



# HOW TO SUBMIT A PROPOSAL FOR THE CRANKSTART INTERNSHIP PROGRAMME

Thank you for your interest in the Crankstart Internship Programme. We hope this document provides all the information you need, however if you have any questions please email [crankstart-internships@careers.ox.ac.uk](mailto:crankstart-internships@careers.ox.ac.uk). Further information can be found at [www.careers.ox.ac.uk/crankstart-employer](http://www.careers.ox.ac.uk/crankstart-employer).

## PLEASE CLICK BELOW TO ACCESS THE FULL DETAILS

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# KEY POINTS FOR COMPLETING THE FORM

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Please read the following instructions carefully

**We recommend having the guide open whilst completing your Crankstart Internship proposal.**

Please complete as many fields as possible and give plenty of detail. The information can be used as search criteria by students, so 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.

**THE SYSTEM WILL TIME OUT IF NO EDITS HAVE BEEN SAVED WITHIN A 60 MINUTE PERIOD.**

Please see the **Careers Service Privacy Policy** for details on how the personal data you enter on to this form is stored and used.

## Key Crankstart internship dates for academic year 2021/22

Crankstart Internships are advertised on a rolling basis throughout the academic year, generally for a 3-week duration. The three periods in which you can host a Crankstart Scholar are over the Winter Spring and Summer vacations (dates below):

	2021-2022 Dates
Winter Vacation	4 December 2021 – 16 January 2022
Spring Vacation	12 March 2022 – 24 April 2022
Summer Vacation	18 June 2022 – 9 October 2022

## Registering on CareerConnect

CareerConnect provides access to all of our services for students, employers and others.

Please register your organisation online at:

[oxford.targetconnect.net/unauthorisedEmployer/register.html](https://oxford.targetconnect.net/unauthorisedEmployer/register.html) if you have not done so already. You will receive approval within two working days and will be sent a link to set up a password. If you do not receive this email, please contact a member of the Employer Relations Team on 01865 274663.

## Accessing the online proposal form

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 Crankstart Internship Opportunity'.

# EXAMPLE OF A CRANKSTART INTERNSHIP PROPOSAL

## JOB TITLE: RESEARCH INTERNSHIP – POPULISM IN EUROPE

Opportunity Summary	Notes
<p>The European Citizen Action Service (ECAS) is an international, Brussels-based non-profit organisation with a pan-European membership and 27 years of experience. Our mission is to empower citizens to create a more inclusive and stronger European Union by:</p> <ul style="list-style-type: none"> <li>▶ Promoting and defending citizens’ rights</li> <li>▶ Developing and supporting mechanisms to increase citizens and citizen organisations’ democratic participation in, and engagement with, the EU.</li> </ul>	<p>You may wish to briefly introduce your organisation, highlighting its background, ethos and current work. Students will be able to see your organisation profile from the advert page, so this is not obligatory. You may also wish to highlight any previous activities or internships with Oxford students.</p>
<p>ECAS is looking for a motivated student who wishes to carry out research on the subject Populism in Europe.</p> <p>ECAS would like to analyse the phenomenon of populism in non-metropolitan (rural) regions of Europe with a focus on four specific countries. The areas studied will be either above or below the EU average in terms of socioeconomic indicators.</p> <p>It will seek to analyse the determinants of populism and whether the EU is a factor, and the role of Civil Society Organisations as intermediaries between citizens and institutions.</p>	<p>Context of the project provides details of how the internship fits into the organisation – has it been worked on before and how will the intern contribute?</p>
<p>The contribution of the intern to the research will be as follows:</p> <ul style="list-style-type: none"> <li>▶ 1st phase: data collection through desk research</li> <li>▶ 2nd phase: creation and submission of surveys and interviews</li> <li>▶ 3rd phase: analysis of data</li> <li>▶ 4th phase: elaboration of the outcomes: The outcome of the research will be discussed directly with the mentor according to the timeframe and the data collected, it may be: a report, an article or a contribution to a larger publication</li> </ul>	<p>Outline the tasks that the student will undertake. If the exact brief is not yet clear, please provide examples and be clear that the tasks are not an exhaustive list.</p>
<p>The intern will be guided and supervised daily by the mentor. The trainee will be trained by</p>	<p>Please state supervisory</p>

the mentor (or other members of the ECAS team). Upon request, the intern can attend conferences, events, and training workshops in the field of the research or another area of interest.		arrangements and whether there are any further opportunities.
On a weekly basis, the mentor and the intern will analyse the progress made. The weekly evaluation will also consider the interpersonal aspects of working in an office context. At the end of the internship period, the intern will also receive the Internal Evaluation Survey to provide an overall assessment of the experience.		How will the project be concluded? What will the intern/organisation achieve, what will the outcomes be, and how will the project be used?

