The Summer Internship Programme
How to submit an internship proposal

Introduction

Please read the following instructions carefully. We recommend having the guide open whilst completing the required details on CareerConnect.

Please complete as many fields as possible and give plenty of detail. The information can be used as search criteria by students, which, given plenty of detail, will increase the visibility of your opportunity and your chances of receiving a good number of applications. Any fields marked with a * must be completed. For fields that allow multiple selections, please select all options that apply. If you are called away to another task whilst filling in this form, please ensure you save your text elsewhere to avoid losing your work, and press ‘save’. The system will time out if no edits have been saved within a 60 minute period.

Before you can offer an internship you will need to register on Career Connect, so if you are a first time user of the online system please click here. You will be asked to register your organisation’s details and your contact details (you can add more than one contact). Once you have submitted your registration details (by clicking on Register) you will receive approval within two working days. Once your registration has been approved, you will be emailed and asked to click on a link to enter a new password which will then allow you to access CareerConnect. If you do not receive this email please contact a member of the Employer Relations Team on 01865 274663.

Once you receive the approval follow the instructions below:

Getting Started

- Go to Organisation login and enter your Username and Password.
- Go to the Internship Office Programmes tab at the top of the page and click on Post Summer Internship Programme UK OR International opportunity (depending on the location of internship)
• **Posting Internship Office and Skills Programme Type**: select ‘Summer Internship Programme – UK’ OR ‘Summer Internship Programme – International’ depending on the location of the internship/s.

• **Internship Office and Skills Programme details**: click on Summer Internship Programme.

• Add the advertising and closing dates for your internship. The Internship Office has several advertising windows with different deadlines according to when you submit your internship. You may have been given these dates when you signed up, or you find them below. As a general rule, the earlier you advertise the more applications you can expect. **You may only use the dates specified below.**

• **Send email notifications**: select ‘the main contact for this vacancy only’.

• **Application details**: Please **do not** fill this section in. In the **How to Apply** box you will find some information on how students make applications which we hope is useful.

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<table>
<thead>
<tr>
<th>2018 internship</th>
<th>Advertising start date</th>
<th>Application Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>International round 1</td>
<td>15&lt;sup&gt;th&lt;/sup&gt; Jan 2018</td>
<td>19&lt;sup&gt;th&lt;/sup&gt; Feb 2018</td>
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<tr>
<td>UK round 1</td>
<td>20&lt;sup&gt;th&lt;/sup&gt; Feb 2018</td>
<td>12&lt;sup&gt;th&lt;/sup&gt; Mar 2018</td>
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<tr>
<td>Late round 1</td>
<td>2&lt;sup&gt;nd&lt;/sup&gt; Apr 2018</td>
<td>16&lt;sup&gt;th&lt;/sup&gt; Apr 2018</td>
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<tr>
<td>Late round 2</td>
<td>30&lt;sup&gt;th&lt;/sup&gt; Apr 2018</td>
<td>14&lt;sup&gt;th&lt;/sup&gt; May 2018</td>
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<td>Late round 3</td>
<td>4&lt;sup&gt;th&lt;/sup&gt; Jun 2018</td>
<td>18&lt;sup&gt;th&lt;/sup&gt; Jun 2018</td>
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This will ensure you receive key info, e.g. when the programme opens, when deadlines approach.
Page 2: Internship Office & Skills Programme Details

Basic Details

- **Job title:** Give your opportunity a name - either the intern’s title e.g. ‘Marketing Internship’, ‘Business Development Internship’, or the name of the project e.g. ‘Winston Churchill Archives internship’
- **Opportunity type:** Select ‘Internship/Work Experience’
- **Opportunity summary:** Describe the project to be undertaken by the intern, including the following:
  - Background to project – what stage is it at? What are the long-term aims?
  - Specific contribution of the intern i.e. daily tasks and responsibilities
  - Who the intern will be working with and supervised by
  - Expected outcomes, e.g. report, presentation, contribution to larger piece of work
  - Any special opportunities e.g. attending events or conferences, travel, collaborative work with other teams or organisations

