



SUMMER INTERNSHIP EXPERIENCE



Summer Internships 2021

Feedback

This document contains feedback from Oxford students who took part in internships in 2021 through the Summer Internship Programme. Internships are listed by the country in which the employer is based, and the title clarifies whether the internship was remote working, if it took place in person or a mixture of both.

Specific students have given their consent for their name and college to be included. Others remain anonymous and only their course and year of study has been shared.

Most of the amazing images shared here have been provided by Oxford students (past and present) who have undertaken an internship through the programme. Others have been supplied by our internship hosts; and some have been obtained from unsplash.com which offers royalty-free photographs.

Please note that not all students provided feedback for their internship. If you have any questions about any of the feedback, please email internships@careers.ox.ac.uk.

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AUSTRIA

IST AUSTRIA

Third Year Undergraduate (of a four year course), MBiol Biology, In-person internship



Institute of Science and Technology

Work Projects

My project consisted of two main aims, data analysis and modelling. I was working with a set of demographic data collected between 2009 and 2019 from a population of plants and had to analyse demographic variables such as

no. flowering stems and presence/absence over the years. To achieve this, I used the programming language R. Moreover, I developed a model for presence/absence and used it to calculate maximum likelihood estimates for the three parameters in the model. I was also trying to model the fitness of these plants using this demographic data, however, I ran out of time before I could finish this.

Daily Life

I spent most of my days working in the office of the research group, surrounded by other members of the group. I was accommodated on campus along with around 30 or 40 other interns which I had plenty of opportunity to socialise with. We often ate lunch and had coffee breaks together and played table tennis or pool in the communal areas in the evenings. On the weekends, I spent a lot of time exploring Vienna with the other interns, going to museums and cafes as well as bars and clubs in the evenings. We also travelled to other cities nearby such as Budapest, Salzburg, Linz and Prague. Although my research group was quite busy and many were still working from home, I settled in very easily due to the inclusiveness of the other interns I was with. I met some lovely people who I hope to stay friends with in the future.

Lasting Impressions

The experience has taught me that I enjoy research and could potentially enjoy a PHD. I learned lots of research skills, becoming much more fluent programming in R, as well as managing my own projects.

What practical advice would you give to future interns?

Try to set out clear aims for your project from the start so that you can focus on achieving specific goals. Reach out to other members of the research group for help when stuck instead of just relying on your supervisor. Take the opportunity to socialise and enjoy the summer - don't burn yourself out with too much work.

Mengjiang Lin, Final year undergraduate, Master of Chemistry, In person working



Work Projects

The lithium-air battery has the highest theoretical specific energy, nine times higher than the current batteries, and therefore has the potential to revolutionize the electrification of transport. In order to realize practical application, advances must be made

in understanding their operations. Specifically, the two major challenges are the insulating nature of the formed alkali superoxides/peroxides and parasitic reactions that are caused by the highly reactive singlet oxygen. Recently, the benefits of introducing redox mediators (RMs) were well recognized for improving rechargeability. However, it is unclear how they affect singlet formation, which hinders strategies for their improvement.

This internship project is the continuation of recently published work by Freunberger Group. The goal for this internship is to investigate the effect of the potential and concentration of RMs on singlet yield. Quantification of the oxygen evolved during the disproportionation of LiO_2 in presence of different equivalents of low-voltage quinones of different redox potentials was performed. Further investigation including the synthesis of LiQ by electro-reduction and subsequent treatment with oxygen, as well as spectroscopic measurements using in-situ UV-vis of the different species are planned.



Daily Life

Prior to our arrival in Austria, the funding organization OEAD provided us with every information you need in terms of settling down. Most of the interns live on campus and a small amount of them lived in city centre of Vienna. It takes only 3-5 minutes to walk to the lab if you live in campus

accommodation and around 1 hour by public transport if you live in Vienna. Outside my work, I spent lots of time with my group members. We went on hiking, weekend trips, food hunting in Vienna, etc.

Lasting Impressions

Generally speaking, it is a good experience especially for people who would like to pursue an academic career. I gained a lot of practical experience in terms of lab work, as well as scientific sense when working on my own project. This intern made my mind on staying in the field of battery research for my DPhil.

BELGIUM

FLARE GOVERNANCE

Samuel Ajakaiye, Somerville College, First Year Undergraduate, BA History and Modern Languages (French), Remote working



Work Projects

Throughout the internship, I was involved in a range of the organisation's work in my role as Community, Outreach and Dialogue Co-ordinator. One of the things I did love about the internship was that I could carve out the role I wanted and work on aspects

of Flare's work that appealed most to me. Most of my work revolved around the development of an interesting upcoming dialogue on football culture, but I also joined at the tail-end of a dialogue on food systems which I was able to help facilitate.

Over the 6 weeks, I took part in various meetings to develop our dialogue approach; I took part in outreach to bring together policymakers, professionals and fans and I also researched and identified key sources of funding that would finance the dialogue.

Throughout all of this, I did a combination of independent and collaborative work which meant that there was a constant process of constructive feedback within the team. Whilst the dialogue will take place after my internship has ended, I know I have been able to play an instrumental role in its development and I can't wait to see how it goes when it does take place.

Daily Life

It was a remote internship and therefore it consisted of a lot of time in front of my computer as well as on zoom meetings, which did become a bit draining by the end of the six weeks. However, the flexibility of the internship meant that I was able to take the

necessary breaks and so I enjoyed the internship throughout. For example, if I had plans in the evening or made plans to go out, I was able to do so with ease.

I chose to start my day around 10 am, a bit later than my colleagues, and then I would tend to work until 5 pm with breaks during the day as needed. I then made sure to get out of the house as much as possible in the evenings and on weekends to counteract the amount of time that I was spending in front of a screen during the day.

On a few occasions, I was even encouraged to end my day earlier and enjoy the day which just goes to show how my welfare was taken into consideration. Sport proved very useful for me and also some trips away with friends here and there gave me time to switch off and focus on simply enjoying my summer.



Lasting Impressions

One of the biggest things that I have taken from this internship is the importance of good work culture. The 6 weeks felt like they went so quickly and that was largely because the people I was working with were great to (virtually) be around.

Another amazing thing was that my internship experience gave me much greater confidence in my ability to write competently for a range of audiences, having written well-received emails, a newsletter, and a

blog post for the website. I was also able to develop my research skills and my use of the internet to find key pieces of information. I developed this particularly when it came to funding research, and it was great identifying grants and initiatives which I knew would be of great use to the organisation both in the present and future.

Finally, the internship also gave me good insight into dialogue techniques and different approaches to qualitative research. I may not work for a similar organisation in the future but, from now on, I will always recognise the importance of genuine, open, and diverse dialogues in the policymaking process. I am interested in international relations and development, and I would love to work with organisations like Flare in the future to carry out effective and change-driven research.

What practical advice would you give to future interns?

My main piece of advice to future interns would be to try and get as wide a range of experience as possible, particularly if you are a student finishing your first year like me. I know that I will be able to draw on a range of things that I have done in this internship in future situations and that's because I was willing to take up whatever tasks were available. I would also say that you shouldn't be afraid to seek flexibility if an internship is remote. If flexibility will help you to enjoy your days more, then that will help you work better so there is no harm in asking and making a case to your employer!

Masters-level student, MSc Migration Studies, Remote working



Work Projects

I worked on a variety of projects for Flare, from helping create social media content to researching and planning future dialogue events. No day was the same, and I received regular support and check-ups from Andreea. The organisation was truly

great at making me feel involved and giving me support when I needed it, whilst also allowing me the freedom to work independently. Andreea was also very keen to ensure we had a good work-life balance, which was greatly appreciated.

As for the work, it was truly varied. I participated in events, helping facilitate at the BMW Foundation's Equity, Diversity and Belonging, and wrote a blog post on my experience of this. I also researched current literature and debates around gender to help prepare a concept note for a future dialogue event. Preparing for this event also involved researching and contacting potential participants, as well as reaching out to other organisations to see if they would partner with us. I also helped prepare media content for the organisation. For this, I helped create social media content such as Instagram posts, as well as creating a blog. Finally, I also helped critique and provide feedback on Flare's website and how it could be more effective.

Daily Life

Flare was very flexible with how we worked, as long as the tasks we needed to get done were done. Consequently, my hours were quite varied - though I tended to start earlier and finish earlier, as this is when I found I worked best. We caught up regularly via Zoom meetings - often one each day, dedicated to the different projects we were working on at the time. I tended to split up the day with exercise as to make sure I wasn't sat at a screen for too long and tended to work in a separate space to my room so that I had separation of my work from everyday life. As the work was quite varied, no day was the same but typically involved one meeting, with tasks set to complete over the course of the day.



Lasting Impressions

I really enjoyed my internship - Flare was truly a special organisation to work for. The dedication of all their staff, on a volunteering basis, really highlighted to me how much everyone cared and believed in the mission of the think-tank. It reaffirmed to me that caring

about the mission of the organisation I work for is vital for me in the future. I felt I gained an insight into how a think-tank can work and enjoyed the variety of work, given that it was a small organisation and everyone pitched in.

I also really valued Andreea's attempts to make sure I got as much as I could out of the experience - from asking what I wanted to work on, what skills I wanted to improve, and urging me to keep in touch after the internship when I was looking for further work. Whilst I had already, by the time of the internship, secured funding to do a PhD, it did make me realise that I wanted in the future to combine an academic role with some policy or research work at a think-tank, as I want to make sure my research has a practical impact too. For the short duration it was, the internship was enjoyable and really helped me develop key skills for a future career.

BENIN

EPITECH BENIN

Uri Sharell, Wadham College, Second Year Undergraduate, MPhys Physics, In-person internship



Work Projects

From the 1st of July to the 2nd September 2021, I have done an internship at EPITECH, together with Adam Slater, a fellow student from the University of Oxford. We spent most of the two months conceptualising and creating the content for the 2021 Digital Ninjas Summer Camp, a two-week program

for young children / teenagers from 8-18 years to learn coding through various workshops.

We were given the proposed schedule for the Workshops for the two different age groups (08-13 y/o and 14-18 y/o) and a description of what the workshops should be about. In total, there were seven workshops to create for the summer camp: Workshop web design with HTML/CSS/JS (14-18 years old), Workshop coding with Python (14-18 years old), Workshop web design with Wix (08-13 years old), Workshop coding with Scratch (08-13 years old), Workshop 3d modelling / augmented reality (08-13 years old), one robotics workshop for each age group (mostly done by two other interns).

For each workshop, we developed a suitable project (e.g., coding a Tic-tac-toe game in Python for the Python workshop, coding a game of pong with scratch for the scratch workshop, etc.) and then wrote 15-30 page-long workshop guides, detailing all the information, tasks, and hints the students would need to successfully complete the workshop (similar to a lab script). We also organised and carried out a 1.5 week-long testing phase with about 10 volunteers (mostly siblings from Epitech students), and then refined all the workshops according to the feedback we received.

After the summer camp, we were also tasked with developing more workshop modules for future Digital Ninjas programs. Adam and I also participated in the EPITECH for Impact program in the third week of our internship (18.07-25.07) for which we spent one week in Djougou, a city in northern Benin, teaching locals basic digital skills. My main responsibility was the supervision of students in the organisation of the project and their teaching modules, but I also participated proactively in the teaching activities by holding an hour-long presentation on web design and running small group sessions in the computer room, first teaching basic computer usage and a few days later guiding them in creating a website with Wix (a website builder). In general, Adam and I were very free in our work, we could decide and change the entire concept of the workshops and were also involved in the organisation of the two-week summer camp. We could decide our own working hours and deadlines and



were not heavily supervised. In general, I felt well supported and always knew who I could ask something if anything was unclear.

Daily Life

Workdays usually started at 09:00 (though we did not have a fixed start or end time) and ended between 17:00 and 20:00

(particularly in the week before the summer camp we had to stay quite late sometimes to finish all the work in time). After work on a regular day we usually just went back to the flat and cooked or ordered in, and either worked on our own projects (revision for the next academic year / side projects at home) or enjoyed our evenings with our flatmates who were all students at Epitech. On the weekends we usually tried exploring the city and surroundings (beach, market, churches, parties, barbecues, etc.).

Often (particularly at the start), the Epitech staff organised group expeditions with us to show us more of Cotonou and Benin. The main mode of transport in Cotonou are the so-called Zems, motorbike taxis, for which we were thankfully given motorbike helmets by the Epitech staff on the evening of our arrival. After a day or two of settling in, we were using the Zems to go to work every day just like locals (except that unlike most people, we were wearing helmets).

The staff of Epitech are a close-knit group who enjoy spending a lot of time together outside of work. We were warmly welcomed and instantly made to feel part of the team. We were invited to barbecues at their homes, and sometimes they organised big group expeditions on the weekends so that we could see more of the country. It was also not uncommon for the entire staff to go out for a big lunch, showing us new and exciting places to eat typical meals. Apart from this, we also socialised a lot with Epitech students who we got to know either through our flatmates or through the Epitech for Impact program.



Lasting Impressions

I thoroughly enjoyed my experience and wish to thank the EPITECH staff for welcoming us so warmly and instantly into their team. It was a pleasure to work with them and also to spend time outside of work for the excursions and activities that they had generously planned for us to visit

and experience the country. The students of EPITECH were similarly welcoming and I was personally amazed by some of the things I have seen them create using code. While I encountered some major difficulties during the internship (covid), I feel very positive about the experience and can highly recommend it to future students.

Generally, I have found Benin to be an incredibly welcoming country and people were always ready and happy to help us. As a physicist, I used to think of coding more like a tool, used to visualise Data or gain insights into physical processes, but after seeing the coding projects of students during this internship and coding more myself, I have gained a new appreciation of coding as an almost limitless creative discipline. This has given me the confidence that coding in a future career can be an enjoyable occupation, rather than just a tool to be used when necessary.

Furthermore, I mostly appreciated the cultural experience of this internship. Benin is a country with relatively few tourists and not much touristic infrastructure, such that all the experiences felt truly authentic. It was wonderful being able to work there and get to know a great community of ambitious young people at Epitech. Through the short trips to the other cities, I also learned a lot about its history and have gained a refined perspective of

(neo-)colonialism, particularly as a French citizen. We also learned a lot about slavery in Ouidah, which was a central hub of the transatlantic slave trade. I am very happy to have had this wonderful opportunity and highly recommend it to future students.



What practical advice would you give to future interns?

1. Be aware that things in Benin are often organised last-minute (and don't let it stress you out).
2. Have a lot of patience, some processes in Benin just take longer and are less well organised than you might be used to. Persistence can get you a long way (in bureaucratic processes for example), just keep trying.
3. Learn at least a little bit of French, a lot of people don't speak English and being able to communicate with people will greatly improve your experience.
4. Bring a mosquito net (I would recommend one that you can hang from the ceiling). Always ask your friends / staff at Epitech first how much specific things should cost, to avoid being taken advantage of as a foreigner.
5. Try out all the amazing food (Attieke, Foutou banana, igname pile, garri, piron, etc.).
6. Learn the phrase sans piment si-vous-plait without spice please, unless you enjoy very spicy meals. Try out the local street-food (women selling evening meals on the road for ~500CFA = 60p).
7. Don't drink tap water. You can get big water canisters from small shops or the supermarket.
8. Bring long but airy clothes to prevent mosquito bites particularly in the evenings. Bring a good rain jacket (tropical weather means heavy rainfalls).
9. Ask for security tips before you do things, there is usually no problem at all and you can mostly wander through the streets by yourself (even at night), but be sure to know areas to avoid.

Adam Slater, St John's College, Second Year Undergraduate, MEng Engineering Science, In-person internship



Work Projects

EPITECH is a university specialising in computer science technical training, including one campus in Cotonou, Benin. For my internship I worked closely with Uri Sharell (another Oxford intern), as well as EPITECH staff and students, to plan, develop, and deliver the two-week Digital Ninjas Summer Camp for local children. The Summer

Camp consisted of workshops centred around digital skills for two age groups (8-13 and 14-18 years old). Uri and I created wrote detailed guides for the workshops that taught: Python; Scratch (drag-and-drop coding); 3D Modelling and AR; HTML, CSS and Javascript; and making websites with Wix. I feel the most personal pride for the Scratch and 3D Modelling and AR workshops because I proposed the tools to use and created the initial concepts of how they would be taught. We ran a test phase to see how easy the guides were to follow and took feedback from the project manager so we could improve the guides and content of the workshops, before running the Summer Camp.

For the duration of the camp, I was on hand, proactively helping students whenever they had an issue or wanted to do something beyond the guide. Overall, the camp was a huge success. The students took to the activities enthusiastically, learnt a lot and enjoyed the experience. It was immensely gratifying seeing the workshops we had planned come to fruition. I also spent a week in Djougou (northern Benin) for the EPITECH x Impact - byo taago Challenge.

We supported the EPITECH students as they taught some basic computer and internet literacy skills to local young people. I contributed to discussions finalising the teaching plans and helped with logistics where I could. Towards the end of the week, I worked to set up and troubleshoot the computer room of the training centre. We then ran sessions on how to use Microsoft Word and build a simple website in Wix.



Daily Life

EPITECH had organised our accommodation for us which was great because we were in a flat with EPITECH students. They were immediately welcoming and friendly, recommending restaurants and giving us tips for living in Cotonou. Getting to work involved hailing a motorbike-taxi or zem,

negotiating a price of around 40p and riding the fifteen minutes across the not-always-smooth roads.

The working hours at EPITECH are completely flexible with the guidance being to work until you have finished your task. For me, I tended to arrive at 9am and stay until somewhere between 5:30pm and 8pm. There were three common places that I went for lunch: a food truck (very close so very popular for EPITECH staff and students) serving good sandwiches and meat dishes, a street food stall serving a local rice meal, and Ci Gusta for pizzas and ice cream as an occasional treat.

Outside of work, our hosts were keen for us to make the most of Benin and gave us countless fantastic experiences. Some highlights were being invited to El Dorado, an idyllic beach resort; Babs Dock, a restaurant on a lake where I sailed for the first time; the Dantokpa Market, the largest market in West Africa, to buy fabric for tailored local clothes; as well as parties hosted by the director of EPITECH Benin.

Lasting Impressions

I was hugely fortunate to be able to travel for my internship. The experiences I had in Benin will stay with me for a lifetime. I gained a huge amount of confidence and a greater appreciation of the cultures in West Africa. It has encouraged me to explore more international opportunities. The work project was immensely rewarding. Being able to develop and run the Summer Camp from beginning to end, while being able to bring my own ideas to the table, was very enjoyable. It taught me the value that technology can bring to individuals and developing nations and has inspired me to pursue a career that will put people first and empower communities through technology.



What practical advice would you give to future interns?

At EPITECH, most of the staff and students speak English so knowing French isn't essential.

However, the more French you know, the better you will be able to experience the city and culture. Most importantly, grab every

opportunity! Things can be arranged last minute so always keep your ears open to interesting activities. In fact one of the best trips, I had was when someone mentioned a beach-side library; everyone is really friendly so get to know them and see what you can get involved in or observe. There's so much to see in Benin in such a short amount of time and with such a rich culture and heritage, so different to the UK, it's a shame I couldn't have been there longer!

BRAZIL

CCST-INPE (NACIONAL INSTITUTE FOR SPACE RESEARCH)

Third Year Undergraduate, MPhys Physics, Remote working



Work Projects

I had regular video calls with my supervisor at CCST-INPE, and these were useful in clearing up the general scope of the project, which was fascinating on the face of it. There is an unsolved puzzle for scientists studying the Amazon which is that existing models overestimate the reduction

in root water uptake in the Amazon's dry season.

My project involved running this hydrological model (inputting measured rainfall, temperature, irradiance, cloud cover, and soil properties) and comparing the predicted evapotranspiration to the real (measured one).

Daily Life

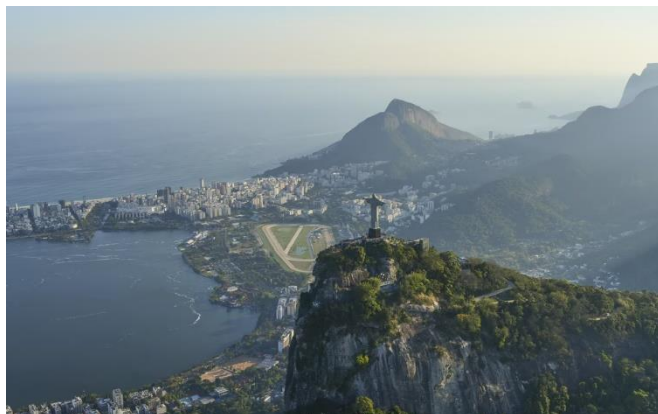
My internship was remote, so I stayed in my apartment in Cowley. I tried to keep to a 9am-5pm schedule, and was mostly successful. It was important for me to stay active while being at home and clearly separating my workspace from my living space, which was a challenge when all I had to work with was a 7 square meter bedroom. I socialized with friends in my apartment, and we frequently went down to swim in Port Meadow when the weather was good.

Lasting Impressions

Overall, the experience taught me to be more discerning about internships to apply to. On the one hand, I was out of my depth for most of the internship, but on the other, the data analysis that I did help me improve my skills in R, which could prove useful in the future.

IGARAPE INSTITUTE

Edmund Kelly, Merton College, Second Year Undergraduate, BA Philosophy, Politics and Economics, Remote working



Work Projects

I completed three projects with Igarape, working with their Climate and Security Team to research environmental crime in the Amazon region:

1) Gold Mining and Logging: This project was about 2/3 of the total work I completed. The goal was to collect and analyse data relevant to the gold mining and logging industries in Brazil, Colombia and Peru, and attempt to estimate the size of the illegal gold mining and logging markets compared to the legal markets.

I reviewed academic and NGO/think tank literature relevant to the topic, and compiled data from international organisations and government databases for both gold mining and logging. For example, the UN's Comtrade database gave data on imports/exports of gold/wood products, whilst databases contained on government websites gave data on domestic production of gold/wood. I then used data on imports/exports and domestic production/consumption to estimate the volume of illegal gold mining/logging.

Using pricing data, I attempted to estimate the value of the legal/illegal markets for each product, and the approximate tax losses faced by the governments involved due to unreported production. In each case the size of the illegal markets was very large, typically between 40-85% of the total estimated market, with billions of dollars of losses for each of the governments involved per annum.

I produced an Excel spreadsheet and an accompanying 28-page research note summarising my findings and the methodological difficulties involved in estimating these dynamic and often hidden markets. After discussions with my supervisors, we are considering publishing

my findings as an Igarape Institute research note. I am very excited at the prospect of publishing my work.

2) Typologies of Money Laundering: This project was about 1/6 of the total work. The goal was to briefly survey typologies (methods) of money laundering observed by international organisations, governments, academics and others. I produced several Excel spreadsheets summarising past typologies work, with a focus on money laundering relevant to environmental crime (such as illegal gold/wood production). My research will be used to inform Igarape's work on the laundering of the proceeds of environmental crime.

3) Supply Chain Transparency: This project was about 1/6 of the work I completed. The goal was to map international property registry methods used to ensure supply chain transparency, particularly in industries vulnerable to environmental crime (such as gold or logging). I produced an Excel spreadsheet summarising the main legislative/guidance documents relevant to the topic, which will be used by Igarape to inform their work on the topic.

I received support through weekly meetings and email correspondence with my two supervisors, in which we discussed my work and the steps I could take to improve/edit it. My supervisors were very engaged, friendly and helpful, taking time out of their schedules to provide continual support. They were both invested in my progress and made me feel that my work would make a genuine contribution to the organisation. Everyone at Igarape made me feel welcome and that I could ask for help if necessary.



Daily Life

My placement with Igarape was remote. I worked from my bedroom (in which I have a desk) using my personal laptop and headphones. I worked Monday-Friday, starting at 10am and finishing around 6pm most days. However, because the placement was remote I

was able to be flexible with timings, starting/finishing earlier or later on some days if necessary.

I attended meetings 2-3 times per week, usually in the afternoon due to the time zone difference between the UK (where I am located) and Brazil (where the organisation is located). I attended one meeting per week with my supervisors to discuss my projects, and a wider team meeting once per week, with occasional additional meetings.

On a typical evening I would wind down by playing board games or watching a film with my friends/family (I moved between university accommodation and home during the internship). I enjoyed cooking as an alternative task to concentrate on after a day of concentrating on work. Keeping a schedule and making sure to sleep regularly helped me to focus on tasks during the day. I also made sure to plan activities for the weekend to look forward to during the week, for example meeting up with friends.



Lasting Impressions

I had an amazing time with Igarape. As I mentioned, everyone at Igarape made me feel very welcome and supported, despite the placement being conducted virtually. I was reassured by staff of all levels of seniority that I could always reach out if needed. I was given independence to pursue projects how I saw fit, but still made to feel that staff were invested in my progress and that my work was important to the organisation. I have gained substantially on two fronts.

Firstly, my work focused on applying quantitative methods to estimating the scale of environmental crime in the Amazon region. In doing so I applied quantitative research skills gained through classes with Oxford's Q-Step Centre to a new context. This benefitted my quantitative research skills, especially in terms of planning a longer quantitative project, sourcing data independently and compiling and presenting the data for others to read. I used R for some of my work, which allowed me to practice and improve my programming abilities.

Secondly, I have gained an invaluable insight into the operation of a think tank and the real-world impact of its work. Through attending weekly team meetings, I was able to get an insight into the workings of Igarape, and in particular its "think and do" ethos, in that it

seeks to produce research reports highlighting (often technological) solutions to the challenges it studies.

The experience has affirmed my career ambitions in that it has confirmed that public policy/think tank work would suit my interests and skills. It has also affirmed my intention to continue my studies as the postgraduate level so as to improve my research skills, and has confirmed that such study would be useful if I were to pursue a career in a sector such as this.



What practical advice would you give to future interns?

I would implore future interns to consider a wide range of potential internship opportunities and to make sure to apply for as many placements as interest you. Working with Igarape's Climate and Security Team

involved working on topics which differ to those I have studied for my degree (namely environmental topics, with a focus on South America). I found applying research methods from my studies to a new topic to be a fascinating challenge which has broadened my academic and professional interests and abilities. I would encourage future interns not to restrict their applications based on topics they have covered in their studies.

CHILE

CEDEUS - CENTRE FOR SUSTAINABLE URBAN DEVELOPMENT

Shamsa Derrick, Lady Margaret Hall, Masters-level student, MSc Refugee and Forced Migration Studies, Remote working



Work Projects

I conducted a literature review of over 20 low-income settlements in and around Santiago, Chile. My work involved reading many academic papers and other publications and summarizing them in a database that logs

each source. The goal was to create a spreadsheet that codifies all of the published research on these settlements. The organization will eventually publish its report on the settlements. While this was year two of a four-year project, I was able to do some of the key leg work to ensure that it goes smoothly in the future. I received a lot of support from my supervisor who is leading the project. He included me in all of the team meetings and met with me one on one to make sure that I was up to speed and understood my tasks. He made himself available for questions via email and WhatsApp.

Daily Life

Since my internship was remote, I tried to designate a certain area of my house as my workspace so that I could focus. Each day I set a goal for how much work I was going to get done. It was helpful to take a walk after work after sitting for so many hours. It was also important to make sure that I actually took a lunch break! I made sure to make time to go see friends and family too.

Lasting Impressions

I was surprised by how much this project related to the research I had done for my undergraduate thesis. It was fascinating to learn about the politics of urban poverty in a different region. I also gained a lot of practice analyzing academic papers. Reading and writing in Spanish and attending group meetings in Spanish definitely improved my language skills. It was a great experience! Thank you CEDEUS!

CHINA

TSINGHUA UNIVERSITY

Rachel Hart, Wadham College, Second Year Undergraduate, BA Philosophy, Politics and Economics, Remote working



Work Projects

We were asked to prepare three lessons on Western culture and student life to teach to children at Chinese middle schools. The lessons were held over the internet. I enjoyed presenting to the children, and answering their questions - this gave me a

chance to brush up on my Mandarin!

