



NEWFIELDS

Internship FAQ

Who is eligible to apply?

Newfields Intern Program is open to sophomores, juniors, seniors, and graduate students.

When are internship opportunities available?

Internships are offered during fall and spring semesters, and summer. The availability of internship positions within specific departments depends upon departmental requests. The majority of internships occur during the summer term.

How do I know that an internship is available in my area of interest?

Applicants can search and apply for internships on Handshake. Sign up with your university credentials at www.joinhandshake.com.

Are internships paid?

Newfields Interns do not currently receive stipends. Please check with your university to see if there are any funding opportunities available to you.

If I am accepted into the program, do you offer housing?

Newfields does not offer housing, but we can provide information about off-campus housing to assist in your search.

When will I hear back about the status of my application?

When you submit your application, you will receive an automatic response indicating that your materials have been received. Applications are routed to specific departments and intern mentors contact selected individuals for interviews. You will only be contacted if your application is selected to move forward. Notifications of acceptance are sent by the dates posted on Handshake.

If I am not accepted for an internship for a specific term, may I reapply?

Yes. You are invited to resubmit your application for subsequent terms. You might also consider gaining experience by [volunteering at Newfields](#).

To whom should I address my cover letter and application materials?

Your application will be reviewed by the department head of the respective department you are applying to. Please look for their name listed on Handshake.

Does my letter of recommendation come from me or the person writing the letter?

Students should submit their own letter of recommendation along with their materials at the same time.

If I am taking graduate level courses, should I submit a transcript for both undergraduate and graduate courses?

Yes, please submit all your transcripts. If you are a graduate student, we need both your undergraduate and graduate transcripts.

Do my transcripts need to be official?

No, you may submit unofficial transcripts for the initial application. You may be asked to submit an official transcript at a later date. Unofficial transcripts include those attained through the registrar's office at your university that are designated as unofficial, transcripts accessed online, or screen captures of unofficial reports.

Can I be an intern for more than one term?

In order to provide opportunities for many students, we currently allow only one internship per student. There have been situations in which an intern has remained at Newfields as a volunteer after his/her internship has completed. These decisions are based on department need.

Still have questions?

If you have additional questions not answered above, please email interns@discovernewfields.org.