<b>Applicant Profile</b>		Notes
<ul style="list-style-type: none"> <li>▶ Knowledge of research and analytical methodologies</li> <li>▶ English language proficiency – written and oral</li> <li>▶ Good written communication skills</li> <li>▶ Friendly, social, proactive</li> <li>▶ Innovative and result-orientated</li> <li>▶ Capable of working in a team and individually</li> </ul>		Please give essential and desirable applicant criteria, including skills, personal qualities and experience. There is a separate section to outline whether you are looking for students from particular subject areas or years of study.

<b>Project Summary</b>		Notes
ECAS is an international NGO with 27 years of experience in promoting and defending citizens' rights and increasing democratic participation in the EU. We are looking for a motivated student who wishes to help us in analysing the phenomenon of populism in Europe.		This is a short blurb of the organisation and opportunity which will appear in our marketing of the Crankstart Programme to students.

<b>Diversity Initiatives Long Text</b>		Notes
ECAS is a firm believer in diversity and inclusion in the workplace. In each of our vacancy postings, we include an emphasised line stating that ECAS is an equal opportunity employer that seeks to further diversify its staff in terms of gender, disability, religion, age, sexual orientation, culture, economic background and nationality. This is designed to make potential candidates comfortable with applying to work for our organisation.		We strongly encourage all organisations to add text to this section. Where no official practices are in place, a statement can still be made regarding diversity, equality and inclusion in the workplace. If your work location presents any issues for access, please inform the Internship Office.

# Completing the form

## PUBLISHING DETAILS

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**Posting Internship Office and Skills**

**Programme Type:** Select 'Crankstart Internship'.

**Internship Office and Skills Programme**

**Details:** Select 'Crankstart Internship Programme' from the drop-down menu.

**Opportunities Publishing Details –**

**Advertising Dates:** Select the starting date as today's date, and the closing date for 3 weeks' time. Crankstart Internships are generally advertised for around 3 weeks, however there is usually capacity for flexibility and extensions. Essentially, the earlier in the academic year you are able to post an internship, the longer you can potentially have it advertised for (through extensions) if you require more applications.

**Send Email Notifications:** Select 'the main contact for this vacancy only'. This will ensure you receive key information.

**Application Details:** Select 'Add any specific instructions'.

## PROJECT DETAILS

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**Job Title:** Please give a title **specific** to the role and/or your organisation (students must be able to differentiate between different internships). E.g. 'Marketing Internship' or 'Winston Churchill Archives Internship'.

**Opportunity Type:** Select 'Internship/Work Experience'

**Opportunity Summary:** This is where all

the Crankstart Internship project details are given:

- ▶ Background to the project – what stage is it?
- ▶ at? What are the long-term aims?
- ▶ Specific contribution of the intern – i.e. daily tasks and responsibilities.
- ▶ Expected outcomes – e.g. report, presentation, contribution to larger piece of work.
- ▶ Any special opportunities – e.g. attending events or conferences, working with other teams.

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

**Occupational Area:** Select the sector(s) relevant to the project. Students use this field to search for internships.

**Location Details:** Fill in the area and country of your organisation. In 'Location Details', please state an address or city. Placements should be easily accessible by public transport. If the location is not easily accessible, please contact us.

**Salary Details:** Please select the relevant option in 'salary range'. As a reminder, for profit organisations are expected to pay at least minimum wage. Not for profits should cover expenses. If this internship is funded by Crankstart, please select 'Covered by stipend/ bursary' and leave the 'Additional details' section blank.