Although our time working together was extremely brief, I also enjoyed liaising with Leo and Oliver (the other intern-teachers). Guidance on subject matter and feedback on performance was offered by the teachers on the call. The translators who interpreted for us were excellent. The children seemed to enjoy hearing from us, and it was a privilege to take part in the exchange.

Daily Life

The internship lasted for only an hour per day for three days. In addition, there were a handful of introductory meetings. We also spent a couple of hours preparing the material in advance. I would wake 2 hours before the morning class, at 6:30am, to prepare teaching notes and to submit these to the interpreters in advance. The classes were over by 9:30am.

Lasting Impressions

The internship (classes at Tsinghua and teaching in Chinese schools) was difficult to replicate over the internet. Nevertheless, I enjoyed teaching the children, and I was very impressed by their discipline and enthusiasm. The experience helped increase my confidence when speaking Mandarin in public. I do not intend to become a teacher, but I do hope to spend some time in China, and this internship confirmed that ambition.

COSTA RICA

ACADEMIA CASA MAGA

Uma Gurav, Wadham College, Second Year Undergraduate, BA History and English, Remote working



Work Projects

I completed a remote internship with Casa Maga Academy in Costa Rica, a performing arts academy which takes students of all ages. The director of the academy, Laura Montero, wants to create a Blue Peter-

style television show with the younger students starring as the 'hosts', introducing viewers to the different educational aspects.

The show will focus on three sections - raising environmental awareness, nurturing emotional intelligence and demystifying the economy - as well as having a short movie section in each episode which follows a group of children whose performing arts academy is being closed due to pandemic cuts to the government budget. I assisted Laura with producing pitches for the TV show as well as identifying potential funding bases in Europe, companies who might also be interested in starring in the show as experts in the three fields.

As I have a background in public speaking, the director of the academy also asked me to give workshops to some of the younger students at Casa Maga to help them build confidence and articulation. In the sessions I challenged the students to speak spontaneously about topics that I gave them to help them think on their feet, as well as taking them through some technical terms and rhetorical methods for making a speech stand out. We also looked at how to deal with nerves, thinking about breathing exercises and mindfulness. It was heart-warming to see the students' confidence visibly growing throughout the sessions

and I was delighted to hear that many of them left the workshops wanting to become more involved in public speaking in their schools.

Daily Life

Throughout the internship, I usually had a 1-2 hour Zoom call with the director of the academy each day. We would either work on writing the pitch together on the call, or she would assign me a task which I would then carry out independently. Working from home is naturally difficult, and it was unusual that due to time difference most of my calls took place in the evening. I tended to do most of my independent work, such as researching sponsors or translating the director's artistic vision into English, on the project in the afternoon before my call with the director so that after my call I was able to spend evenings with my family at home.



Lasting Impressions

I thoroughly enjoyed the internship and feel like I not only gained a great initial insight into the world of production and screenwriting, but I have also come to learn so much about Costa Rica's rich culture and unique heritage. Teaching the students about public speaking and understanding

how much it meant to them really impressed upon me the importance of access to education and the responsibility that we have to maximise our own opportunities. As a result of this internship, I have only become more interested in the world of television as a potential career path.

It has also helped me to understand how important initiative is in this field; I plan to explore my own creativity by writing some of my own scripts and ideas, before potentially seeing if this is something I could pursue to production stages. What previously seemed like a daunting and impossible process of converting a mere idea into an actual TV show or film has now become a process which I see as having clear stages which - although still a challenge - are infinitely more feasible. I admire the determination and bravery of Laura Montero who is following through with her dream to educate, entertain and raise

awareness for Casa Maga. Her commitment to the students and the way she believes in the transferrable skills akin to performing arts is truly inspiring.

CYPRUS

CARITAS CYPRUS

Katherine Dorkins, Somerville College, Second Year Undergraduate, BA History and Modern Languages (French), In-person internship

Work Projects

I worked in Caritas Cyprus' Migrant Centre, helping to support asylum seekers and refugees. I gave support with whatever problems people had, which most often related to them accessing the benefits that asylum seekers are legally entitled to receive from the Cypriot government. I also dealt with the organisation's WhatsApp in the afternoon, through which asylum seekers could ask other questions. My host organisation ensured that I had the skills to deal with everything that came my way, so I started by working in a two with one of the long-term employees of the organisation and then started completing tasks on my own.



Daily Life

I lived in a shared house of eight, two of whom also worked at my organisation. I walked to work and outside of work had a very nice time with friends I made in my house and at work. Everyone working at Caritas is very fun and lovely and we spent time together having drinks / doing social things after work.

Lasting Impressions

I loved the experience and found it completely transformative: in lots of ways, I feel quite different. I also think it was academically useful to be speaking so much French. The experience has made me think much more seriously about working for an NGO, whereas I was much more interested in policy previously.

What practical advice would you give to future interns?

Ask when you need help! It is much better to use the expertise and support in Caritas, because the work can be hard (especially emotionally) so use the support you get from being with such a lovely group of people.

Noam Rosenbaum, Third Year Undergraduate (of a four year course, BA Philosophy, Politics, and Economics, In person internship



Work Projects

The Caritas Cyprus team works to support a base of around ten thousand beneficiaries in Cyprus, including (but not limited to) asylum seekers, domestic workers, rejected asylum seekers, and recognised refugees. Work in the Nicosia Migrant Center is based

on opening case files for each individual, and aiding with issues ranging from lending books from the Caritas library, supplying clothes where available and food where most critical (given limited resources), to explaining asylum procedures, and resolving issues with Social Welfare benefits and other necessities where possible.

As a 'migrant services intern', I was plunged into the deep end; my role bridged all the gaps I could help fill in the services Caritas aims to provide, from day one until my last morning. I was particularly useful to begin with as an interpreter (French-English), learning the procedures and advice to follow whilst supporting current staff. Projects then branched out as I was included in Caritas work across the board, from interviewing beneficiaries to translating at medical centers; from printing and shredding documents, to tackling cases with social workers in their government offices.

The team welcomed all three interns with open arms, sharing knowledge and enthusiasm with us throughout our time at the charity. A particular triumph of the summer included the whole team, enabling the government to expand its vaccination program to thousands not in the national health registry, by managing open clinics to begin the project in cities across

the island. A more individual project we completed, developing materials myself and coordinating a share of the work with another (amazing!) intern, involved restarting a CV service at the Center. Across the summer, moving from individual appointments (at first online, and then in person, as COVID allowed) to a largely online process, I produced more than a half-century of detailed, valuable CVs for beneficiaries. I am honoured to have met so many resilient, inspiring individuals throughout this process.



Daily Life

Caritas is a down-to-Earth, grassroots organisation in Nicosia. From the first day I was included on the ground at the Migrant Center, in a focused, intense, and welcoming environment. The Center is open to beneficiaries from 9:00-13:00 Mon-Fri, serving upwards of 50 people per day

depending on turnout. With a welcome that included the Executive Manager meeting me at the airport, I was immediately integrated into the morning session, arriving at 8:30 to prepare the indoor and outdoor spaces, and to start taking questions from beneficiaries.

The afternoons were generally spent following up on cases, completing administrative details for the Caritas database and, for me, taking appointments to write CVs. There is solid, affordable accommodation available in the center of Nicosias walled city center; living on a rooftop in a house populated by NGO workers was a highlight of the stay.

Waking up to a stunning view of the mountains to the north, I walked just ten minutes to arrive at the office each morning before the real heat picked up. To support my work financially, I would often head straight home at around 17:30/18:00 to continue my second job, as a research assistant.

Outside of the internship, I often played basketball with folks met at Caritas, including my boss (surprisingly nimble coordinating a basketball team as much as a migrant hub), and organised and/or attended buzzing arts and music events throughout the summer. Music has often been my medium for meeting people, and here it is as beautiful as anywhere I've

been, with a mix of African, middle-Eastern, and European voices of all kinds always eager to create together!



Lasting Impressions

Working at Caritas has helped to confirm for me what drives me to action, and the environment in which I hope to work. I deeply value the internship experience and the cultural aspects surrounding the day-to-day work, as well as the fantastic time I had outside of Caritas. It was an

opportunity to do some real work in-person, contributing my own small piece to a cause very important to me, and to have a great time whilst doing so. I can't say I was surprised by the work or the situation, having first met over the phone with the charity's Executive Manager 16 months before I arrived, but reading and hearing about realities is truly different from experiencing them. I gained hugely from my time with the charity and in Cyprus more broadly, and I hope to return soon to this sector!

What practical advice would you give to future interns?

A few hot tips to keep in mind:

1. The work requires you to be very outgoing and willing to engage with a range of characters, some of whom may be challenging. One must go in with an open mind and ready to work hard.
2. A lot of tasks may seem Sisyphean, and are hands-on and service based. Be prepared for the weight that can come with work that, no matter how simple it may seem, will have a serious, immediate, and often critical impact directly on its recipients.
3. The hottest of tips: Cyprus is hot in the summer! I love the weather, but if you're unused to the region's climate, be prepared to broil and freeze between aircon and the daily outdoor furnace. Bring relaxed, comfortable clothing for the heat and you'll fit in perfectly.

Work Projects

Caritas Cyprus is an NGO that works with vulnerable people in Nicosia. The internship took place in the Caritas Migrant Centre and focussed on assisting asylum seekers and recognised refugees. My daily work mainly involved information handling and cultural mediation.

Interns give out information on the asylum process in English and French, fill out forms, explain rights and obligations, and enter data into the Caritas database for future reference.

Caritas has mechanisms to communicate with social workers in the Cypriot social system, and a large part of our work involved trying to fix issues preventing asylum seekers from receiving their benefits. Caritas also offers hospital translation (from French to English) which is something that interns regularly take part in. Caritas provides all interns with training sessions to understand the asylum process, the Cypriot social welfare system, and the way in which Caritas manages its data as an NGO.

Interns are supervised by coordinators and employees of the Migrant Centre, and most skills were learned on the job. Because of the nature of the work, the tasks that interns completed were constantly changing, and we were supported by the Migrant Centre team



to take responsibility and shape our internships based on the tasks that were most sorted to our skills.

Daily Life

For most of the internship, I lived in a share house with other interns at Caritas. Every day we would get to the Migrant Centre at 8:30. Frapps are

incredibly popular in Cyprus, and we would usually arrive at the Migrant Centre Frapp in hand. The Migrant Centre is open from 9:00 until 13:00, and during that time we would assist asylum seekers and recognised refugees with a huge range of issues. Then it was lunch, which we'd either eat in the social kitchen space in the office. We often went out for

lunch, eating with coordinators and members of the team created a really good collaborative atmosphere. We'd then go back to the office until the end of the workday.

After work, we'd go on the roof of our house and socialise with members of Caritas, and a very diverse range of other interns, volunteers, and workers. There is a very established network of international NGO workers in Cyprus, and my closest friends that I made in Cyprus come from France, Italy, Greece, Spain, Poland, and the US. Summer in Cyprus is hot, and most weekends we would go to beaches around the island to camp and swim. I think I only spent one of my eight weekends in Cyprus in Nicosia, because the island has so many opportunities to enjoy nature.



Lasting Impressions

This internship has definitely shaped my career ambitions. Working with Caritas taught me a lot about myself as a person (my ability to handle difficult emotional work, how inspired I am by the idea of helping people etc), as well as about the way in which working for

an NGO can be challenging. I really value the experience because it was a very real reflection of the reality of NGO work, including the parts that are incredibly frustrating.

The difficulty of attempting to work with a government that has a vested interest in not helping asylum seekers showed me that, if this is a path I want to go down, I have to prepare myself for a career that is not as rewarding as it appears from the outside. There were obviously moments of success that were incredibly motivating, but I think the experience reaffirmed my desire to do more study before I start working in a field such as this one, in preparation for that kind of adversarial work.

What practical advice would you give to future interns?

See as much of Cyprus as you can. Use the opportunity to meet people from across the island, and enjoy the places that aren't on most tourists' radar. Take the chance to actually speak to the people who come to Caritas for help. Most of them have fascinating stories that they don't often get a chance to share. It was so eye-opening to hear what they had to

say about their home countries and their ideas for how the conflicts they fled could be brought to an end. It also reminds you that Caritas is not a business with clients, but an NGO that is designed to treat asylum seekers as equals. Viewing the Migrant Centre as a social space, rather than a customer service job, makes the work so much more rewarding.

HARRIS KYRIAKIDES

Aleksandra Ruzikowska, University College, Second Year Undergraduate, BA Jurisprudence, Remote working



Work Projects

We were working in small groups on the research for the articles which the firm is planning to publish. Their main focus of those articles were legal improvements to be introduced in Cyprus, but I was providing research on a comparative perspective of UK legal system. One of my projects was concerned with the cost of litigation and legal aid and the other was about public consultations (it should be noted that we were given the choice of projects we wanted to research).

The employees of Harris Kyriakides communicated with us via WhatsApp and Messenger and were always available to help us and answer our questions. We were also given feedback on the draft articles we have wrote. Each member of the group is to be mentioned as a research associate once the papers we have prepared are published.

Daily Life

The working hours were 8.00-13.30 (UK time). The firm made sure to adjust working hours for remote interns so that we did not have to start the work too early in the morning. This meant that we started slightly later than interns working in-person in Cyprus.

We were given a lot of freedom with conducting our research. We had a few calls with employees of the firm but we have mainly communicated on WhatsApp and messenger and the employees checked regularly if we had any questions/issues. I was finishing my work quite early in the day so that I had extra time to do something fun in the evening or study.



Lasting Impressions

I had some research experience, but I have never worked for a law firm before - this was something new and interesting, and a good introduction into office work. I definitely learned a lot about the two topics I was conducting the research in and I am certain they will

be of use in my studies or later in the future. I would like to pursue career as a solicitor and this work experience gave me some insight into it. I also had some good opportunities to talk to lawyers in the firm and get some advice on my future career.

What practical advice would you give to future interns?

I would say to stick to the working hours and not to go beyond them. Because I was working remotely there was no natural end to a working day (i.e. leaving the office) so I had to ensure that I was not over-working myself. I would also say not to be afraid to ask or reach out to the employees you are interacting with for a piece of advice about your future plans or some extra information on how they organised their career.

PROCEDURAL LAW UNIT AT THE UNIVERSITY OF NICOSIA

Laura Eve McBride, Magdalen College, Second Year Undergraduate, BA
Jurisprudence, Remote working



Work Projects

I worked on various projects for the Procedural Law Unit, both large and small, in their research regarding how the law of procedure relates to the ability to dispense justice across the globe. One of the smaller projects was the translation and editing of a

brochure document from Greek to English, which had to match the original Greek counterpart and was to attract interest from more English speakers.

Another was to research and find possible EU grants that are available for application, which involved looking through a large database and finding a suitable grant as well as potential partners for an application, which was a separate database. My next task was to find a suitable case to write a case note on for publication in a law blog.

I followed the direction of my supervisor and found a suitable case, and had to read it in a lot of detail in order to produce a suitable summary. I then wrote a summary and some analysis, which was slightly difficult as this was an area of law I had no prior experience but found super interesting and very practical for future career prospects.

My biggest project was working on a comparative research project, which took 2 weeks. A team of academics have created a set of model procedure rules for Europe, and my job was to compare the model rules to the current civil procedure rules of Cyprus (which were brought into force in 1958 with few revisions from there) as well as the incoming rules in Cyprus (which were released about a month before my internship commenced, and are due to be adopted soon).

This involved a significant amount of research, background reading, and intense scrutiny of the various different rules, in order to try and make a comparison between three very different systems. The end result of this was to create a report to be built upon by the Unit

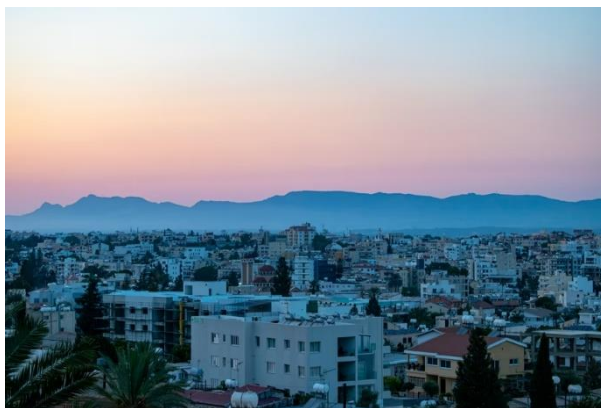
with even further research. This report ended up being 13 pages long, with discussion of all three systems and how they relate to each other.

Daily Life

I stayed with a close friend in a city I had never been in before for the duration of the internship, so I spent a lot of the weekends and free evenings exploring, enjoying the nightlife, going to football games and going out for dinner.

I made sure to balance work with fun, working from desk or bed, with a constant supply of tea or ice cream to keep me going. I also went out during the daytime to go work in different locations, like cafes, which helped me both explore and work in a different environment.

The internship was quite flexible, which meant that I could generally work when I wanted to (within reason) so long as I produced sufficient work, and this really helped with the remote aspect of it, especially as my supervisors were in a different time zone to me. I could work as early or as late as I needed to, and it meant that there was the ability to enjoy my time in a new environment while working on research.



Lasting Impressions

I enjoyed the experience, as I got to try out an industry that I'd never had experience in before, which is academia. I really enjoyed the flexibility and the ability to research on a project, structure it how I liked, and produce a document at the end of it which

could prove useful in the future.

I developed my research and writing skills in doing so, as well as experiencing legal documents in a new language and new legal system, which will be of benefit to me especially on my year abroad and my future ambitions. It's given me a real insight into the possibility of academia for me to get into, as well as other forms of research or analysis jobs in my future career.

CZECH REPUBLIC

CASTLE BLATNA

Second Year Undergraduate, BA History, In-person internship



Work Projects

My placement was at Castle Blatna in the Czech Republic. During the placement, I developed a knowledge of the heritage sector in the Czech Republic, as well as print and digital

marketing practices including graphic design and social media. I also acquired an understanding of event and PR management, and independently conducted historical research into the castle and Hildprandt family. Working as part of a team, both with the other Oxford interns on the placement and with all of the staff at the castle was fantastic. Everyone at the organisation was helpful and always found time to offer their help and address and queries or concerns I might have had.

Daily Life

The castle provided accommodation within the grounds, so settling in and the daily commute were very easy. Everyone in the castle team was extremely friendly, so in my free time I socialised with the other interns, castle staff and the staff's friends and families.

Lasting Impressions

The internship was thoroughly enjoyable. I will never forget the experiences both at the castle and in the other areas of Czechia which we had the opportunity to visit. It confirmed my career ambitions with regards to a wish to stay within the heritage industry.

Final year undergraduate, BA English, In-person internship



Work Projects

The internship I completed over the summer was with Castle Blatna, in the Czech Republic. The work was incredibly varied; during my stay, I was involved with marketing and advertising, event organisation, and historical research. I spent time reading through historical documents

and diaries, uncovering interesting and previously unknown information about the family I was working for. I also looked through family trees and archives, plotting the lineage of the castles owners. I was involved in the organisation of large events, like the South Bohemian Theatres production of Verdis Nabucco, and a concert by the Donau Philharmonic Orchestra, which was both rewarding work, and a change in pace from my more research-focused tasks.

My experience of the arts and heritage sector through Castle Blatna was certainly a holistic one, and I saw much more of the industry than I expected. Through the castles collaborations with other organisations (namely the South Bohemian Theatre and the Prague Society) I also met a host of interesting individuals, from opera directors to ambassadors. The team at the castle were incredibly supportive. Despite us being there during the busiest period of the year, everyone always had time to answer our questions and lend a helping hand. We had regular briefings and debriefings with management and were involved with decision making at the top level; we were all made to feel like important and valuable members of the organisation from the day we arrived.

Daily Life

Settling in was very easy at Castle Blatna. Stephanos, our employer, picked us up from Prague Airport, and provided us with onsite accommodation for the entirety of our stay. Our commute to the castle was a pleasant one. We were daily greeted by the resident malamute puppy, Xeno, after which we walked for a couple of minutes through the castles deer park, over the moat, and into the courtyard. We did most of our work in the castle cafe, and were

welcomed with open arms by everyone there. From the very first day, we were made to feel like part of the team.

Outside of work, we spent time with the tour guides, cafe staff, and management team, visiting nearby towns and cities, like esky Krumlov, Pilsen, and Prague, while also enjoying a few excursions closer to home in Blatnas bars and pubs. Many of the people working at the castle were there for the summer only, and a number were university students in Prague and Pilsen. We found much in common with them, and enjoyed their company enormously. The management staff were just as welcoming and just as much fun. With them I visited a number of other castles and museums, played basketball, had some driving lessons, and visited a shooting range.



Lasting Impressions

The strongest lasting impression from my time spent in the Czech Republic is of the people I met there. Everyone at Castle Blatna was incredibly welcoming and friendly, and I was struck by how quickly we gelled. My time in the Czech Republic has greatly improved my

organisational skills and independence on a number of levels. First, setting out for a foreign country on my own for the first time was somewhat nerve racking, and something I couldn't have imagined doing in the past.

When I arrived, I was given multiple tasks at once, and had to manage them appropriately. This in itself was a far departure from the regimented routine of university work, and much more similar, I am told, to the real world. To have research and writing tasks, something I through my degree am in part familiar with, in the context of work environment, was a fantastic transition from education to work, and I feel much more prepared for the working world than I did before. Perhaps more importantly, however, was the confidence that I gained. Completing tasks independently and to a positive reception is rewarding, and we were always made to feel like the work we were doing was contributing meaningfully to the organisation.

FRANCE

CENTURI AIX MARSEILLE UNIVERSITY

Niles Huang, Brasenose College, Final year undergraduate, Master of Biochemistry and Molecular Biology, In-person internship



Work Projects

I worked in a lab investigating the physical mechanisms of embryogenesis. My specific project sought to correlate patterns of gene expression to patterns of tissue deformations in a synthetic organoid model of mammalian

development. My project employed a diverse set of approaches that can be grouped as follows.

I helped optimize experiments to analyze the effect of extracellular matrix proteins on organoid development, requiring skills in cell culture, micromanipulation and live microscopy imaging. For analysis, I used deep learning to precisely detect the boundaries of organoids in microscopy data. These boundaries could then be used for detailed image analysis, including quantification of morphology and coarse-grained inference of tissue flows and deformations.

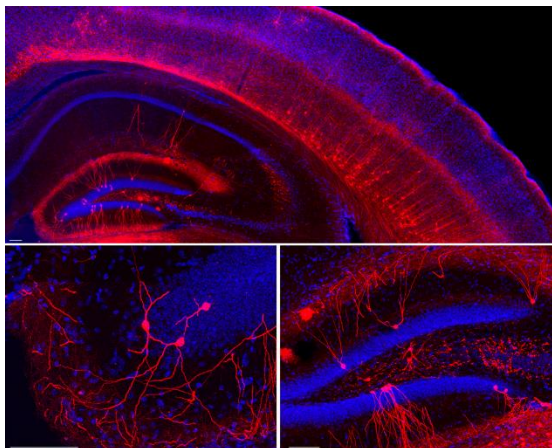
I implemented a pipeline for these analyses conducive for high throughput analyses. The lab hopes to use these tools to produce accurate mechanogenetic models of embryonic development and to understand variability in development. My supervisor helped me by providing me lab training, codes and research papers. She also gave advice for how to improve my codes and lab protocols.

Daily Life

The internship was held in person in the Aix Marseille University campus at Luminy. On suite dorms were provided on campus, so the lab was a five-minute walk away. As well as my main supervisor, I had two additional mentors who taught me cell culture and preparation

of organoids. The project initially started off with computational work, as the lab equipment was in the process of being relocated. This entailed working at a desktop, with occasional supervision by my supervisor. Later on, I transitioned towards experimental work. This included cell culture, specimen fixation, and confocal microscopy.

There is plenty to do in Marseille outside of work. The Calanques National Park is a 5 minute walk from the research campus, and there is much to explore there, including mountains, caves and natural beaches. Marseille itself has many museums and beautiful buildings. The surrounding cities, such as Aix and Toulon, are also worth visiting. Lab colleagues often organize various events, including drinks on the beach and camping in the mountains. Most of my interactions were with colleagues in my lab. People are very friendly and happy to discuss their research and life. I also met many people in social outings. There were also 3 other Oxford interns working at the same institution, and we spent much time together as well.



Lasting Impressions

The project was impressionable in multiple aspects. The interdisciplinary nature of the institution exposed me to many ways to approach the life sciences. From my biochemistry background, I was familiar with the emphasis on genetics and molecular mechanisms, and the biophysics focus of my lab

further provided a more quantitative approach to understanding the physical dynamics behind development.

While the basic concepts behind the project were not too difficult to grasp, I learned a lot in terms of image analysis, deep learning, and organoid culture. I was especially surprised by the amount of data that can be extracted from microscopy movies. The location and proximity to nature also allowed me to enjoy the coasts of Southern France. This experience has pushed me towards quantitative developmental biology, particularly within a spatiotemporal context. It has confirmed my interest in entering higher academia.

What practical advice would you give to future interns?

Be prepared to work independently. During the month of August the lab becomes very quiet, and supervisors may be difficult to access. Don't be afraid to ask questions and express your expectations for the project. Your supervisors are there to help you, and will be happy to answer your questions or address your needs. At least this year, the scheduling was not ideal due to delays. I only had 2 weeks to conduct actual experiments, which were still hampered by technical issues. Try to ask supervisors about their schedule so that you can get the most out of your experience.

Evan Usher, Pembroke College, Third Year Undergraduate (of a four year course), Physics (4-Year MPhys), In-person internship



Work Projects

Atomic force microscopy (AFM) has many different uses, one of which being force spectroscopy. The cantilever of the AFM, coated in a chemical such as poly-L-lysine, approaches the surface of a sample of THP-1 cells (a cell line of leukocytes, white blood cells). The coating allows the cantilever tip, only 2µm in size, to stick to a cell within our sample, and, as the cantilever retracts, we observe how the force on the cantilever changes with retraction distance. This tells us a great many things about the surface of our THP-1 cells.

The focus of my project was specifically the tethers that could be drawn off of these cells. When receptors, connected both to the outside of the cell and the cantilever, are pulled from the cell membrane, membrane nanotubes form. These exert a constant force on our cantilever, which can be seen as a plateau in our force-distance curves. These tethers are an important characteristic of leukocytes that have been little researched within the scientific community. We know that, within the body, white blood cells roll along the inside of blood vessel walls as they approach the site of the damage. This acts to slow the cells down and allows a receptor to attach to the surface of the wall, forming a tether. The leukocytes can

then move out of the circulatory system to the damaged site. But the details of these tethers, the forces they hold at, their extensions, these are all unknown.

My work focused mainly on programming analytical tools to get data from these tethers, within Python. I worked on code, previously developed by another member of the lab, improving on her code to create user-friendly software to analyse the AFM data, apply corrections to it and analyse the tethers. This involved programming GUIs in Python, as well as data handling of the force curves, correcting for deflection and contact point, smoothing the curves and applying decimation to the data. My other jobs during the internship all revolved around the analysis of tethers.

I worked on the PS-NEX, a type of probescanning high-speed AFM (HS-AFM) developed in Japan. This was the instrument with which we collected the data to be analysed. I was also in charge of keeping the THP-1 cells healthy, working in the cell culture room in the lab. I found the biological skills I gained during my time there to be particularly rewarding. By the end of the internship I had created a much more user-friendly version of the software I had been editing, with many additional features requested by members of the lab. I had also collected large amounts of data from the PS-NEX and had found and analysed tethers from this data. Throughout the internship I was in contact with members of the lab, giving regular updates on my progress in lab meetings and receiving support when needed.



