Applying to our Internship Programmes: What support is available?

Looking for internships

Internship Office website
As well as an overview of what the Internship Programme (OUIP) and Micro-Internship Programme (MIP) offer, our website has info on the OUIP student experience, application information including tips and an application timeline, funding information and advice for successful applicants.

Information Sessions
Presentations held at the Careers Service, and in some colleges and departments, giving an overview of what the programme offers and how to apply. See CareerConnect for details of sessions, or check your college or departmental events.

Newsletter, Facebook & email alerts
Liking our Facebook page or signing up to our email alerts means you'll be updated when programmes open and deadlines approach, new placements are added, Application Support Sessions are held and more. The Careers Service newsletter, sent weekly to all students, also has relevant updates.

Yearbooks
Our yearbooks contain student feedback on each OUIP placement, including interns' work projects, daily lives and lasting impressions. The 2016 Yearbook also has information on contacting past interns, as well as advice from interns on things like applications, preparing for your trip, country information, and tips on specific placements.

Writing your application

Application Support Sessions
Twice a week during the OUIP application period, you can get a one-to-one meeting with an Internship Office staff member. Extra MIP-only sessions are held in October and April. We can discuss your internship goals, clarify questions you have about the programmes, or provide feedback on CVs and personal statements. There will also be a MIP Employer Feedback session in January, discussing feedback from MIP employers to help you write your application. Sign up to a session on CareerConnect to guarantee a place.

Careers Advisers
Our Careers Advisers offer free, impartial, expert careers advice and can look at your CV and personal statements for our Internship Programmes. A list of advisers and their areas of interest can be found here, and details of how you make appointments are here.

Career Service online guides
The Careers Service website has comprehensive guides on applying to jobs & internships, including:

- Demonstrating you fit the job criteria
- CVs
- Cover Letters
- Interviews

Skills sessions & Careers Lounges
Regular skills sessions at the Careers Service on CVs, cover letters, interviews etc., led by external employers or a Careers Adviser. Find out when relevant events are taking place, and register if necessary, on CareerConnect.
Preparing for your placement

Contact past interns
You may find it useful to talk to previous interns about their experiences. In our 2016 Yearbook, interns who have agreed to be contacted by applicants are indicated by the symbol ☑️. If you have any questions about contacting past interns, please email internships@careers.ox.ac.uk.

Essential Internship Guidance
Our detailed Essential Internship Guidance includes suggestions on deciding which internship to apply to, managing contact with employers, preparation for a work placement, and professional conduct during your internship.

Email us at any time
You can always email us about the programme or particular vacancies at the addresses below (however, please note that we cannot provide feedback for CVs or personal statements over email).

You are also welcome to email us when you are on your internship. Please remember whilst you are on your placement that we cannot be aware of any problems that may arise unless you let us know.

Key contacts
micro-internships@careers.ox.ac.uk (MIP enquiries)
Rosanna Mills, Internship Officer

internships@careers.ox.ac.uk (Summer Internship enquiries)
Rachel Ruscombe-King, Internships Administrator

Key links
careers.ox.ac.uk/about-the-internship-office/
careers.ox.ac.uk/the-internship-programme/
careers.ox.ac.uk/micro-internships/
careers.ox.ac.uk/using-careerconnect/
facebook.com/internshipoffice