**Number of Vacancies:** Select the number of interns. (This number can change once you review applications).

**Start Date Details:** Please choose a period over Winter Spring, or Summer from the table on the front page. Winter and Spring internships can last for a maximum of 3 weeks. Internships taking place over the

summer months can last from 1 – 12 weeks, (however, please note, only finalists can undertake internships lasting longer than 8 weeks).

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## APPLICANT PROFILE

**Applicant Profile:** Fill in essential and desirable skills and qualities. This serves as a helpful guide for students when writing their applications. This does not have to give a lot of detail, but several criteria are helpful.

**Duration:** Please decide the duration in advance as students may base their decision on whether or not they can apply around this information.

**Year of Study:** If you are flexible or have no preference, please select the any/no preference option.

**Area of Study:** Select your preference for applicants' area of study, if any. The

University is divided into four divisions: Humanities, Social Sciences, MPLS and Medical Sciences. For further details on subjects included in each division, [click here](#).

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## OTHER DETAILS

**Project Type:** Select all that apply.

**Project Summary:** Write a 2-3-line summary of your organisation and project, including the intern's specific contribution. Please bear in mind that this summary will be used widely in our marketing, which reaches many students and is used to attract applicants.

**Roles and Responsibilities:** Please confirm your agreement, which is essential for participation.

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## DIVERSITY INITIATIVES

Please share the details of any initiatives that your organisation offers to encourage and support diversity in the workplace. If you have a formal policy stating your position on diversity and inclusion, please add this here. This could also include any support measures that ensure people from all backgrounds are represented in your organisation, with particular regards to ethnicity, religion, disability, sexual orientation, age, gender, and economic background. Examples of good practice in diversity and inclusion are:

- ▶ Work with Pride Japan, an index to evaluate corporate efforts to support inclusiveness for LGBT employees and other sexual minorities.
- ▶ Diversity Impact Awards India, recognising the achievements of organisations in promoting diversity and inclusion in India.

- ▶ Athena Swan Charter, A UK initiative recognising commitment to advancing the careers of women in science, technology, engineering, maths and medicine in higher education and research.
- ▶ Race Equality Charter improving the representation, progression and success of minority ethnic staff and students within higher education.
- ▶ A multi-faith room, a quiet location set aside where people of differing religious beliefs, or none, are able to spend time in contemplation or prayer.
- ▶ Diversity training provided to staff on unconscious bias, and diversity issues in general, particularly in the recruitment process

If you do not have any of these programmes in place, it would be helpful to make a general statement about the welcoming environment of your organisation.

## ENCOURAGING STUDENTS WITH DISABILITIES

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The Internship Office strives to make its internship programmes accessible to all students, including those with disabilities. Please use the text box to share your approach to making reasonable adjustments and provisions in your workplace for students with disabilities, including any existing policy or official statement from your organisation. There are a range of possible adjustments that may be needed, and the Internship Office is available to provide support should you have any questions. If you have any pre-existing adjustments such as wheelchair access, lifts, ground floor working space, hearing support systems, language support, specific software, flexible working hours, a dedicated point of contact for disabled staff etc, please add them to the form. Please note that UK employers must comply with Equality Act legislation and provide reasonable adjustments to meet students' needs. Employers outside the UK are expected to comply with their own country's legislative framework for disabled people. Please note that you are obliged to fill in this section. If you are unable to include specific details of how you would support students with disabilities, please make a welcoming statement suggesting that individual arrangements may be supported.

### Publishing your Crankstart internship

Once you have checked that all the information is correct, click **Add Opportunity**. Adverts are not visible to students straight away but instead come through to the Internship Office.

### What happens next?

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

students. It is possible to edit opportunities after submitting, but where possible please submit the finished version. 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 if this has not already taken place. You will receive a notification when your internship is about to go live, and another shortly before your internship advertisement is due to expire. Students apply directly to the Internship Office with a CV and short personal statement. After the application deadline, we send you these applications electronically and securely. We will then provide you with a date by which we would like you to make your selection.

### Contact Us:

01865 274646

[crankstart-internships@careers.ox.ac.uk](mailto:crankstart-internships@careers.ox.ac.uk)

[www.careers.ox.ac.uk/crankstart-employer](http://www.careers.ox.ac.uk/crankstart-employer)