Daily Life

During my time in Marseille, I lived in the student accommodation kindly provided to me by the university. The view out of the window displayed the full splendour of the national park that encompassed the campus and many of the weekends were spent exploring this with members of the

lab as well as interns from Oxford working in other labs within the faculty. I also visited Marseille and the surrounding area on various weekends during my stay, trying to experience as much of the south of France as I could in my 10 weeks there. I took a weekend trip to Paris for my birthday as well.

The people that made up the lab were some of the kindest and most welcoming I have ever had the fortune to meet. It is by no means true of every research group, so I consider myself very lucky to have been a part of such a talented group of people. Working in the lab I was made to feel very welcome and I did not have a single negative interaction there. The atmosphere within the lab was also very comfortable. Mistakes were expected and understood and I was never made to feel out of place whilst working there.



Lasting Impressions

Before this internship I had just completed two very tough years of my MPhys degree. These had been back-to-back due to the pandemic (exams for my 2nd year ended the week before my 3rd year term started) and I was naturally quite drained from the

experience at the end of my 3rd year. This internship filled me with a new passion for my subject and has firmly established, to me, the fact that I want to take up a doctorate after my Master's degree.

In addition, I believe the experience I have gained doing this internship has been invaluable, both for my studies in the upcoming year and also for applications to doctoral positions.

Overall this internship has been an incredibly positive experience for me in almost every aspect of my life. I have met new people, experienced new places, eaten a lot of new food and have discovered so much about so many new cultures. I am confident in saying that this internship has not only made me a better physicist, but it has also made me a better person.

Third Year Undergraduate (of a four year course), Master of Physics and Philosophy, In-person internship

Work Projects

My internship projects were all about improving the tools available for rendering precise and veridical super-resolution images (of muscle myofibrils, in this case), within the general framework of single molecule localisation microscopy (SMLM). My first task was to train a deep learning model for localising emitters at high density on camera frames obtained from the microscope, using a recently developed algorithm. This worked very well, and the lab

team will likely move over to using deep learning models for carrying out the localisation procedure in future. My second task was to develop my own algorithm to detect and correct for drift within the image stacks used for SMLM-based rendering of super-resolution images.

The results were also very promising simulations indicate that my drift correction algorithm works as well if not better than the post-processing algorithm that the lab currently uses for drift correction, so I hope they will continue to make use of this algorithm in future too.

Throughout the internship I received lots of support from several parties at the host organisation. In particular, the Turing Centre for Living Systems (CENTURI) took complete care of the administrative and financial aspects of my stay on the Luminy campus, which was a huge help. My lab team gave me unlimited use of one of their computers so that I would have access to a GPU for the deep learning projects. And right from the start my internship supervisor was exceptionally friendly, patient, and helpful, and this really set a positive course for the whole internship.



Daily Life

I was given a room on the Luminy campus, just a 5-minute walk from the building where I would go to work each day. In addition to the short commute, this location was particularly nice because the Luminy campus is situated within the beautiful

Calanques National Park, and so in the evenings I would often go for walks or runs through the forest and along the spectacular coastline (I would typically work from 9:30 to 17:30 or so, so there was often still time in the evening for exploring).

On the weekends, I would do longer hikes through the national park, such as from Luminy to Cassis, often stopping off at one of the Calanques on the way for a swim in the sea. I tried to explore outside of the national park too, going into Marseille or taking a bus to Aix-en-Provence for example. It was very nice to have three other interns from Oxford also on the Luminy campus, and we would often spend the evenings and weekends together. For most of the summer the campus was pretty empty as the majority of the students were on holiday, but there was always some substantial fraction of the lab team present to lunch

with or organise something with e.g. on one of the afternoons we went wind-surfing together.



Lasting Impressions

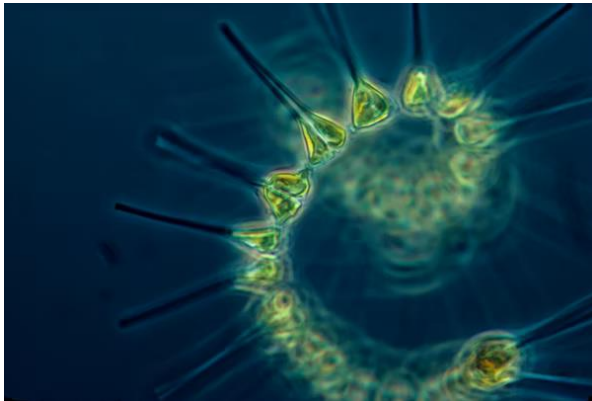
I found the internship engaging, enjoyable, and rewarding, even beyond my expectations. In large part I think this is because I found the right project to work on one which enabled me to fulfil my two main goals of learning some practical deep learning and contributing something useful to the team in which I was working (but also in large part because I had an amazing supervisor!).

In addition to gaining useful knowledge and skills with deep learning, I also gained a valuable impression of what it is like to work as a programmer / machine learning practitioner, and what it is like to work in a biology lab. It was also interesting to talk to the PhD students in the lab and observe the environment in which they work, as I am actively considering whether I'd like to apply for a PhD.

What practical advice would you give to future interns?

Think about your goals for the internship before starting: what would you like to learn, and what would you like to achieve? Then try to direct your project to the fulfilment of these goals, if you can. I think this helped me get the most out of my internship. -- Come for a long-ish period, if you can choose. The location in the Calanques National Park is a great place to spend the summer anyway, so you may as well stay for longer to give yourself more time to understand the labs research and carry through your project successfully.

Robert Vickers, Merton College, Third Year Undergraduate, MPhys Physics, In person internship



Work Projects

I worked for two months on the Biology end of Biophysics doing an experimental internship with a team which investigates how the flight muscle of *Drosophila* flies develops from larvae to adult flies, at the level of individual proteins. My first couple

of weeks were about learning my way around a biology lab (pipetting things, waste disposal and safety), learning how to get *Drosophila* flies from a tube and dissect them to extract their indirect flight muscle and how to use a fluorescence microscope. The main project was about the fluorescent nanobody markers which bind to specific parts of specific proteins found in muscle cells.

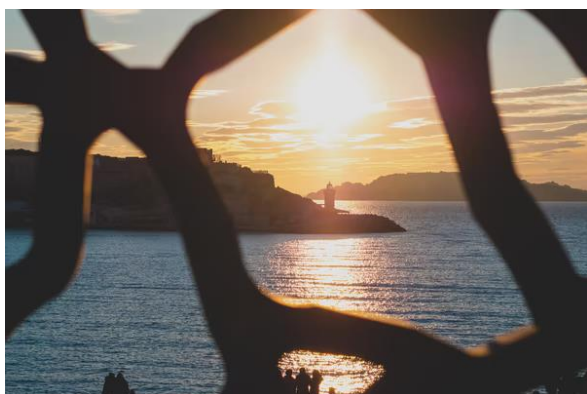
In particular how many do you need to add to one fly's muscle to have a marker attached to all its binding sites? I extracted fly muscle, stained it with fluorescent markers in varying amounts and looked at the brightness of the response as a function of marker amount. I had to write some python code to quantify and compare how bright a given muscle cell was. I carried out this experiment in weeks two to five inclusive, and then repeated a very similar experiment in week seven, which goes to show how much better I was at all the techniques I had learnt by the end of the internship. Aix-Marseille University gave me about 600 per month. I was given excellent and friendly supervision (i.e. frequently asked about whether I need any help and took the time to explain it to me/walk to the microscope to show me techniques etc.).

Daily Life

IBDM provided me with a studio room (containing a bathroom and a very small kitchen area) on campus at the Aix-Marseille University. In the last two weeks, I was moved to a researchers room, which was very large. The lab was a five-minute walk from my room. I usually came into work at about ten and left at around five which was about the same as the other people on the team, although I would arrive earlier or stay later if there was an experiment I needed to finish etc. Most days I would cook food in my room for dinner (pots

and plates weren't provided) and make my own lunch. There was also a university canteen open at the start and end of the internship.

There were three other interns from Oxford working in the same building as me, and we were all given accommodation in the same building. Therefore, it was easy to meet up with them to go to the beach or into town. Also, there is a good amount of windsurfing in Marseille, and I went with some members of the team who windsurf often. The campus, which contained both my room and the lab I was working with, is in the middle of the National Parc des Calanques. This is a beautiful area containing mountains, forests and beaches (which are roughly 2km walk from campus), so I spent plenty of time at the beach and walking in the mountains. There is a bus route with several stops inside the campus, the nearest of which is a five-minute walk to get on a bus to the centre of Marseille. The journey takes about forty minutes.



Lasting Impressions

I specifically asked the team to give me a experimental project. This was because I thought I wanted to be in theory and I wanted to give experimentalism a chance. I feel like I enjoyed discussing the experiments, how to carry them out and what they would tell us much more fun than actually doing them, so for me this has confirmed that I should be a theoretician rather than an experimentalist. The team environment was very good: most people started work at about ten, there was no dress code I really liked the team I was working with: the team environment, the people in the team both as people and as scientists all seemed to me to be excellent and that seems like an enjoyable place to work. I had a lot of useful discussions on what it is like to be doing a PhD and of what to look out for when applying for one.

GERMANY

DEUTSCHES LITERATURARCHIV MARBACH

Masters-level student, MSt English (1900-Present), In-person internship



Work Projects

As an intern with the German Literary Archive, my time was split 50/50 between assisting the Archives Research Division and pursuing my own research project. In the former capacity, my main tasks were to compile a daily press briefing,

proofread texts for exhibitions, contribute own texts to the Archives exhibitions and blog (drawing upon own archival research) and collect data on the Archives Stefan Zweig collection. I also assisted with the practical management of in-person events.

As my own research project, I worked with the Archives Gabriele Tergit collection to sketch an outline for a potential PhD topic. Support from my host organisation was satisfactory. There was no one designated supervisor, but staff from several sub-departments made sure to invite me for welcome and good-bye chats at the start of my internships, pointed me towards relevant material for my own research, and connected me to other researchers working on similar topics.

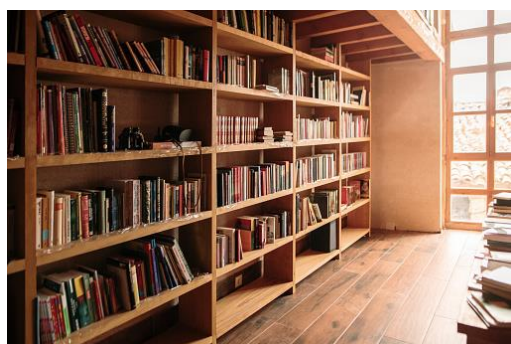
Daily Life

The Marbach Literary Archives have frequently been compared to a monastery, as far as daily life is concerned. This analogy certainly describes my stay there well. Like most interns and researchers, I stayed at the Archives own Collegienhaus (dorm), which is a mere two minutes from the archives and offices. All rooms are equipped with a decent kitchen and there is a supermarket nearby, so that it was possible to prepare some lunch every morning and take it to work (unfortunately, due to Covid the cafeteria still did not offer any meals during my stay).

My morning hours were 9am-1pm with a coffee break at 10am, when most of the staff would meet in the cafeteria and chat. I would eat lunch with the other interns and then

return to work until five. Post-work options for leisure and socialising were limited in Marbach due its small size of less than 20,000 inhabitants, so I would then go for a run or walk and spend the evening with the interns on the rooftop terrace of our dorm.

During my stay I also found a lot of time and opportunities for reading, as the archive library exceptionally allows interns to check out books for one evening and to take them to the Collegienhaus. On the weekends I always made sure to go on a little trip to explore the region. From Stuttgart, there are good train connections to Strasbourg and Colmar in France, as well as decent connections to other cities in Baden-Wuerttemberg or the Rhine Land.



Lasting Impressions

I greatly enjoyed my experience at the German Literary Archives. Perhaps the most impactful opportunity to arise from my internship was that one of my superiors offered me to supervise my potential PhD project, while also offering me a project-based role at the Archive. I had to turn down the latter due to other commitments, but am nevertheless grateful for two future-oriented opportunities to have arisen from my internship. My experience at the DLA had in this confirmed not only my career ambitions, but also opened up concrete possibilities for me in terms of further study or employment.

What practical advice would you give to future interns?

The internship opportunity at DLA Marbach presupposes excellent knowledge of German and German literature. Personally, I would recommend language skills at level C1 or even C2 rather than just the required B2, as limited knowledge of German will make it very difficult to carry out the research part of the internship.

I would also advise future interns to be clear about the fact that Marbach is a very small town, with very limited opportunities for socialising outside of work and the Collegienhaus.

For anyone looking for a space that allows to focus on and immerse oneself entirely in reading and literature, Marbach can be an exceptionally rewarding experience, as it was for me.

KLASSIK STIFTUNG WEIMAR

Anna Glieden, Oriel College, Masters-level student, MSt Modern Languages, In person internship



Work Projects

During my internship, I assisted the Forschungsverbund Marbach Weimar Wolfenbttel with its work and the case study Goethe Digital. This project is dedicated to the digital evaluation of Goethe's private library and his loans from the Ducal Library in Weimar. In addition to creating virtual collection rooms and other visualisations linking Goethes books, manuscripts and other

objects, the project aims to supplement the digital catalogue Goethe Bibliothek Online with further data on volumes from the poets collection that are no longer available today.

I have assisted the Forschungsverbund MWW in this by transcribing handwritten notes found in Goethe's private library. The handwritten notes are short annotations on the purchase of various books made by researchers in the late 1950s. The transcription of these notes help to complete Goethe's library, even though these books are no longer in his collection today. In addition, I was able to use half of the time for my own research purposes. For this, I had all the resources and facilities of the Klassik Stiftung at my disposal, as well as support from librarians, curators and researchers with any questions. The internship was a great experience that I highly recommend.

Daily Life

My daily life started out in a small house in the middle of the Park an der Ilm. Here, right next to Goethes garden house, the Klassik Stiftung provided me with accommodation for a small fee. My workplace in the city centre was only a 5-minute walk through the park. The working hours were flexible and since all the sights in Weimar close at 6pm, I occasionally took advantage of a longer lunch break to visit a museum. By the way, as an intern of the Klassik Stiftung, you have free admission to many institutions! In addition to exploring the city, weekends were a good time for excursions to the surrounding towns and castles.

During the summer, there were also numerous festivals and special events that are well worth taking part in!



Lasting Impressions

The city of Weimar is of great historical and cultural significance. An essential part of its cultural topography are the collections that have grown over centuries, the historic buildings and, of course, the esprit of the classical poets, which the city has successfully managed to keep alive. For

culture lovers, Weimar is an incredibly inspiring place with a lot to offer. The internship was a great opportunity to delve deeper into German literature, especially Goethe, and to get interesting ideas for future research projects. I am looking forward to work on them and am very thankful to the Klassik Stiftung and the Forschungsverbund Marbach Weimar Wolfenbttel for this opportunity.

KULTURINO

Sasha Harden, Balliol College, Second Year Undergraduate, BA History and English, In-person internship

Work Projects

I worked for three weeks as a camp counsellor/ English teacher at Kulturino, an amazing summer camp in Thuringia for German-speaking children between the ages of 11-17. My role was very varied: it involved leading workshops with the children, speaking as much English as possible to them, providing pastoral care for some of the younger ones and completing practical tasks such as cooking and cleaning around the campsite. Each camp was a week long, with a team of 4-5 adults to approximately 10 children; the interns were responsible for planning each day of entertainment.

Some of the things we did with the kids included going on hikes and night walks; completing short music video projects in teams; writing, directing and filming a production of Romeo and Juliet in English; playing a variety of drama-based and outdoor games; and getting to know the children one-to-one through private English conversations. Katrin and Alex, the camp leaders and founders of Kulturino, provided practical and emotional advice and support to us interns, disciplined the kids (when needed), cooked meals, and provided structure to each day.



Daily Life

The camp is situated in a beautiful, remote area of Thuringia covered in forest. It's also super historically interesting, as the village was an old DDR holiday destination and is extremely atmospheric. Settling in took a bit of an adjustment for me as a city dweller, but in a good way - there's no WiFi and not

much data or signal, and you'll be spending a lot of time outdoors (I was sleeping in a caravan!).

Alex, Katrin and their kids essentially acted as my host family for the month, so we spent a lot of time getting to know each other (going on walks, helping plan activities, etc) and ate meals together every day: they were incredibly lovely and hospitable. They even arranged opportunities for me to go exploring outside of camp time, so I travelled to visit the medieval East German town of Muhlhausen with Katrin on a day off, which I really enjoyed. The wildlife around the area was an added treat: I saw creatures including wild deer, snakes, salamanders, bats and fireflies during my time there. During camp weeks, the working day would begin at 8am and end at 10pm, so required a lot of stamina (and coffee!).

My day always started with walking down to the local bakery with the kids to collect the bread rolls for breakfast. We'd eat with the children at 9am, 1pm and 7pm every day, and at mealtimes the language was English. Each day was incredibly different and relied a great deal on the weather, which was very changeable: we had one week of beautiful sun and one of freezing rain. When the weather was good, we'd play outdoor games like capture the flag, go on long rambles or arrange scavenger hunts; when it was bad, we'd do things like

tie-dyeing T-shirts, rehearsing for Romeo and Juliet, and playing Werewolf. At 5pm we'd have an hour of 'private teatime', when the children were allowed to go on their phones, and I would select one or two to have a private English conversation. After the kids went to bed, we'd usually have a quick chat/round-up about how we thought the day went.



Lasting Impressions

Interning at Kulturino was a magical and at times crazy experience. I learned a lot, improved my German, had a ton of fun and would love to go back. It definitely confirmed to me that I hope to work or study in Germany after I graduate from Oxford. At the same time, there were

certainly challenges: each camp week was extremely full-on, and dealing with homesickness and bullying among the kids was especially difficult when there was a language barrier involved. The internship certainly taught me a lot of transferable skills that are useful in any career, including leadership skills, developing good working relationships in a team, multitasking, dealing with conflict and adapting to changing situations. It's an unimaginably different experience to being at Oxford and I would certainly encourage anyone whose interest is piqued to apply!

What practical advice would you give to future interns?

Only apply if you enjoy being outdoors and being around children, and are open to the unexpected! This is definitely an experience where the more you put in, the more you get out. Some planning in advance also goes a long way.

TNG TECHNOLOGY CONSULTING

Matthew Colpus, St Catherine's College, Third Year Undergraduate,
MMathComSci Mathematics and Computer science, Remote working



Work Projects

I completed two projects whilst at TNG, both contributing to open-source code bases. The first was expanding an IntelliJ plugin to make programming PHP in IDEA easier. The second was automatically generating boiler plate code given a specification for a web service. I worked with another intern for both

and we had daily meetings with our supervisor to check our progress, answer questions, and guide our work for the next day.

Both tasks involved understanding the existing code repository and learning the tools required (IntelliJ plugins, Mockery, Gradle, Mustache templating, OpenAPI Specifications, Git). We'd then formulate the tasks that needed to be completed, using a ticket system, and create our changes. Testing was also important to the software development process so writing many unit tests was also a big task.

It was very fulfilling to be able to complete our projects and publish them so that they could be used by people in the company. We had a demonstration of the plugin to a team in TNG that might find it helpful and got lots of feedback from that. TNG also provided support in having regular tech days in which we could go to lectures or take time out to learn useful pieces of technology.

Daily Life

I worked remotely for all of the internship. They sent me a laptop to work on and I used some of my own monitors and peripherals for my setup. I mainly worked from home but also used the opportunity to do some work whilst staying with friends or family. Since TNG is a German company, I generally worked between 8am and 5pm but had some flexibility if I had an appointment in the day or something similar. On an average day I'd start by responding to comments made by my supervisor on the previous days work. I'd then select

a ticket (a small task) to work on for the morning. At some point I'd video call my co-worker to discuss our progress and any problems we'd encounter and how to fix them.

Early afternoon would be a call with the supervisor to check on the project and provide guidance. This was the main time we'd ask questions about the tech being used or what things should be prioritized. The end of the day would be trying to wrap up code changes into a pull request so that my supervisor or co-worker could take a look and comment before merging the changes. There was occasionally some social stuff online with other interns, but I mainly took the opportunity to do in person stuff with friends.



Lasting Impressions

I very much enjoyed my time with TNG on this internship. I felt that I had a lot of ownership over the work that I did and was very pleased that I got to see some of it made publicly available during my internship.

The daily meetings were very helpful and

meant that I did always have input from the company.

I feel that I have experience programming in a professional environment and using tools like Kanban and Git whilst working with others. A big part of the internship was learning how the existing code worked, which took a long time and a fair amount of research. I felt that this was a good experience at trying to understand larger repositories and having to pick up the approaches and technologies being used.

The internship confirmed for me that programming is a career path I could go into successfully. The projects themselves didn't involve any clients so don't have much of a sense about being a consultant or the work involved with that specifically.

HUNGARY

CEEWEB FOR BIODIVERSITY

Second Year Undergraduate, BA Human Sciences, In-person internship



Work Projects

My main tasks were supporting policy advice, research, and communication on sustainability and biodiversity-related topics. I created a social media campaign about the Water Framework Directive, which was communicated on the organisation's social

media channels. I also wrote a policy brief on protected area management, to be shared with around 100 stakeholders and partners of the organisation, and created social media posts communicating my main findings and recommendations. I received research material and tips from my organisation, as well as advice and suggestions for the policy brief. My supervisors were also always happy to help or reply to any concerns and queries.

Daily Life

My internship was in person taking place in Budapest, and I was lucky enough to be one of three interns from Oxford working for this organisation. We decided to rent an apartment to share together, which made us settle in in Budapest quickly. Being able to exchange with other interns in similar positions was also a source of great support and inspiration.

We usually used public transport to get to work (about a 45 min- commute from our apartment), although we did not have to go in every day of the week, working from home on some days. Outside of work, I enjoyed socialising with the other interns and colleagues, as well as some local friends. Budapest is also a great city for doing sports, and I spent a lot of my free time running and rock climbing.

Lasting Impressions

I have very much enjoyed my internship experience, and I feel like thanks to this, I understand the reality, challenges, and goals of the NGO/ environmental sector better. The

experience has confirmed my career ambitions to work in this sector, and has given me new ideas on how to pursue my career goals.

Finlay Lucas Field, St Catherine's College, Final year undergraduate, English Language & Literature, In person internship



Work Projects

I worked mainly on the Game On! project, an EU initiative targeting climate awareness in Central and Eastern Europe and led by my host organisation. My main responsibility was the research, production and editing of a series of educational presentations on

environmental policy, economics, energy strategy and sustainable urbanisation; during my placement, however, I got to work on a broad mix of communications and operations tasks. I edited and authored articles on project activities and climate change, shot and edited videos for a winemaking museum, painted signs, shadowed high-level coordination meetings, and helped represent my organisation at an international conference! I got to proofread and edit research for publication and work closely with an office of highly motivated environmental advocates.

Employees of my host organisation were generous with their time and always helpful I never had a question go unanswered, or some ambiguity go unchecked. I was given detailed onboarding information and invited into the wider social life of the office; we interns got to go caving under Budapest, travel to the edge of the Transdanubian Mountains, and flexibly adjust our hours where circumstances required. I was offered a truly developmental internship. My manager was always open to my interests and future plans, and invited me to pick project work and topics that would be helpful for whatever I want to next - and when my internship was over, my managers were so pleased with my work that I was offered a paid contract to edit further video material for them. My time was never undervalued. I learned a lot about the operation of international projects and climate policy in the EU, and leave the role with specific projects and achievements that I can discuss with future employers.



Daily Life

My working week was based around 1 or 2 days physically in the office, and 3 or 4 days in which I worked independently on projects and coordinated with my manager via Slack and Zoom. I flew into Hungary on a Friday so I could spend a weekend settling in and getting to know the

other interns; me and 2 other interns from the university met up once in Oxford before travelling, and coordinated shared accommodation for the two months we spent working together. We spent a month each in two different central-Budapest apartments; to spend a day at the office, we would make a 1 hour commute across the river and out to the suburbs where our organisation was located (or a 40 minute commute from our second flat).

Workdays were 9-5, with flexibility for rush hours and out-of-work commitments.

We three Oxford interns mainly socialised together, although we made friends with another intern from Germany who joined us in September and went on various social evenings with co-workers as we got to know everyone. We would have a long Monday-morning meeting every week, and I generally spent this day in the office to coincide with my manager; the whole office has worked flexibly since COVID, so this could easily be rearranged. We interns generally worked on research and editing tasks that could be done independently, so my typical working day would involve laptop working in a caf (either by myself, or with my fellow interns).

This flexible working made it easy to enjoy life outside of work hours, and we spent many evenings and weekends exploring the city and its bars, climbing walls, hiking trails, cathedrals etc. The project-based nature of our work meant lots of variety though - I once worked on a weekend, twice in locations in greater Budapest, and spent most of one week at a hotel-based conference north of the city. Expenses for these kinds of trips were always covered, with plenty of forward notice. I was never expected to exceed contracted work hours.



Lasting Impressions

I had a great time. Much of the work I did was laptop-based, and my organisation's flexible-working model meant lots of things had online surrogates (video-conferencing, shared file servers, etc.); there were times I questioned the value I added by being

there in-person. But it's hard to overstate the little things. I got to do so many strange tasks and projects which would never translate to two months on Zoom, and I think that's given me a much deeper appreciation of the task the EU has at a policy level - the difficulty of linking up a lot of different people and things, and keeping everyone engaged when they can't be in the same room as their work. I got to experience a lot of remote work, but I also got to build much more complex and trusting relationships with the people in my office than I would have otherwise. And all of this was just augmentation of a rewarding main project, the internship itself and responsibilities I applied for.

My role was communications-led, but gave me a lot of exposure to policy contexts in which I plan to work going forward; my manager was clear and accommodating about ways I could focus my development, and has enabled what I think will be really valuable experiences to interviewers and future workplaces. I can't thank them enough, and I look forward to crossing paths in the future. My internship confirmed my policy ambitions, and gave me a good understanding of the environmental intersections with internet and technological policy (sectors in which I want to work). I think much more broadly it confirmed 'ambition' ambitions that I was unaware of.

I feel more confident that whatever I work, I can offer value and good ideas and might just need a chance to get working. 4 years of uni has made me doubt how much employers are willing to take people on potential rather than proven skills, and I think my internship at CEEweb has given me more confidence in that. I feel like they properly invested in me.

What practical advice would you give to future interns?

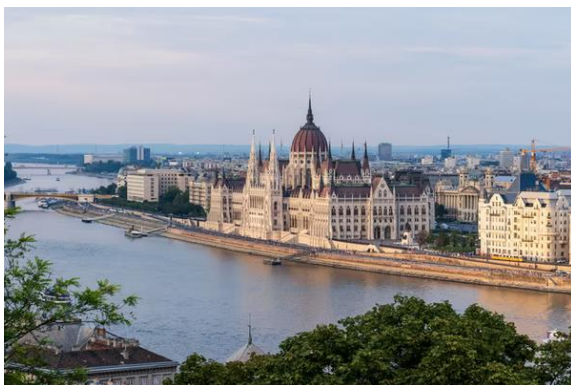
I think it was a great icebreaker to meet the other interns before our placement started. I did Trinity term from home, but live close enough to Oxford that I could travel in for a drink

in the pub; it was only 2 hours, a good month before the trip, but it took the edge off working together. It also made getting accommodation together much less of a hassle. I think it can be hard to get a sense of people's housing priorities, budgets, requirements and red lines when you've never met them face-to-face.

We ended up with great accommodation and got on really well, and neither of those things is exclusively because we went to Turf in June - but I was less worried about both, having done that. Implicit in the above: getting accommodation together can be really nice! Made bills and socialising much easier. Double-check your health insurance if you've not travelled since Brexit, invest in a monthly student transit card if on an internship in Budapest... but yes I think meeting up is the main thing. All the little irritations of travelling and living abroad are easier if you know the people.

