#), Washington, DC

The Woodrow Wilson Center takes several summer interns to work in a variety of public policy/research disciplines. Skills in a target language are preferred, as well as attention to detail and research experience. **PAID**

Deadline: April 3

[Public Campaign](#), Washington, DC

Public Campaign, the leading national organization working to win full public financing of elections, is looking for a communications intern. The ideal candidate for this position will have superior oral and written communication skills, good attention to detail, and a strong interest in politics or social justice. Experience with Web and graphic design is a plus. **PAID**

Deadline: April 3

Research/Historical Preservation

[Stratford Hall](#), Stratford, VA

Stratford Hall, a national historic landmark located in remote Stratford, VA is looking for summer interns to work in collections management, building preservation/restoration, and curating. Housing available on site. **PAID**

Deadline: April 5

Internships by Application Deadline:

| | |
|----------|--|
| April 1 | Putumayo World Music, Charlotte, VT |
| |350.org, San Francisco, CA and Washington, DC |
| | Vermont Agency of Natural Resources, Multiple Locations, VT |
| | Save-the-Redwoods League, San Francisco, CA |
| | Berkeley Repertory Theatre, Berkeley, CA |
| April 3 | Woodrow Wilson International Center for Scholars, Washington, DC |
| |Public Campaign, Washington, DC |
| April 5 |Stratford Hall, Stratford, VA |
| April 6 | U.S. Fish and Wildlife Service, Yosemite National Park, CA |
| April 11 | Thomas School of Horsemanship, Melville, NY |
| | Museum of the Moving Image, New York, NY |
| April 15 | Makovsky & Company, Inc., New York, NY |
| | Yellow Barn Music School and Festival, Putney, VT |
| | The Philadelphia Zoo, Philadelphia, PA |
| April 18 | The Travel Channel, Chevy Chase, MD |