*We use this text to advertise the internship to students so the more information you can provide the better!*

- **Business Areas:** Select the sector(s) relevant to your organisation

Location details

- **Locations:** Select the region in which the intern will work
- **Countries:** Select the country in which the intern will work (you may select more than one country if the internship requires the student to travel, or undertake projects in more than one country)
Salary details

- **Salary range**: Select ‘See salary description’
- **Salary details**: Fill in the salary or support package you are offering.

See below for our requirements:

- **UK For-profit organisations**: At least minimum wage. You are encouraged to offer the equivalent rate for similar positions in your sector, to make your opportunity competitive.
- **If you are a UK-based SME and would like to take advantage of the Santander internship funding, please indicate your desire to participate here**.
- **International For-profit organisations**: A package of support that covers the interns’ costs to make the opportunity accessible to all students, e.g. a salary that covers accommodation and flights, or providing flights, accommodation and meals yourself.
- **UK & International Not-for-profit organisations**: A contribution to the internship e.g. accommodation or travel and lunch expenses. The Internship Office has some limited funds to support students interning with charitable organisations. We allocate funds on a needs basis, and earlier submissions have a better chance of receiving funds. We will contact you if there is a possibility of your opportunity receiving funds.
- **Please specify the currency in which the salary will be paid and indicate whether the amount advertised is a weekly or monthly salary**.

We are committed to making our internships accessible to all students regardless of their economic background, and do not consider internships which will leave students out of pocket. Interns make a valuable contribution to organisations and we expect them to be remunerated accordingly. For more details on salary/support expectations, please email internships@careers.ox.ac.uk.

Application details

- **Number of vacancies**: Select the number of interns you expect to accommodate.
- **Start date details**: Fill in the earliest and latest possible start dates for your placement. If the start date is fixed, please specify.

Please note the earliest start date students are available is 23rd June 2018.
Other details

- **Applicant profile:** Fill in essential and desirable skills and qualities (including language). This also serves as a helpful guide for students when writing their applications.

- **Area of study:** Select your preference for applicants’ area of study.

- **Year of study:** Select your preference for applicants’ year of study.

- **Duration:** If the duration is fixed, select one option. If you are flexible, select multiple options and ‘flexible’, e.g. if your internship is 4 – 6 weeks long, select ‘4 weeks’, ‘5 weeks’, ‘6 weeks’, ‘flexible’.

- **Project type:** Select all that apply to the internship project.

- **Project summary:** Write a 2-3 line summary, which will be used for marketing materials that we distribute to students, including sector lists with many opportunities listed. As a rough guide:
  - Sentence 1: Summary of your organisation.
  - Sentences 2–3: Summary of project, including intern’s specific contribution.

- **Diversity and inclusion in the workplace:** Please include any initiatives that your organisation offers to encourage and support diversity in the workplace.

- **Roles and responsibilities:** Select to confirm you have read and understand your roles and responsibilities, and save a copy of these elsewhere.

Once you have checked that all the information is and correct, click **Add Opportunity**.
What Happens Next?

We will **review** your internship proposal and **send confirmation** if and when it has been approved. Submitting an opportunity is not a guarantee of inclusion in the programme. We may contact you for further information, or edit the description before it is advertised to students.

If this is the first time you are offering an internship we will contact you to have a short **phone call** to discuss the process of the programme.

You cannot edit your opportunity after submitting. However, if you wish to change any details please contact us at [internships@careers.ox.ac.uk](mailto:internships@careers.ox.ac.uk).

You will receive a **notification** when your internship is about to go live, and another shortly before your internship advertisement is due to expire.

Once you’ve received your applications we will provide you with a deadline by which we would like you to **make your selection**. There will be a web form for you to fill in to provide us with your selected candidates.