COLD WAR RESEARCH CENTRE

Olena Tian, Masters-level student, MA Russian and East European Studies,
Remote working



Work Projects

I was mainly working with the Open Society Archives entries my main duty was to write their short summaries and compile a document with them. The Cold War Center is going to publish their updated Chronology of the Cold War Part 1 (1945-1952) in December, therefore most urgently they need more archival entries to be processed. I was also given a task to find 15 events during the Cold War for their Facebook project On this day.

All Oxford interns were also asked to analyze a chapter on Eastern Europe during the early years of the Cold War from The Cambridge History of the Cold War. We then had an extremely interesting discussion with professor Csaba BKS on the events in Poland, Hungary, East Germany, and Czechoslovakia in 1945-1968. During the whole time of my internship,

we were in touch with the Centers coordinators Simon and Marco, who were supervising our work and helping with any questions we had.



Daily Life

My internship was online, so I had to have strict time management since our work was not restricted by any schedule. We would usually have just one virtual meeting every Thursday, so I could manage my schedule the way I wanted, it was very convenient. Just before the internship

started, I moved to Estonia, so in my free hours, I would usually go explore its capital, Tallinn. It was especially interesting since I was working with a lot of archival entries from the Soviet Union, and Estonia in particular. Reading about a part of the history of the country you just moved into was fascinating.

I would usually start working around 10-11, then take a break during the afternoon around 2-3, and would work 3-4 hours in the evening. On the weekend, I would usually take breaks and explore the city. Since I had just moved here, I had to work a lot from cafes and coffee shops (I did not have a desk in my place yet), but after a strict lockdown last spring in Oxford, it felt nice to be able to go to cafes and enjoy seeing people around me. Overall, I think I managed to have a nice routine and got used to working remotely.

Lasting Impressions

The internship was incredibly interesting and useful for me. The basis of my master's thesis was the newly declassified archival materials from Ukraine, therefore I really enjoyed working with data from the Open Society Archives. I gained new knowledge from the early period of the Cold War and improved my understanding of the period in general.

I especially liked reading about the history of the Baltic countries after WW2. It was incredibly useful to practice working with archival entries. I also liked our discussion meeting on Eastern Europe with the Cold War Founding Director Professor Scaba BKS. This internship made me realize that I miss academic discussions and working in academia, in general, a lot, and now I am thinking more seriously about applying for DPhil in History.

What practical advice would you give to future interns?

Prepare to manage your working time on your own, and don't hesitate to contact the coordinators in case you have any questions.

TERRE DES HOMMES

Mariri Niino, St Anne's College, Masters-level student, MSc Migration Studie,
Remote working



Work Projects

I produced an internal desk report on how organizations can establish equal relations with and encourage the active engagement of youthful participants in migrant-led initiatives. I was responsible for interviewing

the project Head of the Living Together initiative from Tdh and two external migrant-led groups in the UK. Through a series of interviews and analysis of internal reports, I tracked youth engagement through all stages of the project cycle from ideation, implementation, and outcomes to decipher best practices. I was given access to internal reports (both past reports on youth engagement strategies by previous interns and concept notes for youth-led activities) and guidance on reaching out to other organizations and their contacts. I held around five online meetings with my supervisor who was supportive and receptive to my ideas every step of the way.

Daily Life

I completed my internship remotely from Oxford although the office is located in Budapest. I started in July, a couple of weeks after the end of term. At the start, I scheduled with my supervisor on what days we would have a virtual meeting and set mini-deadlines which helped me pace myself during summer break. I did not work on weekends and gave myself enough breaks. After I reached out and conducted interviews, I became a lot less constricted and worked mostly on my own terms. To wind down, I would take walks around Oxford and go on day trips to the Cotswolds, Brighton, and London. Having come from Japan, I was super excited to be able to explore the city a bit more during my summer break.

Lasting Impressions

My favourite part was conducting interviews. I felt that I gained an insider's perspective on the challenges and benefits of engaging youth in activism and political processes. I was especially inspired by talking to the co-founder of We Belong - a UK-based initiative aiming to create access to education from people of all backgrounds. She said in the interview that young people are often seen through the lens of vulnerability but often they have gone through countless issues making them the most resilient human beings any organization hoping to incorporate a youth-led approach could ask for.

It truly made me reflect on the misconception around developing youth communication strategies and toolkits to ease the burden of information and responsibility which can ultimately hurt organizations looking to empower when decision-making power is removed from youth. I had just completed my MSc in Migration Studies and have had research experience with migrants in Japan during my undergraduate years, but the internship shifted my focus to young migrants and youth empowerment in general. Through writing the report, I became more interested in youth engagement in the political process and am looking forward to pursuing the topic further after graduation.



What practical advice would you give to future interns?

Make the most of the resources given to you - don't feel afraid to reach out to supervisors and seek their advice, ask for contacts, etc (especially for those doing their internship remotely). 2. If you plan

on conducting interviews as part of the project, start the process ASAP - lots of organizations/points of contact take breaks in the summer. 3. Seek advice from past interns - it was very helpful for me to listen to past intern's experience with the organization before going into my internship. Don't hesitate to get in touch.

INDIA

BANGLADESH LEGAL AID AND SERVICES TRUST

Sampada Sudheesh Venkatesh, Corpus Christi College, BA Jurisprudence,
Second Year Undergraduate, Remote working



Work Projects

BLAST is a legal aid organisation that aims to improve access to justice for marginalised communities, through legal reform and aid. My main interests in their work, from the application stage itself, were workers' rights and trans law reform. Over the course of my 6 weeks at the organisation, I contributed to 3 broad

areas of work: Research: I compiled short, factual research notes, as well as longer, analytical pieces. Some of the factual notes included investigating an unfortunate factory fire incident - who were the owners of the factory, and what was the nature of victims of the fire.

My long-term work included analysing the legal backing (if any) behind arbitrary arrests during Bangladesh's strict Covid-19 lockdowns. I also drafted a concept note for a conference on inheritance laws as they apply to the transgender community in South Asia. Editing: BLAST encourages students from public universities in Bangladesh to increase their knowledge and capacity on sexual and reproductive health and empower them to advocate for change in their community through research fellowships. On this front, I edited two

research reports - one about sexual violence against women with disabilities, and the other on women's perception about contraceptive use and its impact on family planning.

I contributed to creating BLAST's new website - designing some pages and revising content. I also compiled some sections for the organisation's annual report. These tasks were very helpful in getting a broad overview of how a large legal aid organisation like BLAST functions. I received instruction and guidance from my supervisors for my work. I particularly appreciated the amount of contextual background provided for tasks, as it provided a useful framework within which I could work.



Daily Life

BLAST was incredibly flexible about working remotely and gave interns the freedom to structure their work as they pleased. Since I was 5.5 hours ahead of Bangladesh, it meant some early morning meetings, but they

were not mandatory to attend, and colleagues and supervisors always tried to accommodate the time zones of international interns. In trying times like this, their considerate approach was a boon. Perhaps I would have enjoyed it more if there was a schedule to follow so that I could get a feel for how work life differs from self-structured university life, but I think this is a by-product of remote working, rather than any fault of the organisation itself.

Lasting Impressions

My internship with BLAST has confirmed that I want to pursue a career in improving access to justice, although I am still uncertain whether to pursue that route as a practicing lawyer or an academic. I have furthered my legal knowledge in the South Asian region, and despite being an entirely remote internship, now have greater insight into Bangla culture and society. I am disappointed that I could not travel to Dhaka for the internship, as I am sure that would have been a more holistic and enriching experience, but I am grateful for the opportunity to have contributed to the great work that BLAST does, nonetheless. I worked with people who are very passionate about the causes they advocate for - which made for an amazing work environment.

What practical advice would you give to future interns?

I would encourage future interns to be curious and open-minded - there is so much to learn at BLAST! Be engaged, ask questions, and make the most of the opportunity of working with people who are driving real change.

Frances Burnley, Pembroke College, Second Year Undergraduate, BA Jurisprudence (Law with German Law), Remote working

Work Projects

During my internship with BLAST, I researched key issues and actors in the tanneries/leather and construction industries in Bangladesh (Week 1), researched individuals for the Justice Heroes project (a project on influential figures who have contributed in some way to the development of Bangladesh's legal history) (Weeks 2-4), reviewed one of the final drafts of the university research projects on sexual and reproductive health rights in Bangladesh (Week 1), and assisted with the research project on conflict-related sexual violence in Bangladesh, compiling research resources, and helping to prepare for a webinar on the topic (Weeks 2-4).



Daily Life

I would have one or two meetings on some weekdays, but otherwise my time was my own and I was left to complete the tasks assigned to me according to my own schedule, as long as they were completed on time. Because of this my schedule was quite irregular; I would sometimes work at the weekends, take days off in the week, or work late. The flexibility was good as it enabled me to fit around the schedules of my friends and family, but I personally think I would have worked more efficiently had I had the opportunity to attend the internship in-person. Outside of work, I relaxed in the same ways that I normally do. Light exercise, creative hobbies, watching TV in the evenings.

Lasting Impressions

I fully enjoyed my time with BLAST. My colleagues and supervisors were welcoming and engaging, and I always felt that they were making the maximum effort to make me feel as included as I could be despite working remotely. The work I was assigned was tailored to my interests and enabled me to make what I felt were (hopefully) valuable contributions to the various projects I was involved in.

The internship provided valuable insight into the day-to-day workings of legal services organizations and the practical application of human rights law. This in turn has been helpful in confirming that human rights law is a career that I think would be right for me. I learned a lot about the history of Bangladesh and South Asia, which I feel has broadened my horizons and improved my sense of cultural sensitivity. The project that I enjoyed the most was the Justice Heroes project, as this enabled me to learn about a wide variety of different topics from Bangladesh's history. I also enjoyed getting to observe the work of Sara Hossain and Bina DCosta in preparing the webinar on conflict related sexual violence in Bangladesh.

Masters-level student, Bachelor of Civil Law, Remote working

Work Projects

I completed the following projects: 1) proofread research reports on sexual and reproductive health and rights 2) completed a research note on reparations for conflict related sexual violence 3) collected data on, and analysed, jurisprudence from the International Crimes Tribunal of Bangladesh 4) researched and wrote short biographies on prominent figures who had contributed significantly to various causes in Bangladesh I received guidance on how to approach my research tasks, access to a research note prepared by an advocate who works with BLAST, and ad hoc advice from other members of BLAST.



Daily Life

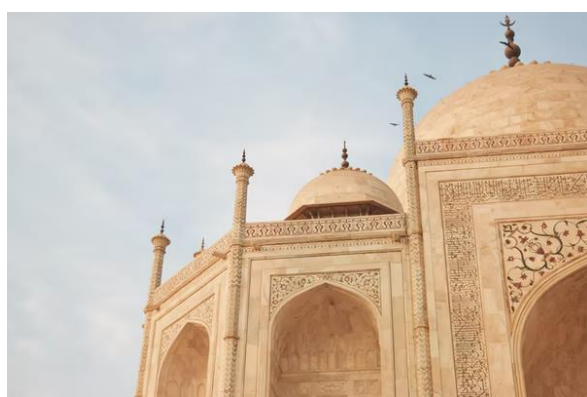
BLAST was very flexible, so I was able to break up an 8 hour work day into blocks of 3-2-3 and schedule my work around important household chores and breaks.

Lasting Impressions

I enjoyed the internship and found everyone in BLAST to be incredibly friendly and knowledgeable. I also learned a lot about the discourse surrounding conflict related sexual violence, as well as the 1971 Liberation War in Bangladesh. The experience has certainly affirmed my desire to pursue pro-bono opportunities with charitable organisations.

CENTRE FOR HISTORIC HOUSES

Mehvish, Regent's College, First Year Postgraduate, MSc Modern South Asian Studies, Remote Working



Work Projects

I was responsible for curating and organising an international event that the host institute was part of in collaboration with the European Network of Royal Residences - Palace Day 2021, which saw the participation of around 90 erstwhile royal households and

palaces from across India, including Chowmahalla Palace, Jaipur City Palace Museum and Gwalior.

I was also responsible for selection, training, mentoring, and management of interns as the Internship Coordinator. I liaised with royal households, chains of palace-hotels like the Taj and Neemrana groups and media managers to coordinate and ensure the smooth flow of events on and around Palace Day 2021. I developed and implemented the social media strategy generation over 0.1 mn impressions on Instagram. I handled content for Instagram, Facebook, Twitter and LinkedIn. I created visual content, promotional strategies, events on Eventbrite and handled immersions and reach, and organised the Resilience Lecture Series for Maihar household and Talabgaon Castle.

In addition, I participated in high-profile meetings with the Louvre, Nizam Foundation and Household of Hyderabad, and the National Trust, coordinated with multiple stakeholders including museum curators, owners of historic properties and managements, hosted a

discussion series on East Meets West in historic architecture with Dr. Schmidt, and organised virtual tours of Jaipur City Palace, Neelambagh Palace and Mohan Niwas Palace.

Daily Life

I worked remotely on this internship, so the schedule was a little more comfortable - I think I was able to achieve more than I would have, especially in terms of organising the event, than possible if the internship were to happen in person. But then again, if it had happened in person, the nature of the internship and the underlying tasks would have differed.

I would generally start early, at about 9 AM to ensure that I was prepared with my task list for the day and complete any pending tasks. I would take breaks every hour or so, since it was a desk job, and eat proper meals at proper intervals. I also made some great friends, so even when things became difficult, I had solid support from both my supervisor Dr. Schmidt as well as the team.



Lasting Impressions

My supervisor and the Director for the Centre, Professor Esther is one of the best and most hardworking academics I have had the opportunity to work with - she is meticulous, dedicated and leads by example. I have learned so much from her, simply by observing how she handles time, resources, people and opportunities. Her direct go-getter attitude is something that I have tried to emulate, and hope to be able to have the same approach to my work as I move forward in my career.

I also really enjoyed the entire space - a luxury consumer segment with its own idiosyncracies and network. I was able to fit right in, and Professor Esther was always extremely encouraging and supportive. She was a very strong support system, and I was really impressed with her leadership style.

It is a very active internship, it requires entrepreneurial spirit and a love for all things art and heritage. This was one of the reasons why I thoroughly enjoyed this internship - it allowed me to engage with so many people and places, even though I did it all from home! So that

opportunity to explore my ideas and reach out to people with very supportive mindsets is definitely another key takeaway for me.

What practical advice would you give to future interns?

I think it is important to know yourself enough to judge whether or not this internship is for you. I am an outgoing individual who enjoys new experiences, trying new things out, meeting and interacting with new people and working with crazy deadlines. I also have a keen interest in the space - history, art and South Asian heritage. These are the key reasons that were very important in ensuring that my experience was extremely rich and enjoyable.

Another important aspect to think about is your approach to work. People can be fond of getting work done in two ways - when it is delegated to them, and when they take the initiative themselves. This internship allows you to do the latter on a regular basis, which is very rare. That sort of freedom to take decisions is something I thoroughly cherished, because I also got regular feedback, which really helped. So, if any of these sound like ideas you are comfortable with, then this is a fantastic opportunity.

JAPAN

MITSUBISHI RESEARCH INSTITUTE

Miyabi Barth, St Edmund Hall, Third Year Undergraduate, MPhys Physics,
Remote working



Work Projects

I was asked to write up a proposal regarding Japan's place in the new lunar explorations (I was assigned to the Frontier Technology division). I researched the current state of moon missions and the future regarding a possible moon base. I looked into

technological gaps for a moon base. I had a daily meeting at 9 am with my mentors to discuss the work I did. I met several people from other teams as well to talk about working at MRI. On the last day, I presented my project and my proposal to the whole division. It was quite a lot of work for 2 weeks but all very interesting.

Daily Life

The working hours would differ quite a lot, when it came to the end it was a bit long but all worth it. This was mainly because the internship was short (only 2 weeks) so a lot of work had to be done to come up with the final presentation. I would go on breaks for walks.

Lasting Impressions

I enjoyed the internship very much! People were really nice and the research was interesting!

JORDAN

UNITED NATIONS VOLUNTEERS

Yujie Shen, Linacre College, MSc Sociology, Masters-level student, Remote working



Work Projects

I worked on a policy paper about volunteerism and COVID-19 response in the Arab region. With the support of my supervisor and the host organisation, I was responsible for developing the paper from zero to one. The paper will contribute to the

health and socioeconomic policy of future emergencies.

Daily Life

It took me some time to get used to the Sunday to Thursday workweek of my host organisation. I usually start work at 9 in the morning. Due to the time difference, I sometimes check emails earlier so I would have a clear plan for the day ahead.

Lasting Impressions

I learned a lot from my internship and it was a very awarding experience. My internship definitely confirms my ambition about working in international development and helped me understand the skills I have and the value I can add to the sector.

What practical advice would you give to future interns?

Get as much internship experience as possible. Start doing internships early. Explore different sectors and find the one that matches the most with you.

Final year undergraduate, BA Italian and Linguistics, Remote working

Work Projects

During my internship, I attended many meetings with the organization and took minutes, I interviewed volunteers to write an articles for the UNV website under the title of 'volunteer



experience' to promote volunteerism in the Arab States, and created a PowerPoint Presentation to be used in the company's quarterly meeting with heads in the organization.

Daily Life

My days would usually start with a meeting around 9 am BST (2 hours behind Amman where the main office is). I'd attend a meeting and then write up any notes related to it. I would sometimes have an interview scheduled with a volunteer, where I would have questions prepared in advance. These would last around an hour. I would then write up my notes and send them to my supervisor. In the next days, I would write up an article for it and have drafts back and forth with my supervisor/anyone who needed to approve the draft. This was mostly how my days looked. Everything was quite flexible.

Lasting Impressions

I feel like it helped my application for my current job and also provided me with something interesting to do in the summer, therefore, I am grateful for the opportunity that allowed me to continue in the same field with a different organisation.

What practical advice would you give to future interns?

Make sure to speak to your supervisor from the first day about your expectation and be specific.

KENYA

ARIYA FINERGY

Nwangele Godwin Chukwuemeka, Keble College, Masters-level student, MSc Energy Systems, Remote working



Work Projects

I worked on developing the business plan and building the company pitch deck and reconstructing the website of the company to properly portray their new product pipeline and to capture the new value stream and company SPV. In my time there, I

completed the business plan and the pitch deck which the company was very satisfied with. I also started working on the website. The company provided some support by giving me access to Open Capital Ltd, an energy consultancy firm to guide the process of the investor pitch deck design. The team was also very responsive in providing the necessary information and data I needed in drafting the strategy documents.

Daily Life

I just had to mix working with finishing my final dissertation. It was not much of a challenge because my internet availability in the HB Allen Centre of Keble College was satisfactory. I also exercised often to maintain my mental headspace and to stay healthy and focused to deliver the project.

Lasting Impressions

I got a good impression of energy in Kenya. I liked the experience, and I must say it shows that I learned from my course in Oxford. It further shows me that with more proactivity, I can do what I want to do within any organisation.

What practical advice would you give to future interns?

They should pick an internship in a company that gives them responsibility to take on impactful tasks

COMPANIONSHIP OF WORKS ORGANIZATION (COWA)

Victor Hugo Carranza Singleton, Oriel College, Third Year Undergraduate, BA English and French, Remote working



Work Projects

My internship with CoWA was focused on Communications and Charity Fundraising. Whilst my fellow intern focused more on fundraising, I aimed to develop the communications strategy and provide content for CoWAs stakeholders whilst

growing their audience. I did this through writing a newsletter and blog posts as well as through posting on their social media. I have set up a weekly timetable which lays out when each post is due to be released with enough content for the coming months.

I also helped to develop success stories to promote CoWA's work to stakeholders and to potential recruits. These success stories are vital in continuing to grow the organisation as they demonstrate the great work which is carried out by CoWA which can in turn help to secure funding and inspire more young people to join and gain skills.

CoWA's work with over 30,000 young people in Kenya means that there is plenty of material to draw from. I was also able to contribute a spreadsheet filled with information about other NGO's working in Kenya and listed their area of work, their fundraising and communications strategies. I hope this will help CoWA to see what other NGO's and social enterprises are doing so that they can learn from them and emulate their success.

Finally, I contributed to CoWA's ongoing communications strategy by laying out some recommendations with regards to the blog posts and success stories. Despite working remotely, I received a lot of support from CoWA as we communicated daily. This helped me to get a better sense of the work they carry out and it meant I could still access key resources such as reports and photographs to build the communication material.

Daily Life

I was able to complete my internship remotely from Paris. I tried to get into a good routine by working to Kenyan hours. Whilst this meant waking up slightly earlier, it was useful as I was able to be in contact with the staff from CoWA if they needed me. Whilst I worked alone for much of the internship, I also made an effort to work in work cafes and with friends who were also completing remote internships. Working with other people made the experience more dynamic and less alienating.

Every week I had a work plan which had certain deadlines and so I was able to work towards these and complete the work that CoWA expected from me. Completing the internship remotely from Paris meant that there was plenty to do outside of work. I was able to visit museums and other cultural sites as well as trying to immerse myself in French culture. I was able to continue to practice my French and feel the benefits of international work.



Lasting Impressions

Overall, I am glad I completed the internship. I felt very welcomed by the CoWA team and I was able to learn a few words of Swahili. Whilst I would have preferred to have gone to Kenya, I was still able to gain skills and knowledge from the

experience. For example, through the communications work I had to become very familiar with the programmes that CoWA conducts so that I was able to relay this effectively to their audience. As a result, I gained great insights into how their programmes were run.

I was also able to improve my own skills in copy editing, article writing, and social media posting. I started the internship with the idea of wanting to work in the field of international development and this experience has affirmed that ambition. I hope to be able to visit Kenya in the future!

What practical advice would you give to future interns?

I would advise future interns to be proactive in their work and to be organised. This is especially important if the internship is carried out remotely where it is harder to motivate yourself. I would also advise for future interns not to be afraid in asking questions about what they find interesting and want to learn more about. This internship provides a great opportunity to learn about many different types of projects, from micro-finance programmes to helping young people improve their CV writing skills. It is therefore a great opportunity to learn about how local NGOs work!

MPhil Student, Mphil in Development Studies, Remote Working

Work Projects

I was given a host of projects to work on with CoWA, from marketing and communications to financial strategization. Specifically, I created a grant database with different foundations and funding opportunities and drafted five grant proposals and a crowdfunding campaign. Additionally, alongside my supervisor and fellow intern, I conducted a current external communication plan and created individual communication strategies and management of current social media platforms to boost engagement. My supervisor and I worked closely on CoWA's strategy for future project designs and communication of CoWA's project successes to garner further support for the NGO. My days were often busy across these projects, on calls with my supervisor, and in all-hands meetings with the organization.



Daily Life

Even though the internship was remote, the organization did a good job of giving us structure, with frequent communication from our supervisor. In this way, I worked from 8am to 4pm/5pm with a daily call from my supervisor and weekly all-hands meeting with the entire leadership of the organization. This meant the

majority of the internship was spent independently working on my projects. The combination of a structured work day, through communication from the organization

(emails, calls), as well as the amount of independent work meant that I was able to create a health work/life balance.

Lasting Impressions

The internship benefitted from previous rounds of interns, meaning they knew what they wanted out of the internship from the get-go, and I hit the ground running. My supervisor encouraged me to voice my thoughts on the weaknesses and strengths of the organization and its current grant funding and communications plan. Because of this support, I took on many responsibilities and felt I made a lasting impact to the organization. I am still in contact with them and look forward to any future projects they may need my help with.

NASIO TRUST

Chloe Curtis, Keble College, Second Year Postgraduate, MPhil Medical Anthropology, Remote working



Work Projects

I was a strategy intern at the Nasio Trust, working specifically towards increasing income generation at their medical centre in Musanda, a rural area of Kenya. My main tasks involved using data provided and information from the medical team to learn and

document how the medical centre is run, how it generates income, and analyse the different income streams with an aim to recommend areas that the medical centre could improve income generation and financial performance, with targets and steps to achieve them.

By collating information from numerous different financial reports, I was able to highlight any inconsistencies and discrepancies in the reporting styles that were preventing the medical centre from being able to determine its financial status. I designed new financial templates, including profit and loss statements, to be used by the medical centre to record their performance more accurately.

Using the information that was available, I made a strategy plan that laid out clear next steps and targets for the medical centre. These included focusing or expanding certain services that are currently offered by the medical centre and have a greater potential for growth and profitability. I had regular communication with the team in Kenya, and with a contact from the Nasio trust in the UK. They provided me with necessary support and information for me to be able to complete the objectives of this internship.

Daily Life

Unfortunately, the internship could not take place in Kenya at the medical centre due to current ramifications of the covid-19 pandemic. I therefore completed the internship remotely. Nevertheless, I was able to have communication with the medical team in Kenya which was key for me to learn more about the health care system and the centres current finances and sustainability. I was able to arrange online video calls with the medical team every 2-3 days, and had more regular email communication with them.

My day consisted of receiving financial reports and information from the medical team and spending time analysing them. In order to make sure this continued to feel like an internship I aimed to work similar hours every day from 9-5.30, with flexibility depending on time differences and when I could communicate with the team in Kenya. To relax, I always went for a short walk over my lunch break, and after work, and watched the euros with my flat mates in the evenings!



Lasting Impressions

The objectives of this internship were quite difficult to fully complete and navigate remotely. I would definitely recommend this internship to be completed in-person in Kenya as it would be a much more fruitful experience. I felt that there was a lot of

knowledge I was missing about different cultural expectations and beliefs that prevented

me from feeling 100% confident in my recommendations. Nevertheless, I was able to adapt the objectives of the internship and the Nasio trust gave me the freedom to do so.

While it was very different than the experience I was expecting, I thoroughly enjoyed the internship. It was a steep learning curve, but I truly really enjoyed learning more about the charity, the medical centre and the healthcare system in Kenya. I was able to grasp a substantial amount of knowledge and am even more committed to wanting the medical centre to be as sustainable as possible. The experience has made me realise that I would like to explore more business and financial oriented career possibilities.

MOZAMBIQUE

POLO WOMEN POWERED STORIES

Susmita Dave, St Benet's Hall, Second Year Undergraduate, BA Philosophy and Theology, Remote working



Work Projects

POLO is a non-profit global production company that creates documentaries on inspiring women (usually from low and middle income backgrounds). During my internship with POLO my main tasks were to create informative and engaging graphics for their social media. This

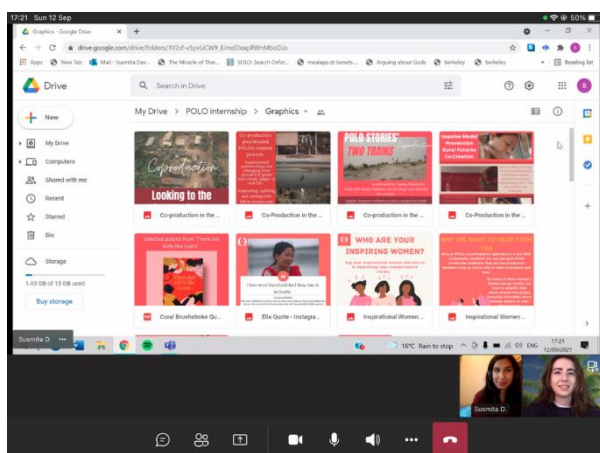
included quotes on inspirational women, poetry and summaries of the documentaries they create. We focused on creating a coherent theme, style and wording across all social media to make sure the company message was clear. Besides this we also tried to engage with a younger audience so that POLO reached more youth activists on social media channels. I spent time helping with their advertising campaign, creating condensed trailers and a business leaflet for their services.

