



## **2018 PINHEAD INTERNSHIP PROGRAM FREQUENTLY ASKED QUESTIONS**

### **WHAT IF I DIDN'T ATTEND INTERNSHIP PRESENTATION NIGHT OR HAVE AN EXCUSED ABSENCE?**

You are ineligible to apply.

### **WHEN IS MY APPLICATION DUE?**

Your application for the 2018 Pinhead Internship program should be emailed to Sarah Holbrooke at [sarah@pinheadinstitute.org](mailto:sarah@pinheadinstitute.org) by 5pm on Friday, November 17, 2018. Applications received after the deadline will not be considered.

### **WHAT IF I CANNOT FILL IN THE APPLICATION ON LINE?**

Print out the first two pages and fill them out by hand. Type your letter of intent and your resume. Scan and email them all together if possible. Please save your file with your first name, last name, and what the file is. For example, an application from Sarah Holbrooke would be saved as "Sarah Holbrooke Application". A photo would read "Sarah Holbrooke Photo". Save your files as PDFs if possible.

### **FROM WHOM SHOULD I GET LETTERS OF RECOMMENDATION (LOR)?**

One letter from your high school counselor or principal, one from a teacher in your school, and one from an unrelated grown up who is outside of school and knows you well. Each person should email their letter directly to [sarah@pinheadinstitute.org](mailto:sarah@pinheadinstitute.org). The file should include your name, for example, "Sarah Holbrooke LOR".

### **WHEN ARE THE LETTERS OF RECOMMENDATION (LOR) DUE?**

While we would like to have all the LORs by November 17, we understand that many teachers are busy writing letters for colleges and that should be their priority. As long as we have all your LORs in by December 1 we are fine!

### **HOW DO I GET MY TRANSCRIPT TO YOU?**

Ask your school administrator or principal to email me with your transcript.

### **WHEN DO I HEAR BACK?**

Pinhead will be in touch with each applicant in early December to set up in-school interviews during the first two weeks of December.

### **WHAT ARE THE INTERVIEWS LIKE?**

A panel of three Pinhead staff and advisors will spend about 20 minutes with each student, talking about their interests and abilities.



**HOW ARE PINTERNS CHOSEN?**

We have five criteria, ranging from grades to recommendations to previous involvement with Pinhead. Our panel rates each student, and decides together which will be admitted to the 2018 Pintern class. We will inform all applicants of our decision by the first week in January.

**HOW MUCH DOES THE INTERNSHIP COST?** The internship is free to participate, and we have a stipend of up to \$1000 for travel and some food costs for those who need it. You and your family are responsible for any additional costs. In return, we expect all accepted Pinterns to volunteer ample time to Pinhead, and for their families to donate time as well as to make a financial contribution to the best of each family's ability.