



ETS Summer Internship Program in Research for Graduate Students Frequently Asked Questions

Q: Am I eligible to apply for a summer internship?

A: To be eligible, you must be currently enrolled in a doctoral program and have completed at least two years of full-time graduate study on or before the program start date (June 4, 2012) in a program emphasizing one of the areas of study specified in the overview section. Those who have completed their dissertation defense and/or have received their doctorate on or before the program start date (June 4, 2012) are not eligible.

Q: What is the duration of the internship?

A: Eight weeks. There are a few projects which, due to the nature of the project, run twelve weeks, and they are so noted.

Q: Are the dates of the internship flexible?

A: Since the internship includes attending scheduled seminars and training sessions, the dates are not flexible. We realize, however, that unusual circumstances sometimes arise and exceptions may need to be made. Any exceptions to the start and end dates are subject to prior approval. Time off during the internship should be avoided and is also subject to prior approval.

Q: Can I complete the internship from a remote location?

A: In order to attend the various seminars and activities required of interns, internships must be completed at the ETS offices in Princeton, NJ. This allows interns to fully benefit from the experience.

Q: Are there other internship and fellowship programs offered?

A: Yes. In addition to the summer internship, R&D offers several other graduate-level fellowships. Go to <http://www.ets.org/research/fellowships.html> for information on those programs. ETS also offers internships for high school and college students as well as a visiting scholars program for faculty. Send inquiries about these programs to collegerelations@ets.org.

Q: How will I find housing?

A: Interns are responsible for arranging their housing. Applicants selected as interns receive a list of rooms for rent in the area and links to websites for additional listings. Interns are responsible for contacting the home owners to secure a rental. There are also several “residence” hotels within driving distance of ETS.

Q: When are the pay dates?

A: For the eight-week internship there will be four payments on the following dates in 2012: June 22, July 6, July 20, and August 3. For the twelve-week internship there will be seven payments on the following dates: June 8, June 22, July 6, July 20, August 3, August 17, and August 31. The housing and relocation allowance is paid in one payment on June 22.

Q: What does the relocation and housing allowance cover?

A: \$1,000 is intended to assist with your round trip travel expenses from your university to the Princeton area. \$1,500 (for 8-week internship) or \$2,250 (for 12-week internship) is intended to assist with your housing expenses.

Q: What is the process that is used to select interns?

A: When applications and other required documentation are received, an initial screening for completeness is done. The information is then sent to reviewers with expertise related to the stated interests of the applicant. All required documentation must be received before the applicant information is given to the reviewers. Selection is based on scholarship of the applicant, match of applicant interests with participating ETS researchers and available projects, and ETS affirmative action goals.

Q: Can I specify the project I want?

A: You are welcome to specify your preference. However, please note that these are sample projects and are not guaranteed to be assigned. We consider the best match of all selected interns across all projects and cannot guarantee that you will be selected for a specific project.

Q: Can I change projects if I find I don't like the one I'm given?

A: It depends on the availability of another project and/or mentor. Because projects are designed and offered with great consideration, we encourage all interns to contact their assigned mentor to fully understand the project they are matched with prior to accepting the internship. Interns need the full eight weeks on a single project to receive maximum benefit from the program.

Q: How many students apply each year for internships?

A: It varies from year to year. The average number of applications we receive is 200.

Q: How many internship positions are available?

A: The exact number is not set at this time. However, we anticipate having 20-25 positions for 2012.

Q: Are you allowed to repeat an internship the next year?

A: If you are still eligible, you are welcome to apply. Note that your application is subject to the same review process as the other applicants' and therefore a position is not guaranteed.

Q: Does a report go back to my school or advisor?

A: No formal report is issued but your advisor is welcome to discuss with your mentor the work you engaged in as an intern.

Q: Will I need my own transportation during my internship?

A: Yes. ETS is located in the suburbs of Princeton and is not within walking distance of downtown Princeton or housing. Taxi is the most-used public transportation to ETS but is expensive if used on a daily basis. There is one bus daily to/from ETS but the service is very limited and does not service the entire area surrounding ETS. If you cannot bring a car or rent one, you will need to find transportation. Some interns carpool or share the cost of a rental car for the eight weeks, depending on the location of their housing.

Q: What should I do if I am in the United States on a student visa or an international student residing in my home country?

A: If you hold an F1 student visa and are offered a position, you need to go to your International Advisor at your University and apply for a practical training certificate that allows you to receive compensation for your internship. It could take approximately 6 weeks to complete so you need to do this immediately upon accepting the position.

If you are an international student residing in your home country, you need to notify us immediately to prepare the appropriate J1 visa documentation for SEVIS. This allows you to enter the United States at the end of May in time for the beginning of the internship. You must hold a J1 visa in order to begin your internship and be compensated.

In addition, all interns must have a social security number in order to be paid. Most interns holding a F1 student visa obtain the social security number while at their University. Interns holding J1 visa need to file for a social security number immediately upon arrival at ETS.

Q: How do I get to ETS? Will someone help me with travel arrangements?

A: For local driving directions to ETS, please go to <http://www.ets.org/about/locations/princeton>. For air/rail travel arrangements you may contact any agency you wish to use.

Q: What types of work will I be expected to do?

A: In general, interns perform any number of tasks associated with a research project, such as performing a literature review, being involved with data collection, conducting various analyses, preparing a proposal for a conference, drafting a research report, and documenting the study. Interns matched to projects involving specialized procedures or software might also be involved

with learning the technology. All interns will create and give presentations about their projects at the end of the internship period.

Q: Will I be able to continue using the data I work with during my internship for my dissertation?

A: Interns are considered temporary ETS employees and work on ETS projects. All ETS employees must sign a standard employee agreement promising to respect the confidentiality of ETS tests, data, and other documents as well as to grant to ETS copyright should you produce a report or manuscript as a result of your internship. Permission to continue using ETS proprietary data must be requested using the standard ETS procedure that exists for external researchers.