My intern partner and I also reached out to many NGOs to explain what POLO does with these materials at hand as well as to try and form good relationships with them. Hopefully this will help in the future when POLO can contact them again to see how they can assist them and viceversa. I also reflected on my internship by writing an article about it and the company for an oxford student paper which will hopefully promote their good work further. The CEO of POLO did not want to micromanage the project which gave us plenty of freedom to be creative and inventive throughout.

Daily Life

My internship was held remotely but it was still very enjoyable. My intern partner and I usually called for a few hours in the morning to discuss marketing and set plans for the afternoon. Getting dressed and making a cup of tea for calls helped to create a comfortable environment and routine. We would then work on our projects in the afternoons and show it to each other a few days later. For more important aspects like the leaflet, we would work on it together over a teams call.

The online internship was very flexible which meant I could also spend time with my family and working on other university projects on the side. We would touch base with the CEO every few weeks to make sure we were on the right track and get a better idea on what to prioritise going forward. I also had a few calls with the other intern to just chat about university and summer so we could get to know each other better, especially as it was only the two of us working on this. I took breaks throughout the day to make sure I was not spending too long staring at screens and to stretch my body.



Lasting Impressions

Overall, I really enjoyed the internship. I made a really good friend from it (my intern partner) and I learnt a lot of soft skills. I gained some great design and marketing skills as well as some business acumen. There were some aspects of film editing that I found hard but I am inspired to work

on this further. It has made me realise that I would really like to work for an NGO in the future as I feel the work is really exceptional and fulfilling.

It was particularly interesting to see the model used in POLO that worked by supplying filmmaking services to bigger NGOs at a low cost. That money is then used to film other smaller NGOs for free. It has also been particularly empowering to read about and work closely with inspiring women and I hope the work I do in the future could be equally uplifting. The experience has definitely given me more confidence and understanding about the working world outside of the Oxford university bubble as well as something to add to my CV.

Nina Lewis, University College, Final year undergraduate, BA English Language and Literature, Remote working



Work Projects

I had two principal focuses during my time at POLO: promoting the company's films that they have already produced and then advertising the filming services of POLO to potential customers. I did this by working with the other intern in improving their social media presence, focusing on LinkedIn

and Instagram. We created a series of promotional graphics for each documentary, interviewed the subjects of the documentaries, put together collages of stills from the films and used the creative arts to engage with the following (e.g. asking for quotes from inspirational women). In addition, we created four trailers and promotional videos which involved editing the full length documentaries down into 30 second videos with key messages. It was a challenge to compact this material, to make it eye-catching and engaging, while also, honouring the women that are featured in the documentaries for their charitable work.

My main achievement was creating these videos that I felt maintained and amplified the brand that POLO asked us to create, were visually appealing and honoured the women at the focus of the films. To promote POLOs filming services, we produced an informative leaflet to be distributed on LinkedIn, detailing the benefits of their services, testimonies from previous subjects of the documentaries and formatted in an artistic and engaging manner. Throughout this, POLO had regular meetings with us, provided documents listing the products they would like us to produce and gave us data/ contact details/ footage that we needed to complete each task.

Daily Life

For my remote internship, I balanced my internship by dedicating several hours each day to work on the products I was given to produce. The fellow intern and I scheduled daily meetings to begin our working day, discussing what we aimed to complete, reassessing the work we had already done. This was extremely helpful to stay productive together while also monitoring our time to make sure we didn't overwork and stay in front of our screens for too long. On longer days of working, I would make sure to take an hour break to go on a walk, or do some reading for my thesis.

My internship was part-time so I often was able to take a day off to socialise with friends or to focus on my academic work. In general, after having done several terms online, it was easy to focus and work remotely for the internship. Having online meetings helped with the sense of engagement with POLOs team, and I managed to meet in person with my fellow intern which was useful to work in person and report back to POLOs staff together.



Lasting Impressions

Working with POLO was very enjoyable, I was able to focus on marketing and promotional work, looking at social media, which was very different to anything I have an interest in pursuing in the future.

However, it was extremely useful to learn particular programmes for graphic design, skills and marketing language for advertising. In addition, I didn't expect to learn about the more practical side of a production company, we learnt about how ONGs work in terms of financing, exploring the world of documentary

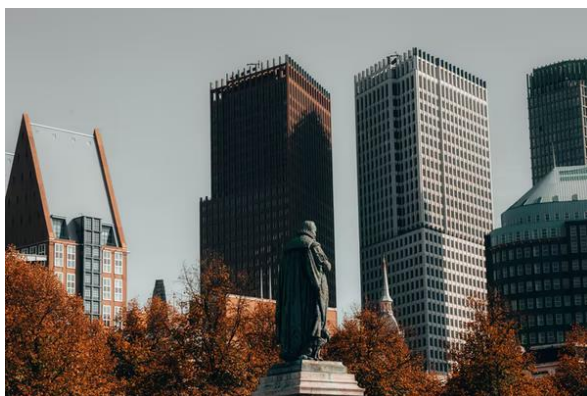
making. I gained experience in working remotely with a team, in giving and brainstorming my own creative ideas, and in terms of producing, harmonising and promoting a company's brand.

I greatly enjoyed working with my fellow intern from Oxford, we have been able to learn together and potentially continue the internship in person next summer. It has shown me the more practical side of the film industry that I am interested in pursuing, demonstrating the need for marketing, advertising and promotion for any company, no matter if it is a creative business. I would be interested in working closer with the inspirational women from low income countries who are the focus of the documentaries, having the opportunity to use film to promote their own stories and achievements is definitely something that I'd be happy to follow.

NETHERLANDS

INSTITUTE FOR HISTORICAL JUSTICE AND RECONCILIATION

Madeline Routon, Christ Church, MPhil in Nature, Society, and Environmental Governance, Remote working



Work Projects

I largely assisted with the development of an interactive map of all of the case studies the IHJR has worked across. This entailed lots of data cleaning - in other words, reading over 300 case studies, in various states of completion, and pulling the core information

out and organising it into a spreadsheet that will be legible to GIS software. This map will likely launch in 2022 and eventually be integrated across the Contested Histories website. I also contributed original research in the form of a case study on Bde Maka Ska (formerly known as Lake Calhoun) in Minneapolis, Minnesota. I was well-supported on both tasks by

two separate research associates, and had regular check-ins with the director of the organisation herself.

Daily Life

I usually started around 9am, reading case studies as I took my coffee and ate breakfast. On the days when we had team calls in the morning, I started a bit earlier. One of the advantages of remote working is being able to set your own schedule, so I would usually work straight through lunch and head out for some outdoor exercise around 4pm. If I still had more to finish up when I got back, I would work until dinner time. It was nice to be in Oxford during this period as many of my friends were setting off for their new jobs or PhD programs, so weekends and evenings were spent catching up with them before they leave town.

Lasting Impressions

It was a fantastic experience, and I plan to continue working with the team in an informal capacity after the internship wraps up. I really valued the opportunity to work on the Contested Histories project, and believe that the map and case studies will continue to serve as a great tool for educators and policy-makers.

It was a privilege to contribute to it, and a great pleasure to learn from all of the case studies they have compiled. It's a mission I truly believe in and I am excited to continue to research for the organisation. I enjoyed the experience greatly and loved working with everyone involved, as they all made me feel very welcome.

It affirmed my career interests, and even broadened them slightly to focus more on historical memory. I also can't walk by a statue now without reading the placard and wondering who built it, why, and whether its legacy is or may one day become contested.

PERU

UNIVERSIDAD DE PIURA

First Year postgraduate, MPhil Economics, Remote working



Work Projects

I worked as a research assistant at Universidad de Piura on two different projects. The first one was on the patterns and nature of Peru's international trade. I worked with Peru's trade database, which records every international trade transaction

and classifies the goods traded according to a coding system set by the World Customs Organization, the Andean Community free trade area, and Peru's Ministry of Economy and Finance.

My task consisted in refining that coding system and create more refined product categories, using the product descriptions provided in the database. In the second project, I worked with a database with Peru's state purchases and my task involved classifying those purchases according to the International Standard Industrial Classification of All Economic Activities. I used Stata to carry out my tasks and as a result, I have become more competent in using Stata for strings and more resourceful, in terms of figuring out where to search for certain commands.

I am happy with the support I received from the host organisation. I felt there was constant and clear communication between my supervisor and me, and whenever I had questions or something was unclear, he was responsive and helpful in providing further explanation. There was also an unexpected issue with one of the projects I worked on, which would have increased the workload, but I raised this concern with my supervisor and he offered to involve another research assistant to help with the issue, so that was very helpful too.



Daily Life

Universidad de Piura is a University in Peru but, unfortunately, I was unable to travel to Peru due to the pandemic. The internship was fully remote, but it was relatively easy to adapt to working from home since I only needed my computer to carry out my tasks. I

was given a lot of independence and flexibility in terms of how to organise my workday and I tried to maintain good work-life balance.

I mostly worked in the mornings and afternoons, and tried to take breaks in between, especially after staring at rows of data on my computer screen for too long. To wind down I would go out for a walk and spend time with my family. Even though there is a large time zone difference between Peru and Spain, which is where I live, this did not pose too much of a problem in terms of communicating with my supervisor, since we were able to overcome it by communicating via email and via a shared Word document, we kept to organise better our correspondence.

Lasting Impressions

I enjoyed this internship especially because it gave me the opportunity to develop further my programming skills in Stata and helped me gain confidence in my ability to be independent and resourceful in learning new commands. I encountered obstacles and coding issues in the projects I worked on and thinking of solutions to solve those problems was enjoyable and fulfilling. The internship also gave me the opportunity to learn how to work with very large databases and develop skills relevant for a career in research, which is what I intend to pursue, therefore this was a valuable experience for my career development.

It also gave me insight into international trade databases and different classifying systems for goods and economic activities, which may be useful in future research projects I involve myself in. Moreover, the product descriptions from the databases I worked with were in Spanish, which is my native language, however the product descriptions sometimes used vocabulary that I was unfamiliar with from Latin American Spanish, rather than the variety spoken in Spain, so this experience was interesting too in this regard. Overall, the internship was enjoyable and the host organisation was responsive and supportive, so I would recommend this research assistance opportunity to anyone interested in a career in research.

Zuzanna Borawska, The Queen's College, Final year undergraduate, BM BCh Medicine, Remote working



Work Projects

The project I worked on was "In vitro determination of new therapeutic targets in non-small cell lung cancer". Due to remote conditions of the internship, the main focus of my work was the use of bioinformatic tools to model the interactions between

EML4-ALK protein and its inhibitors. My tasks included performing homology modelling, molecular docking and drug design using software like PyMOL, Autodock or Modeller.

Thanks to weekly sessions with experts in the field I learnt the basics of *in silico* experiments and appreciated the importance of bioinformatics in cancer research. I received teaching from academics from Peru, Mexico and Brazil and worked independently on my weekly tasks where I applied what I learnt in the session to *in silico* analysis of the protein of my interest. In case of any questions relating to my task, I could count on help from my teachers. The knowledge and experience I gained will be valuable in my future career in medicine and I hope to stay in touch with Universidad de Piura for future projects.

Daily Life

Working remotely was a challenge. During the internship I encountered new aspects of *in silico* research I have not worked with before. In weekly Zoom sessions, teachers introduced me to new programs and software used in drug design. My work involved doing tasks independently following each session. Working from home I did not have access to the library and could not ask anyone to help me in person. However, that made me improve my independent problem solving. Equally, I could count on remote help from my teachers.

Working remotely also allowed me to change my work environment from time to time during this summer as I got to travel around the country. Spending time with my family, physical activity and relaxing close to nature helped me to wind down and recharge batteries after the difficult year.

In my daily routine I always made sure to fulfill my project task for the week, but equally remember to take care of myself, eat well, exercise and make the most of the sunny days of which there were so many this summer. All in all, working remotely had its downsides and upsides but I am glad to have had this opportunity to experience this type of work.



Lasting Impressions

The internship was a valuable and enjoyable experience of research cooperation between academics from different countries and institutions. The atmosphere was always very friendly and supportive. I met many great teachers and researchers that I hope to stay in touch with. I gained not only new knowledge

of bioinformatics but also a level of confidence in my ability to solve problems and communicate efficiently, even remotely (and in dramatically distant time zones).

The focus of my internship was far from everything I have ever learnt - being a computer newbie I faced challenging bioinformatic tasks. I am glad to have been able to overcome the challenges with the support of my teachers. The experience confirmed my interest in scientific research and will to work in different environments with newly met people.

I hope to be able to participate in similar programs and projects in the future. Ideally, the internship would have taken place in person in Peru which would make the experience even more stimulating and memorable. However, given the pandemic circumstances, I am glad I got a chance to learn and contribute in the project remotely.

Freya Bernard, St. Catherine's College, Masters-level student, Msc Biological Sciences, Remote working



Work Projects

This internship programme was focused on analysis of antibiotic resistance genes found in the bacterial communities of breast milk samples. In order to look at the 'resistome' of the breast milk bacteria there were a number of skills and programmes I had to

become familiar with. My supervisor and others, based various in universities around South America, taught me how to use Galaxy, Artemis and Python. In addition to the genetic analysis skills, we went over a huge amount of background information on bacterial resistance genes and their transfer between different bacteria.

My main tasks throughout this internship were coding skill tasks, presentations and producing reviews of scientific literature. I carried out a review of antibiotic resistance gene

transfer and presented a review of literature on the 'resistome of breastmilk'. This review was on the same area that the laboratory i was working with is currently researching and was useful for their research. The host organisation, the Universidad de Piura, was very helpful. My primary supervisor, Arturo Gonzales, was patient with me and made the work very interesting. The Universidad de Piura team were also very welcoming (even through the internship was remote) and organised. They were quick to answer any questions I had.

Daily Life

Because of the travel restrictions in place this summer, the internship was remote rather than based in Lima. Luckily the majority of the work planned for the internship worked well online too, we would have daily zoom meetings and screenshare to go over content and analysis programmes. Working around the time difference between Peru and England meant that most of our meetings would start in the afternoon but this worked well. After a year of remote working for university, working from home felt pretty normal. While I would have loved to go to Peru this summer, there were benefits of the online working and it was nice to have a more 'normal' summer alongside the internship.



Lasting Impressions

My lasting impression of the internship is that it was a great experience. I really enjoyed the work we did, the team were incredibly patient and taught me a number of new skills. Learning how to code in a way that directly applied to the research the team was carrying out was a great opportunity and I'm really grateful for the whole team spending time with me to make sure I understood everything. I gained a real insight, even though the work was remote, into life as a scientific researcher. I also learned a huge amount about antibiotic resistance genes in breast milk and the overall concept of a 'resistome'. My degree is in Biological Sciences and it was great to see first-hand practical application of the content we cover.

RUSSIA

EM ADVISORS

Annie Mia Sheriff, University College, First Year Undergraduate, BA in Russian, Remote working



Work Projects

I had a variety of tasks to complete during my remote summer internship. As the internship was online, the company had an online platform which was used to message interns with tasks to do on a regular basis. Everyone

was very friendly and explained all the tasks in detail and were available to answer any questions I had throughout completing the tasks. As well as this, I also had a mentor and we had a zoom call each week where we discussed the work I had done and any questions I had beyond the tasks I was doing (for example, more information about the company, future work I could get involved in, and how I was finding the workload). I found this discussion really useful especially as the internship was remote and the company I was working for was abroad. This is because these calls allowed me to feel more connected on a personal level to the company.

My main work included research tasks, media monitoring, translations and more occasionally writing press releases / contributing to articles. In terms of my main achievements, I think I adapted well to the kind of tasks that I had to do for this internship. As there were lots of different things to do in, sometimes, short periods of time, I think I became more efficient at completing tasks, especially research related tasks, using platforms and news websites that I had not used before. I also am proud to have had experience of successfully working for a Russian company, especially as a lot of the work was in Russian and, although my degree is Russian, I am not a fluent speaker yet.

Daily Life

My internship was remote. I started work at around 8am each day and finished at around 5pm with a lunch break in the middle. For me, there was no day that was the same as the

other in terms of the tasks I was doing. This is because my work schedule depended on the business needs each day. Sometimes I was given tasks that I needed to do over the course of a couple of weeks / months (eg a daily or weekly media monitoring), but more often I would complete research, translation, press release and other writing relating tasks whenever anyone in the company requested.

I got into a good routine and I liked starting earlier as it meant I had more time in the afternoon / evening to relax and wind down. I tried to stick to my work hours as much as I could but sometimes tasks would have a greater urgency and I would work later in the evenings / or weekends too. I also had a couple of video calls in the week, one with the London office of the company, and one with my mentor, which helped to make me feel more connected to the company.



Lasting Impressions

I really enjoyed my internship experience, and I am so glad I applied. I am really interested in exploring this career path more. I really liked the work I was doing and, even though the internship was remote, the atmosphere of the company seemed to be very friendly and welcoming which I really liked too. I also feel like I gained so much from this internship, not only in terms of experience working with a consultancy, but also working for a company abroad, which I had not done before. I feel like this will be so useful for me going forward, especially as I am a languages student and I will be considering options for my year abroad very soon.

What practical advice would you give to future interns?

I think it is important to apply if there is something you are interested in. I understand that it is very competitive, and I am aware that I had a slight advantage in some respects as I have worked before coming to uni. I would recommend really looking at what the internship expects from you and, when making your CV and personal statement, focus on tailoring it to the needs of the internship. I would also recommend getting involved in some Micro-internships, especially if you have not worked or had work experience before. Also, even if you are in your first-year of studies, don't be put off from applying.

SINGAPORE

TANGLIN TRUST SCHOOL

MPhil student, MPhil Modern Middle Eastern Studies, Remote working



Work Projects

My role was as an Intern in the Uni Guidance Office so I worked exclusively with sixth formers preparing to apply to University. My tasks changed as the application process went on. I started off reading and critiquing a lot of personal statements and having some meetings with

students about how they could best express themselves. It was really enjoyable to interact one on one with the pupils and learn more about their specific interests and ambitions. At times I recommended some extra reading or new topics they could explore to help boost their academic understanding of their subject. As we got nearer the Oxbridge application deadline, I ran mock interviews for all the potential applicants. I really enjoyed these, even though it took a always took a bit of time to prepare for them, especially in subjects I was less familiar with. I hope the students found them a helpful introduction to what to expect. A lot of them often had further questions as well so we would discuss preparation techniques. Overall, I enjoyed all the tasks I was given. The support from the team was wonderful. It was always very clear exactly what was needed from me, and I always felt able to get in touch with any questions.

Daily Life

The time difference with Singapore meant I shared very few working hours with the team working in-person at Tanglin. This occasionally presented a challenge as our emails to each other would often wait 12 hours for a reply but nothing ever came up that required a more urgent response so it was fine in the end. I would start at around 8am and work roughly until about 3-4pm although some days were busier than others. The good thing about the time difference meant that if I needed to run an errand in the afternoon or something I

could work a few hours in the evening and still have finished any tasks or replied to any emails before the Singapore team got to work again the next day. It obviously would've been an amazing experience to be able to do the internship in-person in Singapore but I was surprised by how I still felt involved in the team even from the UK.

Lasting Impressions

The internship really helped me in terms of considering possible future careers. I'd worked with students before as a tutor before applying and always enjoyed it, but I wasn't sure if I would enjoy working with kids on a larger scale in a school environment. Tanglin gave me a great opportunity to try this out and I really enjoyed it. As an Intern in the Uni Guidance Counsellor Office I was working solely with sixth form students and I realised that was something I preferred.

The internship definitely strengthened my idea of potentially working in education but it also gave me new insight into the different types of career that can offer. As a tutor previously, I'd always interacted with pupils as an academic teacher but with this role I learnt a lot about some other roles that exist in a lot of schools nowadays eg. Guidance Counsellor which might be more suited to my interests after all. Overall, the internship really helped me get a closer look at a career I've been considering and come to understand new aspects of it that I wouldn't have experienced otherwise.

Charlie Aurora Lamb, Merton College, Second Year Undergraduate, Integrated MBiol Biology, Remote working



Work Projects

I read personal statements and gave advice for improvement for year 13 students. I also worked with the Oxbridge and medicine applicants by conducting mock interviews. I reviewed Tanglin's application resources for the following year and made my own

resources, in the form of presentations and videos, focusing on choosing Oxbridge colleges and studying science at Oxford. I felt well supported by the staff at Tanglin and gave and received regular feedback.



Daily Life

The internship, due to the time difference, began around 7.30-8am and ended around 3pm for me, which was after school and evening for the students in Singapore. I would stop at 11.30am-12pm and take a lunch break. The internship was quite flexible with

working times since a large part (reviewing personal statements and resources) was independent. This meant I could also take small breaks whenever I felt necessary. I would then spend time in the evening away from the computer to wind down.

Lasting Impressions

The internship was extremely enjoyable and I felt I learnt a lot about the workings of an international school. I had already decided to become a teacher but working with the students has confirmed this decision. It was extremely rewarding to help the year 13s with their university applications and see their passions, I hope they all do well. The environment, despite being remote, felt extremely welcoming and I felt valued by the staff and students.

UGANDA

MUSIC FOUNDATION

Finlay Dove, Somerville College, Final year undergraduate, BA Music, In-person internship



Work Projects

I was a music intern at the Saved by Music Foundation in Mbale, Uganda for two months (September-November 2021). My main tasks included leading rehearsals with the brass band, providing pastoral care to street children and managing a number of special projects. I succeeded in teaching

many individuals how to read sheet music, as well as helping the band to improve musically through daily rehearsals. My main successes were the procurement of a new 50-seater tent for rehearsals and the crowdfunding for a new minivan (to provide income generation and transport to performances). I received fantastic support from the host organisation, and leave knowing that I have made a real impact.

Daily Life

I settled in very quickly, receiving an incredible welcome from the staff and beneficiaries of the NGO. I was given a nice en-suite room (within the NGO's compound) to stay and given lunch and dinner each day. I began work the next day. In the mornings, I provided small-group/one-on-one music tuition to less experienced brass players. In the afternoon, I led 3-hour rehearsals with the Elgon Youth Brass Band, teaching them a number of new pieces, as well as giving guidance on reading sheet music and performance technique. We recorded many songs, which were used for fundraising.

After work, I enjoyed hiking, playing pool and exploring the area, which contains some stunning scenery. Due to staying at the foundation, I spent much of my time with the former street-children - we became great friends and enjoyed learning English and playing football

when we were not playing music. I also spent time with the other intern at the foundation, who was from the Netherlands.



Lasting Impressions

This internship was unforgettable, I interacted with so many inspiring individuals and learned a lot about the world in the process. The lessons I have learned are too numerous to put into words, but I have made particular gains in my experience of community music and international

development. Whilst I am keeping my career ambitions open, this internship has confirmed my desire to combine music with international development in East Africa, something I wish to pursue in the future.

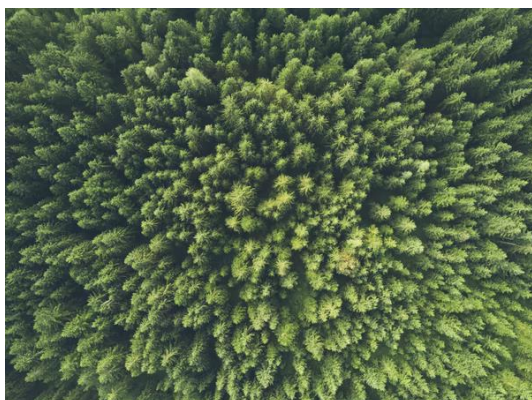
What practical advice would you give to future interns?

Take every opportunity to get involved - be brave and it will be worth it.

UNITED KINGDOM

2DEGREES

Third Year Postgraduate, DPhil in Organic Chemistry, a mixture of in-person and remote working



Work Projects

My internship with Manufacture 2030 was centred around one of their sustainability reporting campaigns. For this campaign, suppliers of a client are asked to report their basic environmental data, to improve the visibility of the environmental impact of a client's supply

chain. My primary project focused on reaching out to suppliers either via email or phone to onboard them for the data collection. This task included the drafting of communication to a selected pool of suppliers based on their participation status. In the first phase of the project, the primary objective was to win suppliers for the data collection and facilitate their onboarding. This then transitioned in the second part of the internship to primarily supporting and improving actual data submission, including encouragement of suppliers to enter accurate and complete data sets.

As a secondary task, I was involved in translating communications such as monthly newsletters or webinar announcements to German. Despite completing the internship before the data collection campaign concluded, I was able to significantly drive supplier engagement, especially in the context of the ongoing covid-19 pandemic. Manufacture 2030 supported me by issuing me with a work laptop and IT infrastructure to effectively execute my internship project and provided supportive guidance and supervision. The entire team was very approachable and supportive whenever needed.



Daily Life

This internship was largely completed remotely, with occasional days working from the office. My daily internship routine started at 9am by joining the daily 9am Microsoft Teams meeting with the customer success team to catch up on the progress of

specific campaigns. This was usually followed by replying to any emails which either came in overnight from overseas suppliers or which were not addressed in previous days.

Alternatively, I dedicated the time between the morning meeting and lunch for focus work to translate communications. Lunch was usually taken around 1pm for one hour and whenever possible I tried to briefly step outside to get some fresh air and stay away from screens for this time.

The afternoon would typically involve contacting suppliers via email to either request further information or to support them in providing the required data. In the later stages of the project, it became increasingly more common to reach out to suppliers directly via phone or suppliers called me directly to clarify any questions or concerns. Further, I got involved in demonstration meetings for suppliers in which I was able to showcase the platform used for collecting the data and drive the conversion of interested suppliers to join the programme. My day would usually end between 5.30 and 6pm.

Lasting Impressions

Looking back at the internship, I enjoyed working with Manufacture 2030 and an amazing team. The atmosphere is vibrant and the very fast-moving environment of a start-up business allowed me to see changes to the organisation of the business and team structure even during my internship. I regard this experience as very insightful, especially as the next step in my career will lead me to a larger organisation.

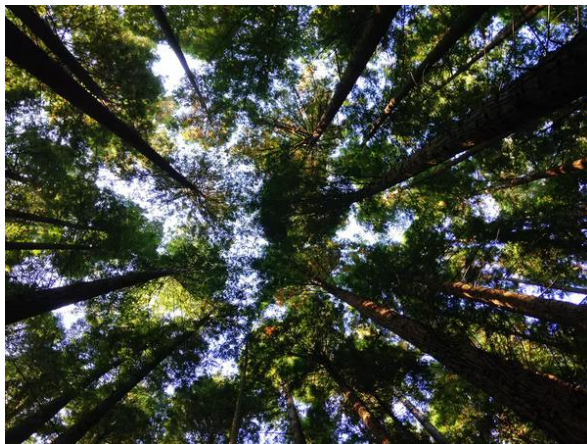
The ability to be involved in a customer facing team and to contribute in a flexible and partly also interest based fashion was a valuable experience. I also believe that I gained insight into an industry I've been interested in for a while. The understanding of supply chains and being

involved in the relationship between clients and their suppliers was a unique opportunity especially as I do not have any background in supply chain management.

This experience proved to me that I am able to succeed in a field that is unrelated to my field of academic expertise. Therefore, I found this experience very rewarding and it supports my further career by giving me a fundamental understanding of how supply chains operate. In this sense, this internship has supported my career ambitions by providing me with the opportunity to gain some experience that is complementary to my field of study.

3KEEL

Final year undergraduate, BA Geography, A mixture of in-person and remote working



Work Projects

Interning with a leading sustainability and environmental consultancy, I worked across several projects that involved significant research, writing and analysis. Principally, I was tasked with conducting secondary research into several key areas and producing a synthesised view from this,

which could then be presented to the client. Further, as I worked on an industry-leading report for much of the internship, I was responsible for drafting significant elements of the report and then working with more senior members of the team to refine the overall report and its content before delivery to the client.

During this time, I was also engaged in the development of a significant online element to the report and liaised with the design team to ensure that this was up to scratch. Other work included taking part in an audit of the supply chain of a client. Throughout my internship, I had a line manager, who was incredibly helpful and responsive to any questions or concerns. I also interacted with other members of my team frequently and developed strong working relationships with them, which created a very enjoyable team environment.

Having finished my internship, I can look back and say that I significantly contributed to a major industry report and thoroughly enjoyed my time with the firm.



Daily Life

My internship was conducted remotely but nevertheless remained enjoyable. My regular working day tended to start at 8.30am when I sat down to read my emails, check my calendar for the day and prep anything I needed that morning. The day formally

begins at 9.00am and usually I would have a couple of meetings spread throughout the day, which were all conducted through Zoom. As everyone was working from home, most mornings were broken up by a scheduled coffee morning during which employees from across the business would chat and catch-up on anything going on.

I usually took lunch over the middle of the day for about half an hour to an hour and made an effort to get away from my desk and sit elsewhere or alternatively, go for a walk. My day tended to finish around 5.30 and at this point, I usually got up to go for a run around Oxford. As you spend most of the day sitting down, I felt this was an important part of my daily routine and it often helps clear your head. Otherwise, my approach to working from home mainly consisted of ensuring I had a suitable, comfortable place from which to work.

Lasting Impressions

I thoroughly enjoyed my internship and getting to know people across the business. Throughout my time, I was constantly learning and being exposed to new areas of the business while also getting stuck into some major projects where I had the pleasure of working with a great team. On reflection, I would say that the overall experience has been incredibly rewarding and a great start to my career. I have gained a lot of experience in a very short period of time, been engaged with work on leading reports, learnt a lot, liaised directly with clients and met a lot of new people, who I will remain in touch with.

In terms of my overall career ambitions, the internship has provided me with an opportunity to explore my initial ambitions and confirmed them to such an extent that I look forward to pursuing a career and development in the industry over the next few years.

AMBESSA PLAY

Peter Baker, Christ Church College, First Year Undergraduate, Engineering Science MEng, Remote working



Work Projects

I was working on creating the first prototype for a STEM kit toy. This involved using Creo, a computer aided design app and a 3D printer to build and test prototypes and then refine them. As a result of my internship, Ambessa Play went from having no physical design for the

torch and only a loose electronics idea to having ten fully functional working kits which can then be used to gather feedback from children.

Daily Life

My day would start by collecting yesterday's last 3D print from my 3D printer. 3D printing has a very slow production process so my days were largely based around timing prints to finish at convenient times. Immediately after collecting yesterday's print, I would likely set another design printing and then go upstairs for my daily check in with Sara, Ambessa Play's founder. After filling her in on the last twenty-four hours of progress I'd then go and test the print from overnight and make changes to the design. Depending on the complexity and success of the print this could take me till early afternoon at which time the second print of the day would have likely finished. This cycle was repeated several times a day depending on how long/ intricate the prints were.

Lasting Impressions

The experience has been fantastic: I have been paid to design and tinker little models, something I would otherwise be doing for fun! It has also been a great first insight into start-up culture and its fast pace.



Work Projects

My internship with Ambessa Play was spread out over 5 weeks starting on the 13th of July. I was in charge of designing the electronics and also helping to clarify some of the user requirements and detailed project vision. I invested a great

deal into investigating the best ways a child could manipulate and learn with the kit and at the same moment ensure the final assembled toy could be heavily used in daily tasks.

It was an interesting experience in manufacturing, education, and the motivations of children. By the end of the internship, I was able to provide some prototypes of the electronics boards to be tested by the children. Sara, the founder of Ambessa, scheduled several meetings with parents, educators and other product developers to give insights into the project requirements, usability and market. With this information, we were able to put together a detailed map of user needs and prioritize the development of the company products.

Daily Life

I did not work at the company, but also not fully at home. Since I have access to the Department facilities, I was able to prepare a working station for assembling, soldering and preparing the prototypes. I had daily meetings with Sara, in the morning, to discuss the development progress and the daily activities. The meetings helped to keep track of the company goals and timelines. Every time components or additional materials were needed, purchases were discussed with Sara. She would buy the materials and deliver them to the Department where I could access them.

On days that I was working from home, I used the time to search for component suppliers and discuss requirements and solutions for the project. We also used these days to schedule the brainstorming meetings in which we discussed with parents, educators and other product developers to give insights into the project requirements, usability and market.

Lasting Impressions

I felt very excited and motivated by the whole concept of Ambessa and really enjoyed contributing to the project. The background efforts, the vision and the strong determination of Sara, are definitely an energizing reassurance on how goodwill, good ideas and good work can make a difference in the world. I definitely learned a lot, about how children learn and play. I believe the internship defined a new path for my career, where I can develop educational material and help supporting new generations in low-income settings.

First Year Undergraduate, BA English Language and Literature, Remote working



Work Projects

I had an internship in social media and marketing at the ed-tech start-up Ambessa Play. I was given the flexibility to choose the tasks that I was interested in, with the unique opportunity to help shape the strategy and brand identity of such a new company. I had goals set to quantify my success, and at the end of each week, I updated my progress in increasing following and engagement across social media platforms.

I received one-on-one support from the founder and CEO, who was always there to check in but also allowed for flexibility in how often I wanted to meet on Zoom for guidance or message on Slack whenever I needed help, where they were always available. I worked on a variety of different skills, from designing Instagram posts on Canva, writing captions with strategic hashtags, re-designing the layout and bio of the Instagram account, planning a posting schedule, writing guidelines for the brand voice, researching competitors, and growing the number of followers. I was able to double the followers of the account on Instagram and create numerous posts on topics that I was interested in, and overall greatly enjoyed the experience which was an invaluable asset for my future career.

Daily Life

My internship was completed remotely, and I was able to choose my start time which allowed for a flexible schedule. I started at 10AM, usually with a check-in meeting to start the day and review what I would be working on. I took advantage of the remote working

set-up to work from cafes and coworking spaces, meaning I wasn't stuck at home for the whole internship. I enjoyed spending time at home with cats while I was working, which wouldn't normally be possible in an office environment. I also was able to watch the Olympics during my breaks and go outside and enjoy the warm weather after work.

Overall, I found that working from home allowed for more flexibility, but it became my responsibility to make sure I wasn't working too much or too little, as there was no one to dictate when I should take breaks or not. By the end of the internship, I was able to achieve a work-life balance that suited me and my work schedule and really enjoyed the opportunity to have a less stressful experience than a more pressurised in-person schedule might have been for me. There are definitely benefits to both, but my daily life working remotely was relaxed and presented opportunities to work in whatever space I wanted each day.



Lasting Impressions

I have a very positive lasting impression of my internship. I am proud of what I was able to accomplish and immensely grateful to have been given this opportunity. I really enjoyed getting a chance to see what my future professional life might be like, and it affirmed my career ambitions and the type of work I am

hoping to pursue. I feel that I have gained a lot from the experience, not only in what I have learned practically, from graphic design skills to the most efficient strategies of growing followers online, but also how much I have grown as a professional.

I am hoping to stay involved with the organisation and I am excited to see how it will grow, as I really admire its mission. I feel that I have made a genuine impact and made valuable contributions, which may not have been possible in a larger organisation. I'm sure I will bring so much of this experience with me throughout my career and it was not only enjoyable but incredibly valuable and has helped to inform my choices as I move forward in pursuing my career ambitions. It was such a fun learning experience and I'm so glad I was able to work with Ambessa Play this summer.

ARCHANGEL AEROSPACE - LIGHTWORKS

Klaus Kiendlhofer, Magdalen College, MPhys Physics, Third Year Undergraduate, A mixture of in-person and remote working



Work Projects

My main project was the development of a computational model of a certain type of optical receiver to be used in optical satellite communications. Ultimately, it will be placed onto a drone, where it will receive data from a satellite. The project started with an

extensive literature research in a very active field to get up to speed with current developments in optical communications. Furthermore, it was necessary to communicate with suppliers of different components to learn about available products to be used in the receiver.

Finally, I used Matlab to estimate the performance of the receiver depending on the used components' properties. I had a lot of freedom in how to approach the problem and in the end, I had constructed a working model, which gives very credible results for the specific type of receiver and will be a useful framework for the company to model other receiver types. Aside from my main project, I helped with experimental work in the company's optical lab, which involved construction and alignment of optical assemblies, and wrote a script in Python for data formatting.

Daily Life

Most of my internship was remote. Since I lived in college during the internship, I usually went to the college library around 8.30 to start working. Since it was the vacation, I had the whole reading room to myself most days. At 9.30, I joined the development team in their daily stand-up meeting, where everyone gave a quick overview of their current work. This was an important way for me to meet my colleagues and allowed me to get a lot of insight into what is going on in the company aside from my own project. After the stand-up meeting, my work continued until late afternoon with a lunch break around noon to get some lunch and some sun.

I also had a weekly meeting with my supervisor, where I presented my work and we discussed how to proceed. Some days, I went into the company's office in the Harwell Science Park, where a large number of companies are situated including many companies in the space industry. This meant that I took the shuttle bus to Harwell in the morning, which was always welcome, because it took me out of the city a little bit. Due to the virus, only the people, who worked on something practical, were in the office, so there was a rather informal atmosphere, and I quickly connected to the people I was working with.

Lasting Impressions

The internship has given me a lot of insight into working in industry, which is what I aspire to do after graduation. The particular sector of space industry turns out to be a very exciting one and it has certainly sparked my interest. On a technical level, the internship made me learn about an interesting field with a lot of ongoing development. It also gave me the opportunity to apply my coding skills on a real-life problem. I was given a lot of freedom in the work on my project, which was important for me to develop organisational skills, because I had to make sure that I would deliver a finished product in the end of the internship and plan my work accordingly. In conclusion, the internship taught me a lot and gave me the coolest job title I will ever have in my professional life.

ARCTORIS

DPhil in Interdisciplinary Biosciences (DTP), A mixture of in-person and remote working



Work Projects

My internship focused on supporting the Business Development and Marketing Teams at Arctoris, a biotechnology start-up delivering automated, high quality data generation for use in drug discovery.

Tasks involved communication of the science behind Arctoris in the form of blog posts, and linkedin content, drafting awards applications, market research and podcast creation. The support from Lily Elsner (Head of Strategy) who coordinated the internship with Oxford, was brilliant.

Daily Life

The internship began with an onboarding session that introduced me to my main supervisor, and activated my email and slack accounts. The first week there were many virtual meetings with other interns, and company employees to get to know people. Days were 9am-5pm, and I ensured that I went outside for a walk during the day to manage my mental health and productivity.

Lasting Impressions

This internship was a great experience overall, that allowed me a fascinating insight into the biotech industry from the perspective of a start-up. It was also a refreshing break from my DPhil research, and has helped motivate my academic work.

ARTS AND BUSINESS COLLEGE LONDON

Sophie Rogers, Worcester College, BA Literae Humaniores, Final year undergraduate, Worcester College, A mixture of in-person and remote working



Work Projects

Throughout my internship with the Arts and Business College of London, I carried out many different tasks, utilising different skillsets. At the beginning of my internship, I was tasked with researching, creating and recording two 10-episode podcast series, both focussed on the British Museum and the pieces within it. These podcast series are to be an additional learning resource for those studying English at the college, and for those who want to learn more about the culture and museum scene of London.

Alongside these recordings, I produced transcripts of each episode, an overview for each series, and on my final day of the internship, gave a 45-minute lecture on one of my episodes, to help the students work through the material. The process was thoroughly rewarding, and I was given complete freedom to write the podcasts. I also had the opportunity to visit the British Museum to take photos to accompany my podcasts. Beyond this content creation, I was also involved in the marketing for the college, attending the weekly marketing calls and keeping up to date with the other employees.

The other side to my internship was assisting in the setting up of two new sister organisations to ABC London. The first is a charitable foundation, which aims to support emerging artists in London by putting on exhibitions, promote the culture of London through fortnightly newsletters, and tackle education inequality in London through funds raised via a paid membership scheme. I oversaw the creation of the website, have been an attendee and contributor at the trustee meetings, and have helped with the formulation of this foundation.

This process has been thoroughly rewarding, as I have seen a new charity created from scratch, and in the future, plan to continue as an ambassador. The second sister organisation is a coaching service, aimed at helping students gain acceptance into top UK and US universities. For this, I have helped with pitches to investors, overseen the website creation and again helped with formulating the service. I have worked closely with my boss in the creation of both these organisations, and we would call almost daily to discuss any new ideas or issues.

Daily Life

Due to the pandemic and building renovations in the office, my internship this summer was primarily remote. Although this allowed for some comforts, including lots of coffees and no commute, this did mean that time management became slightly trickier. Nevertheless, I tried to keep to a routine and sit down to work at the same time every morning and stop at a reasonable time in the evening. My daily routine would usually consist of checking my emails, speaking to my boss, and updating him on my progress and then continuing with my own set tasks.

Every Wednesday morning there would also be a weekly marketing call with the whole team, which allowed us to hear about what the others were working on. I also attended multiple meetings for the new art foundation, held in an office in central London. For these, I would commute into London to attend the meetings, and then we would usually go for a drink or meal afterwards, allowing me to get to know my colleagues not just virtually. I personally would have preferred to have been in the office and to have socialised more with the marketing team, many of whom I never officially met. Nevertheless, I found the experience rewarding and would imagine future interns would be able to work in person.

Lasting Impressions

Overall, my internship was a positive experience. It enhanced my research skills and my confidence in presenting new ideas and putting them into action. As ABC London is comprised of quite a small team, I was given a high level of responsibility and would see my ideas actualised quickly. While the podcast creation was rewarding, I enjoyed the setting up of the art foundation the most, given the aspects of problem-solving and the exciting possibilities available when setting up something from scratch.

The internship has thus confirmed for me that I would like my future career to involve problem-solving and working face-to-face with people on a daily basis. I will definitely keep in contact with ABC London, perhaps coming back to work with them over the next year or so, and will become an ambassador for the new charitable foundation.

BRILLIANT CLUB (THE)

Harry Twohig, Mansfield College, Second Year Undergraduate, BA History,
Remote working



Work Projects

I worked with university partnerships team at The Brilliant Club, supporting the planning and delivery of a series of virtual graduation ceremony events for students who had completed the organisation's programmes in the summer term. Tasks included the creation of certificates and PowerPoint slides for each graduation ceremony, liaising with staff across the organisation to ensure that school and student details were displayed correctly, managing signups for the events via Eventbrite and ensuring that parents who had registered received the links to join the appropriate graduation ceremony.

Following the events, I reviewed the briefing documents given to university partners and student ambassadors, who deliver a session as part of the graduations, to ensure that all parties were adequately briefed, and I prepared a document evaluating the events overall, with feedback that could be actioned in the future. These graduation ceremonies were attended by around 4,000 students nationally, and seeing how proud the students were of

their achievements made all of the hard work in supporting with these events worthwhile. I received a high level of support throughout the whole process, with regular teams calls, training sessions and check-ins.



Daily Life

The Brilliant Club sent me a laptop in the post which I had to use for remote working, to have access to all of the organisation's drives and the appropriate software. I found a really useful thing to do was to use the laptop as a visual indicator of when I was at work and when I was not - I put the laptop away, out of sight, once I'd finished work each

day. I think this helped me to separate my work life from my home life when both were happening in the same physical space.

Additionally, The Brilliant Club were great in allowing flexibility with working hours, as they do with all staff. While the organisation does have some core hours when everyone is expected to be online and in the office, you are able to complete the rest of your hours at a time that suits you, so if you're an earlier riser you could start at 8am and finish at 4pm every day. This was very helpful in managing my work life balance during the internship.

Lasting Impressions

I thoroughly enjoyed my time with The Brilliant Club and would highly recommend this organisation to any future interns. I feel as though I was able to gain valuable insight into the access / education sector, and was fully supported throughout the experience. What really amazed me throughout my time with The Brilliant Club, and what I think will stay with me wherever I work in the future, was how much the staff cared about making sure that everything was right for each individual child.

When delivering on such scale, it would have been easy to settle, but the organisation also strove to do their best by each and every young person, which I think was really inspirational. This internship has confirmed to me that I would like to work in an education charity in the future. I can't recommend The Brilliant Club enough.

BA Jurisprudence, Final year undergraduate, Remote working

Work Projects

My internship was well-organised, and I was impressed with how my line-manager gave me tasks that were all well connected and progressed organically from one task to the next. My first few days involved induction sessions, where I met team members who I would be closely working with, and had induction sessions such as data protection sessions, and presentations about the charity's background.



For my first main task, I contributed to the creation of Graduation Feedback Reports, which required me to select relevant quotes from students, parents, and teachers, to add to the report. I was also able to attend a live Graduation event, and it was nice to see the students celebrating their achievements. I

was happy to see how proud the Brilliant Club staff members were of these achievements as well, as it highlighted to me how much the charity cares about its mission of widening access to higher education, for students from disadvantaged backgrounds.

I was involved in the development of handbooks that students who participate in the Brilliant Club's programmes would use. I was also involved in the recruitment process, and had the opportunity to lead virtual Assessment Centres, interviewing potential PhD Tutors. It was a valuable experience for me to understand from a recruitment point of view, what the charity looks for in its tutors, and its high standards are another reflection of how much the charity cares about its mission, and about the quality of the participants' experience.

Throughout my time at the Brilliant Club, everyone I worked with was incredibly supportive and explained tasks clearly. If I was unsure about something I always felt comfortable to ask and no one ever made me feel like I was asking too many questions, which I really appreciated as it helped foster a welcoming and encouraging work environment.



Daily Life

On a typical day, I would wake up at 7am and get ready to sit at my desk for a 9am start. I was working from home most days. At 9am, I would have a check-in meeting with my line-manager, where we would catch up about how we've been,

and what work I have planned for the day. My line-manager was really friendly and supportive, and the meetings were useful for planning the day ahead. After the meeting, I would get started with my work for the morning. Then at 11am, I might have another meeting, catching up with another intern to see what work they've been getting up to, and how they've been finding the experience.

During my time at the Brilliant Club, I didn't really have many calls on a day-to-day basis, but I always felt as though I had enough work to be getting on with. However, if I wanted to chat to someone during a break, or ask any questions, I felt comfortable enough to message someone on Teams for a chat. After lunch, I would get back to work. I had a variety of tasks to complete while I was there, for example, working on feedback reports, or formatting the course handbooks. I would usually end my day at 5pm-5:30pm. During the evenings, I would either go for a relaxing walk to wind-down, or see my friends.

Lasting Impressions

I enjoyed my experience at the Brilliant Club. I feel as though I gained a lot of new and relevant experience. If I decide to work in the charity sector, my experience at the Brilliant Club will be useful, for example when assessing if volunteers will be able to deliver the charity's mission. This was a skill that I gained from leading assessment centres, deciding whether candidates would fit the role and whether they aligned with the charity's mission.

At university, I completed a law degree, so if I decide to pursue a career in law, my experience at the Brilliant Club will be useful because formatting the handbooks allowed me to develop my attention to detail, which is a necessary skill when drafting legal documentation for example. Finally, my experience at the Brilliant Club will generally positively contribute to any future job I might have that requires me to work in teams and manage various workflows while meeting strict deadlines.

CHATSWORTH HOUSE

Sarah Jackman, Christ Church, Masters-level student, MSt History of Art and Visual Cultures, In-person internship



Work Projects

During my internship I helped to kickstart Chatsworth House's involvement with Google Arts and Culture, a digital platform that allows organisations to easily share their

collections. I selected and collated metadata relating to items and artworks from the Chatsworth and wider Devonshire collection, I researched the chosen works and created interpretations to be published online and I developed in-house guidelines for future users of the platform. This involved problem solving to work out how to link related items for display together. This work resulted in over 70 items, being uploaded ready for online publication, soon to be seen on the Chatsworth House Google Arts and Culture page.

Though there was

Daily Life

Daily life involved wandering down from the 18th century stable block where I was living on-site through the golden gates of Chatsworth, signing in with the ever-cheery staff at the lodge and weaving my way through the back corridors of the North Wing (built by the 6th Duke of Devonshire) up to the Birds Landing where a large number of the collections department were based. Here, settled at a computer in an open landing space I was surrounded by four offices containing the collections, exhibition and archive team. Alongside me were volunteers, a bust of Mr Darcy from the 2005 *Pride and Prejudice* film, filmed at Chatsworth and a PhD student researching the development of the North Wing and theatre space.

I was quickly introduced to the whole team who flit between offices to discuss upcoming exhibitions, Christmas at Chatsworth and more. This involved members of the conservation team, the textile team, collections individuals and the wider archival team like Frankie who was working to catalogue the six main collections of the Chatsworth archives including works by Thomas Hobbes. My first week also involved a whole team meeting and individual

talks with the Head Curators of the departments (textiles, decorative arts, Old Master Drawings and fine arts, Exhibitions, Archives) - a fantastic way to get to know their work and the collection, hearing about their top 5 (or 20 - there are too many interesting pieces!) favourite items from the collection.

I worked directly with the Archival team under the brilliant and knowledgeable Fran Baker. Once settled work involved searching the cataloguing system to find the suggested works, researching their history and provenance and uploading this and their metadata onto the Google Arts and Culture CVS spreadsheet and then dashboard ready for publication. Doing this daily meant getting a wide ranging knowledge of the Devonshire Collection from the Devonshire Parure to Leonardo' Da Vinci's Grotesque Head sketches.

Lasting Impressions

I loved working with the team at Chatsworth, they were all incredibly welcoming and extremely interesting, all working in a specialism but across almost 600 years of history and collecting. I gained a holistic knowledge of a collection department as much as a specific knowledge of the Google Arts and Culture platform - useful information in an ever-more digital collections landscape.

What practical advice would you give to future interns?

Ask if there are opportunities you can help with beyond the bounds of your internship. Always talk to everyone around you and find out about their path into careers/their interests and knowledge - I met a stained glass maker who was volunteering, gained so much insight into the theatre from Louise's PhD work and learnt so much about routes into archiving from the archive team - people are always happy to chat. Stay in awe of the fact you get to spend a month at one of the most incredible country houses in the UK. Don't forget to get out and about and explore the surrounding area of the Peaks and historic villages like Buxton.

CHAWTON HOUSE

Srutokirti Basak, Mansfield College, BA History, Second Year Undergraduate,
In-person internship



Work Projects

I worked as a Curatorial and Collections Intern at Chawton House for a month. The work involved assisting the Collections and Curatorial Manager with the day-to-day management of an internationally significant collection of books & manuscripts, artworks, and household objects,

cataloguing the personal library & papers of Austen scholar Deirdre Le Faye, and curating a display titled Ladies of Leisure: Outdoor Entertainment in Eighteenth Century England.

Emma, my manager, was enormously supportive and encouraging despite how busy she was, and I really enjoyed working with her. She was also really willing to help with networking as well as answer any questions to do with collections handling, finding jobs in Arts and Heritage, as well as editing our curatorial work.

Daily Life

I was living in Winchester for the duration of my internship, and this was a really nice place to stay. It has lots of things to do but isn't very busy. There was another intern, and we stayed together in the same accommodation and she drove us into and back from work (at Chawton) every day. We would work from 10-5 on various things that Emma wanted us to do from cataloguing to book handling or closing the reading rooms for the day. After work, we sometimes went on walks in and around Winchester. Over the weekends, I saw friends from college as London was only an hour away. Overall, I really enjoyed my month at the internship.

Lasting Impressions

I loved my internship and especially enjoyed having the chance to work with my manager. Emma was so encouraging, helpful, and enthusiastic about my interest in heritage and working with her was one of the best parts of the internship. I also learned so much from her as well as volunteers at the house about book handling and care, such as learning to use

wheat starch glue to fix tears in old books and making phase boxes. It was great to have the opportunity to chat with the director of Chawton House, Katie Childs, about careers advice and progression in heritage. My internship definitely confirmed that I want to work in the Arts and Heritage sector!

What practical advice would you give to future interns?

Apply to internships, even the ones that you think you are unlikely to get. Once you have an internship, be enthusiastic and show initiative in your work!

Lydia Smith, Christ Church, Masters-level student, MSt History, In person internship



Work Projects

Chawton is a historic house open to the public and a research centre for early women's writing. My main tasks included: Working closely with the Curator and Collections Manager on a variety of projects, learning essential skills in collections handling and

management. Provided with instruction covering the in-house conservation work carried out by the organisation, principally on rare books and manuscripts. Co-curating a new exhibition within the house - 'Ladies of Leisure: Outdoor Entertainment in Georgian England'. I worked with the other intern on the programme from Oxford to research, create and install this exhibition under supervision of the Curator (our supervisor).

I contributed to cataloguing and archiving a significant new collection, developing familiarity with a range of online data platforms. I developed knowledge and understanding of library classification systems and exposure to management processes required in the heritage sector and curatorial roles. I worked and was supervised closely by Chawton House's Curator and Collections Manager. This person provided a very warm welcome and managed the first week of the internship very well, providing an excellent overview of the tasks I would be completing during the placement. The whole team at Chawton was very helpful and willing to help and advise me throughout the placement.



Daily Life

This internship was in person. I lived in accommodation half an hour away. Although there was a bus service I decided to drive each day. This gave me the freedom to explore the local area and generally made travelling to and from work more reliable and relaxed. There was another intern on the

placement so we chose to live in the same accommodation and travel to work together each day.

This was a great experience of meeting and working with a new person. Although the work/life environment was quite intense at times, having a second intern meant we had each other to socialise with. This also provided some immediate company when moving to a new city and area of the county that neither of us had visited before. As mentioned above, outside of work hours I explored the local area and went on lots of walks in the countryside as we were located in the heart of the South Downs National Park. This formed part of the enjoyment of the internship for me, giving me the opportunity to work in a new place, and experience how a daily, regular job affects your life outside.

Lasting Impressions

I have learnt a huge amount from this internship. I applied initially as a way of gaining experience in an industry that I knew little about in a practical or professional sense, and the chance to work within a historic house was particularly important for me. Being part of a team in a historic house, a varied team dealing with visitors as well as curation and archive management provided an excellent grounding in understanding the requirements of managing a museum and historic house. The can-do attitude and willingness of the whole team at Chawton to work in any area as required on a day to day basis was a big take away for me - understanding that the heritage sector requires a highly adaptable approach to your work and the role you may technically hold.

I also gained excellent experience in the key skills and knowledge required of entry level jobs within the wider arts and heritage sector, such as curatorial, collections roles as well as archive and collections management. I really enjoyed the experience and I strongly believe it has contributed significantly to my career prospects, and to my confidence in future

applications and professional environments. This experience has certainly confirmed my love of the heritage sector and my desire to work with historic houses in some capacity. The collections work, particularly the research for the exhibition also confirmed my interest in pursuing further research in this sector. Whilst I am still very much interested in curation as a career choice, I now also have a greater understanding that that is not the only way to work with historic houses and collections and I am eager to explore a range of career options.

CITIZENS ADVICE OXFORD

Second Year Undergraduate, BA Philosophy, Politics and Economics, Remote working



Work Projects

This role was project-based, looking to blend pandemic and post-pandemic working for Citizens Advice in the future. It involved determining models of engagement that worked best for the client base of Oxford's charities. Consulting and contacting other

charitable organisations in Oxford enabled the gathering of qualitative and quantitative research on how charities believe their client base behaves in order to achieve the most efficient and useful service for those who need. Taking into account digital exclusion and the drop of non-native English speakers and refugees engaging with these kinds of services during the pandemic meant that people were slipping between the cracks of support.

A model of pandemic working is not sustainable in this sense long term, as it is more exclusionary than what preceded it. At the same time, young people engage more with charities digitally, so the project and final report was about striking a balance to engineer a model of service that serves everyone. Citizens Advice Oxford was very encouraging and provided us with plenty of opportunities to meet the team and get involved in day-to-day work. I even took part in the annual Oxford Legal Walk!



Daily Life

I undertook this position from university accommodation, the Dorothy Wadham Building on Iffley Road. At first, I was quite disappointed that my internship would be remote rather than in person. Nonetheless, I feel working from home enabled me to

better balance work and life than I sometimes manage during term time. Outside of work, I went to visit the college tortoise a fair amount. I am tortoise officer at Wadham College and having a reason to go into town every day did good things for my mental health.

Lasting Impressions

I think that this internship really confirmed for me that I want to work in a field involving or based around evidence-based social policy. The work we undertook was very rewarding and I want to spend more time in the field. Obviously during the pandemic, it is difficult to feel you are living something fully, which I also felt with this experience. I think this experience has given me insights in particular into the coordination required when considering part time working.

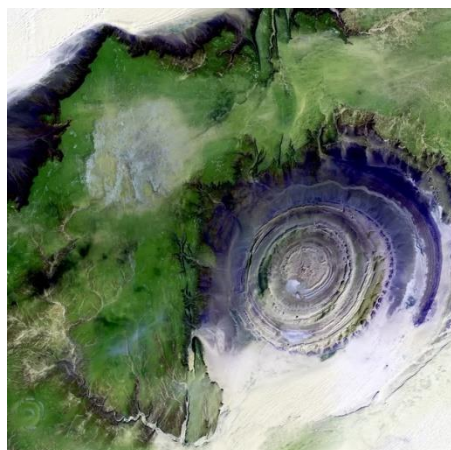
What practical advice would you give to future interns?

As an intern, it's safe to say you can never have too much preparation! Indeed, it goes without saying that being well-prepared is important in everything that we do, but this can especially be important when working as an intern. As a student, the things that you need to have ready are always already provided as a list for you. What you need to prepare for a tutorial assignment and what things you need to study for Final Honours Schools are always clear.

However, when you start working at an organisation, in many cases, no one will be there to tell you everything; you need to be able to come up with the list of things to prepare by yourself. Also, as a student, you are only responsible for yourself. Even if you have had experience working in student organisation, it's nothing compared to what you will experience as an intern; you will find that every little thing you do can affect not only your entire team, but also the future of your company.

CLIMATE RISK SERVICES

Second Year Undergraduate, MMath Mathematics, Remote working



Work Projects

My main project was to research and develop a modelling tool based off of a research paper. This however has changed its course during the 12 weeks I was an intern as it became visible roughly halfway that the project is on a more complex level, perhaps suitable for a masters or postdoctoral thesis. However, me and another co-worker were able to develop a simpler

version of the model in excel - less accurate, but workable, which was a nice achievement.

Additionally, I was involved in various client work and some more administrative tasks. For example, I helped with implementing a climate risk calculation methodology for a set of data, which took a few days. I also searched for information about climate risk reports, scenarios etc. that were useful to give a better picture of what is used on the market.

Overall, there was always a lot of support. As an individual project, I researched and wrote a short (around 2,000 words) article regarding climate scepticism. In it, I wrote about the causes, indicators, and ways to deal with climate change scepticism. For this one, I did not receive help, but I also did it on my own accord after a mid-internship call with my supervisor, who suggested I could find a topic to do a case study or a small report on.

Daily Life

It was a little tiring to spend so much time in my room with a computer and I had a wrong assumption at first, I should work 8 hrs or at least 7.5. My supervisor was however very understanding and told me it is fine to work less, and that breaks are important. I woke up around 8.20-8.30am, ate breakfast, dressed up and started work at 9am. Usually, the first hour would be calm due to my supervisor and my main co-worker being in the UK - one hour behind me - so I'd work leisurely till around 10.30-11am.

I'd usually have some theme tasks for the day, though it was mostly the modelling project, the main client for which this project was meant to right now, then my article, with several

days devoted to entirely other projects. I pretty much always signed off at 5 pm on the dot. It happened only twice or three times if I recall that I needed to do something later, which is fantastic.

Overall, the company values work-life balance a lot. Always at around 11.30am and 3pm I'd eat lunch and dinner respectively, which was nice too and set me in a routine. Outside of work, I'll be honest – I probably didn't do enough to unwind or get my head off of work.



Lasting Impressions

I really enjoyed it. The company organized a little goodbye party on my last day and was very vocal about being happy with my performance and wanting to see me again soon. We even arranged for a meetup once I'm

in Oxford and I was promised a little gift for my work!

The company left a very good impression on me. Firstly, they value work life balance a lot, which was very visible. Secondly, as it is small and at its growth stage, it feels very friendly and tightly knit.

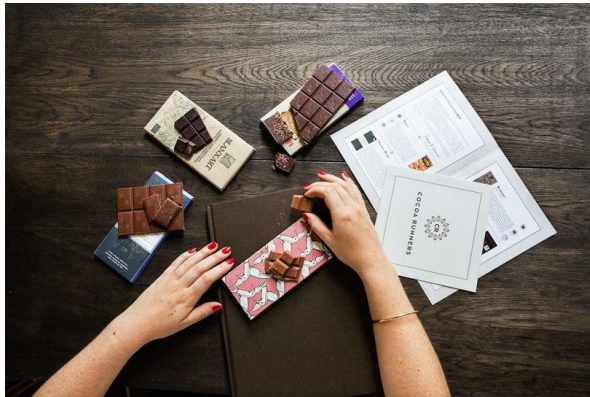
The people are all kind and approachable. I am very happy I chose this company to intern with. I think I gained a lot of knowledge about climate change from it (also: incredible, everyone consistently shares resources on the company's groupchat, I learned so much from these shared articles!) and realized I would like to work in such a place and with climate risk. This topic has become quite close to my heart and now I'm more certain in my academic choices: I will go towards applied maths and modelling, most likely climate risk modelling. I was also very happy to have a chance to write an article.

What practical advice would you give to future interns?

Ask for feedback along the way and tell your supervisor if you're done with your task - update about your work in progress too. Don't expect yourself to work 8 hours straight - there is time for breaks in a workday.

COCOA RUNNERS

Robyn King, Lincoln College, Final year undergraduate, BA English Language and Literature, A mixture of in-person and remote working



Work Projects

I completed a content and communications internship at Cocoa Runners, a company specialising in craft chocolate. My tasks were varied, and included editing and writing articles for the company website and blog, creating social media content using Canva (primarily for Instagram), developing customer communication strategies, research, and even helping to develop a video series for Tik Tok!

The Cocoa Runners team were extremely supportive and allowed me a great deal of creative freedom, so that I felt I could really have an impact and choose which skills to work on. They were also very helpful when it came to providing resources, for instance when I expressed an interest in creating website content regarding the history and culture surrounding chocolate, they generously ordered several books on the subject for me to read.

Daily Life

I tended to work two days from home and three days in the office. Each day would begin at 9:30 am with a zoom meeting to debrief and discuss the plan for the day, and would usually be followed up with another catch-up at 4:30 pm. I commuted to work by train for days in the office. During the day (lunchtime etc) I socialised with the other interns and team members, exploring the d market near the office and the surrounding area. After work, I often met up with university or secondary school friends who were also working in London, or relaxed at home.

Lasting Impressions

I really enjoyed my internship, and think Cocoa Runners are a wonderful company with a great ethos. I found the team to be very friendly and welcoming, and eager to make sure that I got the most out of my internship. I gained a lot from it in terms of insight into

working in a start-up, where you have to take responsibility for your own projects and seeing them through.

It has also given me a lot more confidence in my own ideas, because I was always encouraged to put them forward and pursue them. It has strengthened my existing interest in a career in media and communications in the long term. It has also opened my eyes to the food and drink sector, which I previously did not know much about but would now consider pursuing.

What practical advice would you give to future interns?

I would advise future interns to not be afraid to use their initiative and pursue projects independently. I would also advise them to have good organisation, and use a tool such as notion or keep a planner to keep track of tasks.

COMPTON VERNEY

Lily Westcott, Pembroke College, Final year undergraduate, BA History & English, A mixture of remote and in-person working



Work Projects

I completed a 4 week internship with Compton Verney, an art gallery in Warwickshire, cataloguing and researching the new collection of portrait miniatures they recently received. I have been cataloguing the new miniatures, creating object reports, and researching both the artists and sitters so they can be displayed to the public. I have also been tracing the history of the objects through auction house catalogues, assessing the condition of them, and deciding which will be put on

display, and which are able to be used for handling opportunities.

I hope the miniatures available to be handled will reveal some of their secrets to the public: how holding them up to the light illuminates the ivory, the plaited strands of hair on the reverse, and just how small and intimate these objects really are. I worked closely with

Annelise Hone, the Collections and Exhibitions Manager, working for the most remotely, but I also spent a couple of days on-site.

I was lucky enough to also attend the Inclusive Fellowships Conference held by Compton Verney, marking the start of a six-month project investigating new ways of understanding the collection. The miniatures will be put on display next year.



Daily Life

When I went in-person to Compton Verney, I spent the first day at the Inclusive Fellowships Conference, where we went on a tour of the galleries, had presentations from the new fellows, and discussed best

museum practice. I worked in the office, and it was particularly interesting to walk around the galleries when they were closed to the public on Mondays!

When working remotely I tended to split my days into admin work in the morning, working on the 70 object reports, and doing things like renaming or moving files, and then in the afternoon would do the research element, into the artists and the sitters in the miniatures. After I had finished the internship for the day I would socialise with my flatmates and cook dinner.

Lasting Impressions

I have found the whole experience of working at Compton Verney really eye-opening about the field of heritage, galleries and museums in general. I will be pursuing postgraduate study in Leicester, doing a Master's in Museum Studies, so this internship has been really helpful, giving me a taste of what working with art and historic collections on a daily basis is like. I had never been to Compton Verney before, and I think the work they are doing by displaying historic art collections alongside contemporary changing exhibitions, all within a heritage setting, is really unusual and fascinating.

DATA ETHICS 4 ALL

Joseph Geldman, Wadham College, Final year undergraduate, BA English Language and Literature, Remote working



Work Projects

From my first interview, I was very impressed by the ambition of the DataEthics4All team and particularly their founder, Shilpi. I was initially tasked by Shilpi with working on two fundraising and advertising campaigns which are important

to DataEthics4All's future: the organisation's education pledge, to provide free STEM tutoring to five million students; and the AI DIET WORLD business-to-business event and conference, due to be held online in October.

Before this, however, I brought some of my own projects to the table by suggesting an update to some areas of the DataEthics4All website, which I had found a little bit confusing at first. Shilpi accepted my suggestions and I simplified and redrafted some of the website content to improve the user experience. I also worked on producing a professional 'style guide' for DataEthics4All, setting out guidelines for future content releases and establishing a colour scheme for the website content and videos I would work on in the following weeks.

In the second week, my focus moved to creating video content to advertise the AI DIET World event, during which I produced four short informational videos (starting in Adobe Spark, and finishing in Canva when Spark proved too irritating to use). For these videos I had to write a script, gather appropriate internet stock footage, and finally star in my very own voice-over. Shilpi and I brainstormed for a bit, and we had the idea of pitching the Career Fair aspect of the AI DIET World event directly to students and universities.

Accordingly, the last two weeks of my internship mostly involved emailing universities and pitching the event to them by offering free invitations to students to the event. The team supported me in this endeavour by giving me access to the official communication channels: the team website, YouTube channel, and Handshake and Medium accounts. We also made

headway with some attempts to directly engage the community through the online platform, though these were less successful. In any case, though, the breadth of this internship experience was the most rewarding aspect and I particularly appreciate the trust that Shilpi and her team placed in my skills and my ideas.



Daily Life

Because my internship took place remotely, I decided to treat it in much the same way as I treated working at Oxford during my final year, where I had a comparative lack of structured activities. I had feedback meetings with Shilpi three times a week, lasting

between fifteen minutes and one hour, during which we discussed both the work we were doing, and the aims of DataEthics4All more generally.

During these sessions Shilpi was also an excellent mentor and provided a great deal of useful advice on subjects related to advertising and marketing, and was knowledgeable about everything from the productive use of LinkedIn to the importance of clear "calls to action" in advertising.

Lasting Impressions

DataEthics4All proved to be an exceptionally friendly workplace. I enjoyed the diversity of projects and the fact that I was able to pursue my own interests and approaches, with a team always present to support me if I needed guidance. It was rewarding to be part of an organisation which is so clearly committed to aspirational change in the world.

The community at DataEthics4All is welcoming and offers many opportunities for members of all backgrounds to engage. As a collective, it has a clear mission statement and set of commitments which are continually engaged with. This made it a fulfilling place both to work and to meet new people. I do not know if I will pursue a career in the area of data ethics, but I have had some ideas about working in spheres such as education and policy, and it has been extremely useful to see how an activist organisation maps out its goals and works towards them.

During my internship, my confidence in my creative and communicative skills greatly increased. Writing copy, informational campaigns, and personal messages for a wide variety of stakeholders and on a wide range of platforms (from Medium to Handshake to Eventbrite) has increased the range of my professional writing experience. I also learned (at least partly through mistakes) some important new lessons about video and website design and marketing through the web. These skills and experience will stand me in good stead when it comes to applying to creative and communication roles in the future.

Because of DataEthics4Alls diverse fields of operations, I have also learned more about the fields of AI, data ethics, education activism, and recruitment. I would particularly recommend this internship experience to anyone interested in charitable work and activist enterprise, but also to anyone interested in social sustainability, technology, and - of course - data ethics.

DEBRA

Third Year Undergraduate (of a four year course), BA Litterae Humaniores, A mixture of in-person and remote working



Work Projects

I worked as a Fundraising Intern at DEBRA over the summer vacation for a month. DEBRA is a charity that helps people live with EB, an incurable skin condition that causes blistering and pain; DEBRA also hopes to eventually find a cure for this disease. As a fundraising intern, my job was to research potential major donors (people likely to give over 5000) and see if they had the propensity, and ability to donate such a sum. As such, the job entailed gathering qualitative and quantitative data and formatting it so that it would be easy to read for the head fundraisers.

I also had to make reports on potential corporate donors, and research restaurants that would give DEBRA discount meals for auction. In this, I was heavily supported by DEBRAs

head of fundraising, Hugh, who also introduced me to various members of the DEBRA, including its CEO, and heads of HR and customer support, which not only gave me connections, but also allowed me to speak to people, whose career path I might want to follow, and as such they gave me career advice along the way.

By the end of the internship, I felt that I had gained a good insight into not only fundraising but also how a charity functioned, which was aided by the size of DEBRA, just small enough such that I could meet the whole team, just large enough such that it functioned as a major charity.

Daily Life

This internship had a mix of in person and online working. As such, I went in for the first day, and once a week for three more weeks; and worked online for the rest of the time. When I first went in, I was introduced by the friendly head of fundraising, as well as to the other intern there. As such I felt I settled quickly. Work was set always on the days on which I went into the Bracknell office. I was given a large list of potential major donors, and the head of fundraising told me a bit about each of the names on the list, before asking me to research them all further and make a report on each one of them, of about 700-1500 words. I soon settled into the rhythm of this work.

In the second week, I met the head of corporate fundraising, Jenny, online, and she asked me to research several corporations too. The third week, whilst continuing researching the major donors, I met Andrew, another fundraiser, who also set me a few more major donors to research. By the fourth week, I needed little help and worked fairly independently in the office, with no new work set. On two of the days I went into the office, I was set up with one on one meetings with various members from inside the company which proved invaluable. Outside working hours, I went home and stayed with my family.

Lasting Impressions

I did enjoy the internship, and felt that I gained a valuable insight into the world of philanthropy, learning more about the motivations of philanthropists, as well as the functioning of the charity. Of particular use was the meeting with DEBRAs CEO, who advised me to do a law or accountancy degree next, since this was the easiest way into the

corporate or charity world. Given that neither of my parents work in the charity or corporate world, such advice was invaluable. As such this internship has given me direction.

DEBRA has opened my eyes to the breadth of opportunities out there, and the broad range of different paths I can follow. Not only was it in itself an interesting experience, it also introduced me to various people who had come to their current job through vastly different pathways. Lastly it has given me valuable connections for the future, which will be of particular help if I wish to pursue a career in the third sector, be that before or after an additional qualification in law or accountancy.

DEEP EDIT LTD.

Third Year Undergraduate, MMathCompSci Mathematics and Computer Science, A mixture of in-person and remote working



Work Projects

My internship was at Deep Edit, my initial task was to deploy their algorithm to Google Cloud and have it automatically run on customers image catalogues. I achieved this using Kubernetes (k8s), deployed on GKE. I had no prior experience of k8s so the start was a steep

learning curve, but I managed to get it up and running using best practices and then optimise it properly. I initially built a container which would download a catalogue from their storage server, run security checks and extract the raw images, run the algorithm, package the results and send them back to the customer.

While developing this, I was learning about Kubernetes and planning how it would be deployed, and the other services I would need. Once the basic process was working, I built the remainder of the services required for the k8s cluster and deployed it. I then dived into their web app, making the changes necessary to talk the service I had just deployed. This was again written with a framework I hadn't used before, but I'd had lots of other web development experience in the past so it wasn't quite as much to learn.

After this, I spent a bit of time improving the algorithm and how it modified the provided database. I'm not going to give any more away. After this was the task of improving security and providing more helpful error messages to users across the entire product - frontend, backend and in the code I had previously written. During this, I rewrote much of the code in a more segmented library so that error handling could be added more cleanly. I then built the error handler to provide a helpful message to the user, along with an error reference that would allow an administrator to view the full details to help them give assistance. We had some calls with a security consultant and implemented his suggestions.

Daily Life

My internship was mixed, in person and remote. When working remotely, I had a lot of flexibility in what times I worked. I liked to get up quite early and start work around 7:30am, have a fairly long lunch break, and then finish at around 4:30pm to go climbing in the evenings. Most of my catch-up calls were in the early afternoon, giving us the chance to update on the morning's progress and make plans for the rest of the day and the next morning. When working in person I stayed in college. In the mornings, I'd walk to where we were working, which was at a variety of places including their office spaces and other colleges. We'd work together and get lunch before finishing work and getting dinner. It was great to meet everyone for evening meals and socialise!

Lasting Impressions

I thoroughly enjoyed the internship. I worked with super friendly people and got on with them well, I felt like I had a really positive impact on the product, adding very notable features! I also feel like I implemented everything well and left it maintainable. In the process, I learnt about many technologies that I hadn't used before I didn't know the details of. These will definitely be (and some have already been) helpful in future work and are brilliant to add to my CV.

Working in a production environment is also a brilliant experience to have and I think it will help a lot with my future career. I was also introduced to another company through this internship, which I was offered a future internship at which has developed my skills and knowledge much further still. I'm still not sure exactly what I'd like to do after university, but this experience has showed me that software development is definitely something I really

enjoy. I've had experience from this internship which I wouldn't have otherwise had, and that's shaped my impression of software development.

In addition, I'd not experienced doing so much work consistently on the same project, and I've definitely got better at managing my time and I've learnt how to plan things better to avoid getting too frustrated or burnt out of a particular task. I really liked the company I was working for and hope I can do more for them in the future. Overall, I loved the experience!

What practical advice would you give to future interns?

If you're doing remote work, make sure you've got a time that you make yourself start at! I found that starting early in the morning helps you get productive quickly and makes your lunch break a middle of the work break, which is much nicer than having a longer afternoon. Also, if you start earlier, then when you're getting tired of something, you've got time to have a little break.

DITCHLEY FOUNDATION

Fabio D'Aguzzo, Brasenose College, Final year undergraduate , BA
Philosophy, Politics and Economics, Remote working



Work Projects

The Ditchley Foundation is an organisation that aims at creating linkages between competent, committed individuals, both in the private and in the public sphere, in order to promote peace, freedom and democracy. I was a remote intern for Ditchley for four

weeks, during which I covered three main tasks.

First, I was responsible for network research: I performed web-based research on a list of individuals that, because of their expertise and experience, were of interest to the organisation. The information I found was edited and entered into Ditchley's online database.

Second, I took part in event research: I performed web-based research, looking for events that were organised in certain thematic fields, to gauge the level of general interest in a particular topic and look for interesting speakers and attendees. My theme was "Education and Climate: Skills", i.e. how the green transition relates to the need for new skills and jobs.

Third, I performed quantitative analyses: in particular, I learnt how to use the software Neo4j (together with its extension Neo4j Bloom), which is the software that Ditchley uses to store data and perform statistical enquiries. In all three respects, my supervisors, Martin and Danielle, were extremely helpful in providing professional assistance and advice. In addition to this, interns were also allowed to participate to Ditchley's Annual Lecture, which was held physically at Ditchley's beautiful building and featured important speakers including, most notably, Malcolm Turnbull.



Daily Life

Because all of my work was performed remotely, my working hours were extremely flexible. In fact, the only fixed commitments were the video-calls, which I found extremely helpful to keep track of the gradual progress of our work. Calls were quite frequent (usually

two in each day, one in the morning and one in the afternoon) but also quite short (none was longer than one hour, and some of them were simply short 30-minute chats to check whether everyone was on track), which made them perfectly bearable.

Apart from this, I would usually wake up between 9:00 and 9:30, work from 10:00-10:30 until 13:00-13:30, then stop for lunch, and finally work again from 14:30-15:00 until about 18:00. This routine was extremely comfortable, because it left me with a lot of free time in the evenings, during which I could easily go out, go jogging, or enjoy Euro2020 matches (as an Italian football fan, I am happy to say that this was definitely a big plus!).

Moreover, weekends were also free, so that I could take some time for myself and go somewhere. Overall, this was my first experience of remote work, and I can say that I am very happy with it: in fact, working from home meant that I could have an incredibly enjoyable degree of flexibility, which I could not have enjoyed otherwise.



Lasting Impressions

My overall lasting impression of the internship is definitely positive. Firstly, I feel like I have learnt something which I was not familiar with before: not only, in concrete terms, the software Neo4j, but

also, more generally, the day-to-day routine of an intern, carrying out daily responsibilities, performing gradual tasks, and reporting to a supervisor in a professional manner.

Secondly, I discovered a new, intriguing environment: Ditchley is an extremely interesting organisation, whose aim of promoting democracy and freedom through personal relationships and bottom-up networking perfectly squares both with my ideals and with my academic experience as a PPEist in Oxford.

Thirdly, the internship itself was rather enjoyable: I feel like I spent a month of my summer doing something that was not only useful and professional, but also well-valued and ultimately rewarding. Finally, the internship was illuminating, in the sense that it demonstrated to me how wide the range of career possibilities in the public, politics-related sector is.

Overall, after this experience, I am more confident in saying that my general future plan is to continue studying in the field of international relations in order to work for some governmental or intergovernmental institution.

Jacek Sagatowski, St Peter's College, BA Geography, Final year undergraduate, Remote working

Work Projects

I worked on the Networks project at Ditchley. It revolved around researching people that the Foundation might want to invite to the various conferences and panels it holds. The workload was divided into three parts: gathering information on individuals, gathering information on events that happen outside of Ditchley, and using quantitative methods (especially graph databases) to analyse connections between people, themes, events. Not only have I learnt about dozens of interesting people and events they attend, but also have

learnt how to use graph databases - something that was completely unknown to me before the internship.

Throughout the internship the Ditchley staff were incredibly supportive. They were very clear with the instructions at the beginning of the internship and always open to our questions. A weekly check-in was organised for each group of interns (3-4 people in each) to make sure we were doing OK with our assignments. They have been extremely keen to see us in person after the internship interns have been invited to an in-person visit at the Ditchley HQ.



Daily Life

The internship was remote. I very much enjoyed how flexible our work was.

Deadlines for assignments were set a week in advance so you were able to work whatever hours you wanted as long as the task was done for the following week. I

knew my set working hours were 35h per week so I tried to keep to a schedule of working no longer than 7h per day and keeping the weekends free.

Lasting Impressions

I couldn't be happier with my experience. I am extremely happy with how much I learnt throughout the internship, and with how many great people I have met - both other interns and Ditchley staff. Outside of work calls, we also held non-work related debate calls on interesting and hot topics such as populism or the legality of marijuana, but also strictly socialising calls without pre-planned topics to get to know other interns. It really felt like the organisers wanted us to both learn from and enjoy our experience. My experience has confirmed my career ambitions of getting involved in politics.

EDEN PROJECT (THE)

Riya Evani Sachdeva, Christ Church, First Year Undergraduate, BA Geography,
Remote internship



Work Projects

The Eden Project was working in conjunction with LimeLight Sports **which is** a sports marketing company who have run events such as London Triathlon, Asics 10k and Hackney Half-marathon. The Eden Project wanted to create their own running event which had a more environmental

focus and focused on educating people about the environment with an aim of running it 4 times a year to coincide with different seasons. During the internship, I was one of 3 Oxford interns and was assigned to the research element of the project.

My role included me finding research materials on various topics to do with benefits of spending time in nature, physical and mental benefits of running, growth and trajectory of virtual sporting events and many other topics. I had to make sure that these sources were credible and after conducting extensive research across 12 topics in total, I extracted various highlights and facts that could be made into infographics and posted on social media to encourage others to participate in our Run.

For the next stage of the internship, I developed a research and evaluation plan which detailed every aspect of the project from its initial aims, what outcomes we wanted to see, stakeholders and how we were going to carry out the event. By collaborating with others and receiving relevant guidance along the way, I filled in the plan to make it comprehensive enough for the team to take forward. From our initial research, I identified potential research gaps/evidence gaps i.e. topics which didn't have any evidence on the internet. I collated these together and designed research questions around these that we could pose to runners after the event in a post-event survey so we could collect up-to-date and relevant research.

Lastly, I led the search in finding potential research partners spanning the environmental and sporting sphere as they would help to increase the validity of our research. The support provided by Eden and LimeLight employees was invaluable - they helped me at whatever stage I required help at and gave me relevant feedback on my tasks whenever I required. They were extremely accommodating for any issues I had and made sure I wasn't doing too much work or work that was too difficult for me and constantly stayed on top of everything by checking in quite often. Despite our inexperience in comparison to the Eden and LimeLight employees, our opinions and ideas were highly respected by everyone and we were listened to and heard at every stage of the internship.

Daily Life

For my remote internship, I would generally start at 9am with a few meetings starting earlier. Twice a week, we'd have a meeting at 9:30am checking in with the team to see what everyone was up to. Throughout the day I'd tend to have 2, maybe 3 meetings with some days quieter than that, but in between the meetings I was working on the required work I had at each stage of the internet or collaborating with the other interns to make sure set pieces of work were completed on time.

I'd also have a lot of emails to respond to scheduling next meetings or offering input/suggestions on what other members of the team were working on. Many of the emails had documents for us to read about other areas of the project such as what the marketing team was getting up to or the progress with getting in contact with partners/ambassadors and throughout the day I would be reading these to make sure I was up-to-date on where we were in the project. Working from home wasn't the most favourable as it was a bit harder to motivate myself, but eventually I established a routine and made sure every hour or so, or after long meetings that I'd get up and go for a short walk.

In addition, I tried to maintain a consistent bedtime and waking-up time so that it would simulate the same conditions of in-person working. The team tried to make sure we didn't spend too much time behind the screen and very rarely would anyone be working past 5pm. To relax and wind down, I made sure that after I'd finished work for the day that I spent some time outside if I could or go for a long walk. In addition, I watched TV shows or tried to catchup with friends outside working hours in order to maintain a good work-life balance.



Lasting Impressions

I really enjoyed the internship. This was because not only was the work enjoyable, but the team was so friendly and welcoming and made every day of work better. The experience was so different to

anything I had ever done before, but in a good way. Because the project we were working on was so new, it gave us the freedom to almost take it in any direction we wanted. In addition, it likens it to a start-up - I'd never been involved in something like this, but we were given a lot of responsibility despite our age and were trusted to direct the project as we saw fit.

I gained a huge amount from it - not only has it helped to improve my qualitative and quantitative research skills, but I have formed long-lasting connections with various members of the team who have helped me so much throughout the project. I have also gained transferable skills that I can apply to all aspects of my life. I think had the internship been in-person, I might have had the opportunity to gain more such as developing my interpersonal skills and improving my communication skills as presenting over zoom isn't the same, but the virtual aspect of it meant that people from all across the country were able to be connected.

The experience has somewhat helped to confirm my career ambitions - I have always been interested in either consulting or working for a social/environmental enterprise and by taking part in this internship, I had the chance to do both by advising people on ideas, and working for the Eden Project. I thoroughly enjoyed the work I completed here and would definitely consider going into non-profit work in the environmental sphere or potential sustainability consulting where I get to combine the career aspects I like.

Zoe Rhoades, St John's College, Second Year Undergraduate, BA Human Sciences, A mixture of in-person and remote working



Work Projects

I was working on one of the Eden Project's 'most ambitious projects' called Run Of The Earth, a global virtual running event on the 13th November. I was working with 3 other interns and a small team of about 10 people overall to make good progress on the project. My main

tasks were: research about the benefits of running/exercising outside/being part of a community group; compiling a data base on public figures who are keen runners and/or care about the environment; emailing the chosen public figures asking them to be ambassadors; sourcing and starting the discussions about buying sustainably produced and ethically made yellow shoelaces for the event; myself and the other interns got to present to the CEO at the Eden Project, and other crucial members of staff. I received great support from the Eden Project team, especially the project manager. They were all very busy working on other things as well, so I got a good insight into the other projects going on at the Eden Project and what types of jobs people there have.

Daily Life

There wasn't a daily routine during my internship. I love how varied it was, keeping me interested and on my toes. We were working towards a fast approaching deadline to launch the Run Of The Earth so it was fast paced and evolving quickly. I spend day 2-3 of my internship in Cornwall for the induction with most of the team and the other 2 inters. We got to look around the Eden Project site, and learn more about the project we would be working on.

After that the first 2 weeks was online, but I was doing desk research for this time so I did not mind. After that, I was shown around the London office, and chose to go into the office most days. Sometimes there was no one there (due to COVID) but other times there was the London based Eden Project team working there and occasionally my internship boss would come in from Cornwall for a couple of days for other meetings. The office atmosphere was

really friendly and although we didn't get to do a big farewell altogether, we have been told they are planning a get together in London to have a catch-up and see where Run Of The Earth has got to!

Lasting Impressions

I thoroughly enjoyed my internship, I love being busy and this enabled me to use all sorts of creative, problem solving, time management and decision making skills. The team hugely valued the input of the interns and this was obvious from the start. I felt very comfortable with everyone there and was immediately asked to give my opinion on all areas of the project. I still don't know what I want to do when I am older, but if it included working at somewhere as fun, creative and interesting as the Eden Project then I would be delighted.

What practical advice would you give to future interns?

Don't stress about it. The Eden Project team are always happy to help and give advice. They will keep you busy with tasks, but also completely understand if you turn around and tell them you have too much work to complete, they want your feedback. If you are asked to do something you have never done before, give it a go, and ask if you need help!

ECOSYNC

First Year Postgraduate, DPhil Engineering Science, Remote working



Work Projects

EcoSync is a company that help manage building's heating energy consumption through smart radiator valves and other measurement devices. My job was to create a calculator that estimate the heating energy consumption in each room of the

building. Based on the energy consumption, I was also able to calculate the associated carbon dioxide emission.

Furthermore, the heating loss in each room can also be calculated using temperature data. Using these data, we were able to rank each room in the building based on their energy consumption, carbon emission, and heat loss. These room level information are also aggregated to give information about the whole building. These information are presented in

a table format, and integrated online with the EcoSync website and app. During my internship, I received a lot of support from my team at EcoSync. I was not familiar with the programs used in front-end web development, and my team was able to solve the issues I was facing, which enabled me to complete my goals within the internship time frame.

Daily Life

I did my internship in a remote setting. My supervisors were very relaxed about working hours, they were more concerned about the actual progress of the project than the amount of hours I put in. Never the less, during my working days, I will start working at 9 am; I will work until 12:30 pm, and take a lunch break. I'll get back to work at 1:30pm and work until 5pm. However, if a task is due urgently, I would work longer hours to finish that task.

Lasting Impressions

I really enjoyed my experience at EcoSync, they were very friendly and relaxed. I have gained a lot from this experience, I got familiar with some of the web development tools, and was able to get a taste on front-end web development. This experience has strengthened my resolve to work in the energy sector, I think this sector is really exciting and is experiencing a lot of changes currently, and I would like to be part of that change.

HERITAGE ALLIANCE

Felicia Rankl, Nuffield College, First Year Postgraduate, MPhil Politics, Remote working



Work Projects

During my time at the Heritage Alliance, I was able to work on a wide range of projects. For example, I contributed to a report on Diversity and Inclusion in the heritage sector. I analysed data on the current state of the sector, summarised findings from roundtable discussions with heritage organisations, and supported the development of a survey on the needs of the sector. Contributing to this report not only allowed me to apply and develop my research

skills but also showed me the importance of seeking out different views and incorporating them.

In general, the team was always receptive to new ideas - I always felt that my input was always welcomed and valued. I also supported the advocacy work of the Alliance, following the progression of relevant bills through Parliament, keeping track of debates, and providing up-to-date information in meetings. Although I have a background in political science, I had never worked in the policy space before. I found it challenging yet incredibly interesting to learn more about the development of policies and about the work of advocacy groups like the Alliance at the same time as working for one of them. My understanding of parliamentary processes was further honed in a training session put on by a former parliamentary clerk that I was able to attend.

I also wrote an issue of Heritage Update, a fortnightly newsletter that the Alliance publishes for its 6,000 subscribers. I had to research and summarise a wide range of bills, guidelines, consultations, and other news relevant to the sector for the newsletter in a way that made their significance to the sector clear. Moreover, one team member also took the time to teach me some basic website and social media management skills.



Daily Life

Having spent most of the past year studying from home, I had become adjusted to working in this setting. Nevertheless, I was a bit worried about starting a new position entirely remotely without ever meeting my team in person. However, I need not have

been. The Alliance had adapted to online working really well, holding meetings frequently and communicating effectively (over MS Teams) to share information and update each other on progress.

I really appreciated the open and regular communication between the team. It not only made me feel connected to the wider team but also allowed me to learn about the work of other team members. Over time, I also came to appreciate the flexibility that working from home gave me. It enabled me, for example, to travel without interrupting my internship.

On a typical day, I would check in with my line manager about my schedule and priorities for the day ahead in the morning. Periodically throughout the day, we would also communicate about any remaining questions that I had or new tasks that arose over MS Teams.

Generally, however, I was entrusted with the responsibility to work independently on the assignments that I had been given. A typical work day started at 9.30am and ended at 5.30pm, however, I would sometimes arrive earlier or stay later to finish up work with a pressing deadline. Outside of work, I would relax by running and meeting friends. On the weekends, I would exploit the easing of restrictions to explore new cities in the UK.



Lasting Impressions

Throughout my time at the Alliance, I felt supported and part of the wider team.

Attending a range of meetings during my first few days enabled me to learn more about the organisation and to meet the whole team as well as some of its key

partners. Everyone was open to having a chat about their work and their trajectory despite their busy schedule, so I was able to gain a better insight into not only the work of the Alliance but also of the wider sector.

My line manager, in particular, was amazing. She was communicative, always open to questions, and entrusted me with responsibility while offering support where necessary. Every week was so different and the work was so varied, the internship remained challenging throughout. I was set achievable yet demanding tasks: I was given responsibility over projects and assignments that I was interested in, but I was also motivated to move outside my comfort zone to take on work that I was less familiar with.

As a result, I gained a wide range of policy, research, and communication skills - from writing briefings to summarising bills and guidelines to converting various views into concrete asks. The internship confirmed that I definitely want to work in policy-making.

What practical advice would you give to future interns?

My advice to future interns would be to think about the skills you already have and the skills you would like to gain before your internship. My line manager encouraged me to do so and to share my ideas with her, which meant that I could take on tasks and projects that would play on my strengths while developing my weaknesses.

I would advise future interns to take on not only work that matches their existing skills but also work that develops new ones - even if the prospect of moving outside your comfort zone is daunting at first. During your internship, I would also advise you to keep a list of the projects that you have been working on and how these projects contributed to your development. This list will definitely be useful for future job applications, but it also allows you to reflect on your own progress.

I would also recommend you keep note of how you juggled smaller, more urgent tasks with larger, longer term projects to figure out how you manage your schedule effectively to stay on top of things. Finally, I would advise you to never be afraid to ask questions - they show a willingness to learn rather than a lack of knowledge.

HORATIO'S GARDEN

Rafiah Niha, Magdalen College, Second Year Undergraduate, MBBS Medicine,
A mixture of in-person and remote working



Work Projects

I worked with Horatio's Garden which is a Garden Charity that is in some of the Spinal Rehabilitation Centres across the country. Throughout my internship, I spent a week at 5 different Horatio's Gardens and 1 last week virtually from home. The internship's aim was to

collect data from the patients and to create an impact report for the charity. We were given an induction on the first morning by the Chair of Trustees, Dr Olivia Chapple, and the rest of the team at Salisbury Head Office. We were also given T-shirts to wear as well as Tablets

and Styluses. This is where we had our Patient Surveys. When brought into each garden we were shown around the garden and ward if possible by the Head Gardener. The rest was just going around with our tablets to the patients and asking them all the questions on the survey. At the end, we collected the raw data together and analysed the statistics behind it

and produced a report.



Daily Life

Arrived at work for a later start (10-11). Spoke to patients either on the ward or in the garden and did the survey with them. Would take a lunch and prayer break. And then would get back to surveying patients.

Lasting Impressions

It was an amazing experience! It was definitely so eye-opening and made me realise so many challenges different types of patients will face. I do feel like I've gained from it because I've yet to start clinical experience in my course and I feel like this internship provides that. It's made me want to become a better doctor and really has emphasised how you are treating the patient not the disease.

ICLIMA EARTH

Post graduate student, DPhil in Materials, A mixture of in-person and remote internship



Work Projects

During my internship, I researched and wrote articles on energy storage technologies and companies. As for achievements, I published two articles on company's website and a monthly investor report.

Daily Life

My internship was part time because I could not take time off my DPhil programme. I worked 10 hours per week. Every working day I would spend 2 hours, either in the morning

or evening, catching up on the energy storage news, writing articles and creating figures/ infographics for the company's website. On the weekend, I would relax by having a long call with my family, playing badminton, exploring different cuisines and nature spots around Oxford with my friends, and trying to build a robot with my boyfriend.

Lasting Impressions

I really enjoyed the experience. It gave me my first experience of working for a start-up remotely. I've worked full time for 2 years before I started my DPhil, but this internship experience has opened my eyes about how fast paced a start-up company is and how my scientific research can be useful in investment settings. While completing my tasks, I learned how I could communicate my DPhil research to broader audience. Lastly, I got invaluable lesson about green investment and network of people who are really passionate about it from this internship.

What practical advice would you give to future interns?

Be ready to explore as much as possible and get challenged.

IFORD MANOR

Archie John Williams, Wolfson College, First Year Postgraduate, MPhil Islamic Art and Architecture, In-person working



Work Projects

My internship project was to write an audio description guide about the history of the garden of Ifford Manor. Ifford itself is an extraordinary property with a history dating back to the Domesday Book, but which was successively added to over the next millennium. This

culminated in the early twentieth century when the architect Harold Peto bought it to create a home for himself and for his collection of classical and medieval statuary.

Though the current owners had long wanted to write an audio description guide, every time they tried, they found that their passion for the place made it hard for them to do so

selectively and in a way which would engage people. In the course of trying, though, they had collated a good deal of archival material which I was able to use. Rather than finding more material, their main hope was that as an outsider, I might be able to create something more workable for them.

On the first day I was toured around by the owners and began to get to grips with the intricate design of the garden, and the complex vision which Peto had for it. From then on, I spent my days in their library working through the archival material and trying to create a narrative which would take guests through the garden's history and map on to a route around. After a year of studying art and architecture remotely, for me the greatest pleasure was being able to write about a place where I actually was. I would sit at the various 'stops' in the garden as I drafted my work and was able to notice things which I would never have realised if I was working remotely, such as how Peto used architecture to manipulate the sounds you hear in the garden and your lines of sight.



The other great thing was being able to talk to the owners themselves about what it was like to live and work in that space. I was also able to speak to the owner's parents, who bought the house back in the 60s and then passed it on in 2013. When they had bought it, the garden had been pretty neglected and it was wonderful hearing about what a labour of love it had been, and then fitting their stories into the audio description guide. In the end, after two weeks' work, I produced a guide which had a central narrative and structure which the owners could tweak and add to as they wanted.

Daily Life

I was very lucky in that my grandmother lives not far from Iford Manor, so I was able to stay with her and on top of that enjoy a really lovely walk to work every day through Avoncliff. From the moment I walked in the door though I was made to feel so welcome.

The owners, William and Marianne, were the most important reason for this. On the first day they spent the whole day getting to know me, showing me around, and introducing me to all the team. During the day they'd swing round to the library for a chat and made it clear that if I needed anything I could ask them. I also got on really well with some of the people

working for them, so all told it was quite a sociable time. Iford is a real team though, and William and Marianne are very hands on when it comes to doing jobs around the estate. So it was important to get involved with that as well, and I'd often put down my work to go and move the rubbish from the cafe to the tip or help them move furniture.

My last day was spent preparing signage for their annual Butterfly Day, marking the route which people were supposed to take through the meadow. Other than that they were very relaxed about where I was and just trusted me to crack on with my work - they even let me attend my online language classes three times a week.



Lasting Impressions

I had the best time at Iford, and hope that the relationships I built in my time there will prove lasting. One reason why I had such a great time was the garden itself - it was so interesting working on a project which required me to draw on knowledge about Edwardian society, Byzantine statuary, and even Japanese gardening. But as I said above, the most important thing was the family itself and how welcome they made me feel.

On top of that, I think I got a lot of insight into what it means to run a historic property. Because they are so small, I was right at the heart of things and heard about everything that was going on. I have a new fond appreciation for the challenges which everyone in the heritage sector has faced in the last year and a half, as well as the place which innovation has had in meeting them. It's definitely made me feel more committed to working in the sector, though also more mindful of how uncertain things are at this moment in time.

What practical advice would you give to future interns?

I hope that Iford offer opportunities to more interns, and if they do, I would recommend doing your research beforehand on what they have at Iford and have a particular project in mind. I think if I hadn't had this particular job, I might have just drifted about and not achieved very much - even as it was they were so hands-off that I had to be quite self-motivated. Be proactive and come with your own ideas for what you want to do and then be prepared to just spend days hanging about and getting on with it.

IQVIA

Riming Huang, Final year undergraduate, MBiochem in Molecular and Cellular Biochemistry, A mixture of in-person and remote working



Work Projects

The European Thought Leadership team at IQVIA is on the front line of providing the newest insights on the pharma industry to both internal senior management teams and external clients, based on analysis from databases exclusively owned by the company. People in the team may focus on different specific areas, but overall the team covers a very wide range of topics in the pharma industry. During the 10 weeks of internship, I created a COVID-19 therapeutic database and did extensive analysis based on it, performed horizontal and vertical analysis on the results of a survey on health care providers preferences for detailing channels, and carried out comprehensive market analysis on cell/gene therapies. The outputs of these projects were mainly the databases themselves, slide decks and analysis articles, but they will be used in the future for communication and also potentially whitepapers for publishing.

Besides, I also had the opportunity to help team members with their projects, e.g. updating slides on AI in healthcare, producing analysis on pipeline products. Despite that most of the internship was remote, I received numerous inductions and training sessions before I worked extensively on the projects. For all projects I did, a team member was there overseeing my progress, that is to say that person could always provide direct guidance should I encounter any problems.

Other team members have also been really helpful in both answering trivial questions such as Excel skills and more technical questions such as their personal views on areas in the industry. Besides, the team also arranged video calls for me and a few senior members such that I could get to know how IQVIA works as a whole company. The team has also provided massive support on the social side of the internship: we had weekly meetings as well as

weekly online coffee chats, and in the occasions where I was in the London office the team was always very eager to arrange group lunch and post-work pub events.

Daily Life

I was working mainly remotely for the 10 weeks, but I managed to be in the London office once every two weeks when most of others in the team were also able to be present in person. When working remotely, I was told explicitly to work from 9:30am to 17:30pm every day with a one-hour lunch break this was because if I had questions during work, others in the team could readily reply to my Teams messages. Most of the time I was sticking to that daily schedule, but if I wanted to be flexible it was also possible.



The best thing I would say was that the team kept emphasising on work-life balance, and everyone was telling me at around 6pm every day I should just put aside the laptop and not think about work. Hence basically every day in the 10 weeks, I switched on the work laptop at 9:30am, did the

work and participated in different video calls, and finished work at 5-6pm. Then I would do some exercise and cook dinner, after which I would have different things to do or entertainments.

Going to the London office has also been very exciting and something I would look forward to. I decided to stay in Oxford and commute to London on those days since I was told before the internship that I would not need to work in person very often due to COVID-19 restrictions. It would take a while for me to arrive at the office, but apparently working in person allowed me to have a taste on the social side of work. Although most work was still done using the work laptop, I could join many random discussions between others, and it was always interesting to talk about where to go for lunch and after work together. It was also very nice that I was in the office on my first day and last day of the internship, so I could settle into the team quite quickly and also have the chance for a decent farewell.

Lasting Impressions

Everyone was professional and accessible, and my curious questions about the field could always be answered in depth. The on-boarding process and also the working etiquette

everyone was sticking to were very professional yet not complicated. Team members were also accessible in that they were always online and ready for questions or even calls during working hours, sometimes even outside working hours.

Professional and accessible can also be used to describe the data that were available to me even as an intern, and if I had longer time, I could have potentially learnt even more with the data that I could access to. Friendly and considerate it has really been a pleasure to have worked with the European Thought Leadership team at IQVIA. I was really warmly welcomed on the first day of my internship, and I was arranged to meet everyone in the team by one-on-one meetings/calls. Although most of the discussions I had with the team were about work, we also have some discussions on our careers or just personal experiences or stories.



From the internship, I would say I not only met a group of highly motivated professionals in the healthcare industry, but also a group of very nice friends who shared lots of joy as well as guidance for my future. After I finished the internship, the team even bought me a shop voucher of my favourite football club! From the above descriptions, it can clearly be seen that I have enjoyed the internship very much.

I have gained a lot professionally from the internship, mainly from three perspectives: (1) I have obtained a global overview of the pharma industry by doing my projects and analysing data; (2) I have learnt some advanced skills in data analysis, not only tricks in using Excel, but also the insight to draw conclusions from a chunk of numbers; (3) I understood the role played by contract research organisations in pharma industry by talking to people from other departments. Not to mention that I have also gained socially by meeting various people from the team and the company.

I'm still exploring my career options, and this internship clearly tells me that a career as an analyst in the healthcare industry is prospective. This has confirmed that I will be able to do well in this field (and now I have also gained some experience), so while I could not say in

certain that I will have this career in the future, it for sure is something I would heavily consider.

What practical advice would you give to future interns?

The application process was quite straightforward, and you genuinely do not need to take extensive preparation for the interview (or in fact it was more like a discussion, if not a casual chat). Personally, I would say that there is not a lot you can do before the internship, but once it is started you need to grab all the opportunities to talk to different people and use the resources that are available to you, be it the online training materials or the data available to you. While I have really already done a lot, it is still a bit regrettable that I could not make use of every database that was accessible to me.

In the future, if this type of hybrid mode of working is preserved, for in-person working, try to save time in commuting to the office by finding accommodation in London; for remote working, remember to find a cut-off time every day after which you should completely forget your work and enjoy your life. Last but not least, have a LinkedIn account before you start your internship, so that whenever you have a call with someone (especially from other teams), you can connect them straight after.

LICHFIELD CATHEDRAL

Matilda Houston-Brown, Lincoln College, BA English Language and Literature, Second Year Undergraduate, In-person internship



Work Projects

I worked on the original 1671 MS catalogue of the Somerset Bequest, which was given to Lichfield Cathedral library at the death of the Duchess of Somerset. My job was to source which texts the library still had, note it on the wider library catalogue, check the condition and transcribe marginalia. I completed all the printed books by the end of my 6 weeks and found we had 408 printed books left from the catalogue.

Daily Life

In the day to day, I worked with the library manager on days she worked, and when she didn't the Vergers would give me the library key for the day. I would unlock the library and go up the spiral staircase. The library is a beautiful medieval room above the chapter house with vaulted ceilings so made an amazing working environment, I miss it already!

The cathedral gave me a laptop during the duration of my internship which I used extensively. The WiFi was amazing! Both Gregory the Canon Chancellor and Clare the Library Manager were wonderful people to work with and were always on hand if I had any concerns. My work was extremely absorbing and the trust given to me was wonderful. I handled early printed books, amazing early manuscripts, and got to say my piece in committee meetings. I also gained the opportunity to take over Instagram for a day to help promote the library further.



Lasting Impressions

My 6 weeks at Lichfield were amazing. The experience I gained was incredibly insightful and exciting. Moving from a period of time where the majority of my experience with manuscripts and early printed texts was virtual, my time at Lichfield completely transformed my CV and allowed me to apply my knowledge. It will vastly improve my master's applications and any future research career.

Gregory and Clare were an amazing support and I really felt welcomed by everyone. I was even invited to the staff social and given extra (virtual) work on the manuscripts. I have also been invited back to talk to the patrons about my work, and I'm also going to speak on the Cathedral Treasure of the Week podcast which is really thrilling and exciting.

MARINE TRAFFIC

First Year Postgraduate, DPhil in Materials, A mixture of in-person and remote working



Work Projects

This internship position offered by MarineTraffic was titled Data Scientist/Analyst for approximately ten weeks when I worked along with the other two interns supervised by the company partner and business unit manager. During

the first two weeks, the company arranged onboarding sessions to introduce the industry, company and various teams within the company. These sessions were well prepared and helped me tune my mindset efficiently. At the same time, the host supervisor and business manager gradually introduced the business questions to be answered and the purpose of the internship project.

As the title indicated, main tasks were centred around data analysis, including extracting data sets from the company's database, cleaning and examining the data quality and finally building a dashboard for the prospective clients. In addition to the technical work, I also spent around twenty per cent of working hours understanding the business questions and prioritising different tasks. Finally, I produced collaboratively several dashboards that could be used either internally as a tool or externally as a showcase in the market.

Daily Life

The first couple of weeks of the internship was in-person. I cycled to the Oxford office every morning and had some lunch chat with the fellow intern and host supervisor, which was so great to have. Then, for the rest of the internship, it moved back to online. It came to be more flexible in terms of the working hours while we kept doing daily stand-up meetings remotely. I kept booking slots on my calendar to guarantee quality working hours and improve time management. We also arranged virtual coffee or tea break from time to time. Throughout the internship, I kept playing tennis outside of work to balance the pressure.

Lasting Impressions

This internship is fantastic. It provided enough room for learning by doing. I spent about thirty per cent of the time studying new tricks of data analysis and understanding business questions in the maritime industry. Then, I applied that fresh knowledge and my previous experience to solving real-life port operation problems for the rest of the time.

At the same time, it was so beneficial to have prompt feedback from the host supervisor and business manager that I could iteratively sharpen my analytical thinking and advance my data analysis skills. If that feedback were considered to be gained vertically, fortunately, I could also get horizontal feedback from fellow interns during the first stage of the internship.

Everyone generously shared their insights or tricks from different perspectives to determine the best approach towards the goal. As such, I gained even more and expanded my vision in the course. After this internship experience, I more or less confirmed my career aspiration. Additionally, I identified some new knowledge gaps to study as well as communication skills, especially in the business context.

MINISTRY OF DEFENCE - DEVELOPMENTS, CONCEPTS AND DOCTRINE CENTRE

Final Year Postgraduate, MPhil International Relations, A mixture of in-person and remote working

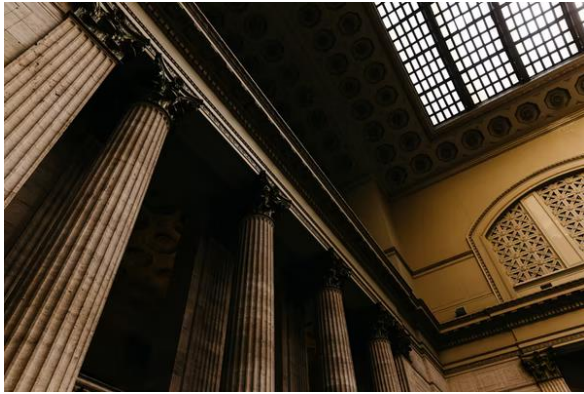


Work Projects

I was tasked with writing a research document using open-source literature to define a new concept within UK Defence and provide recommendations as to how the MoD and armed forces could make concrete changes to implement this

concept. The work took place in the background of the UK Government producing its Integrated Review of foreign, defence and development policy and the associated Defence Command Paper. The internship was held remotely during term-time due to the Covid-19

pandemic. I was assigned a desk officer to whom I would regularly send documents showing my work-in-progress and with whom I would have occasional remote meetings. There was also the opportunity to contact subject experts in the organisation for support on specific tasks.



Daily Life

The working from home routine was very flexible, and the internship was judged by results rather than time spent working. This meant it was easy to relax after a heavy period of work. Usually, I would stick to a 9am-5pm schedule, though occasionally I

would work later into the evening and take more time off during the day. Because this was in the midst of the second lockdown, I didn't have many opportunities to relax other than exercising, going for walks, or watching TV/reading. It was fine though, as the internship was particularly enjoyable.

Lasting Impressions

It was a great experience doing work which had a real impact on policy and with people who appreciated the 'outsider perspective' the interns brought to the organisation. The internship also made me more confident that public policy is a sector I would like to pursue, especially relating to defence, so it has been very beneficial for my career aspirations. And because it was with a highly reputable organisation (with many networking opportunities) it has increased my relevant experience and offered new opportunities for further engagement with the sector.

What practical advice would you give to future interns?

Don't be afraid of blue-sky thinking and challenging the assumed knowledge of the organisation; my desk officer was especially pleased when I did so. Also, make use of Oxford's resources to help with the internship - the Bodleian was indispensable in providing access to resources which the organisation did not have.

Masters-level student, MSc in Global Governance and Diplomacy, Remote working



Work Projects

The Development, Concepts and Doctrine Centre (DCDC) is the internal think tank of the UK Ministry of Defence. I was stationed at DCDC's futures division, the part of the organization that explores how political, social, economic, technological and

environmental changes over the next 30 years shape the operational environment of the UK's armed forces. At the Europe and Russia desk, I contributed qualitative and quantitative background research to DCDC's upcoming Global Strategic Trends report (ed. 7). In the final report and presentation I gave to senior officers I focussed on demographic developments in different countries incl. population aging, migratory flows, changes in the standards of living and public health, etc. and how those could impact the respective countries' defence readiness.

The internship programme at DCDC is very collegial. Every year, a small cohort of approx. 5-10 interns work at the think tank. This provided for the opportunity to engage in discussions with peers, learn about their projects and share one's own work. DCDC staff supported and facilitated this exchange by inviting interns to regular strategic simulations and discussions on current affairs. That being said, as a result of remote work this exchange has of course suffered a bit when compared to past years' cohorts that - as per conversations I have had with alumni throughout my time at DCDC - grew closer to one another.

Daily Life

My internship was completely remote, which came with both advantages and disadvantages. Once in a while, changing one's working location (e.g., cafes, public libraries, friends' places) can help to make an otherwise monotonous daily routine more enjoyable and interesting. In order to relax and wind down, I recommend cooking. Hybrid arrangements and remote working have resulted in most people cutting down on their breaks and sometimes even cramming in short lunch sessions at their home desk because of

a lack of routine or the absence of colleagues to eat with. Cooking on my own has ensured that I take sufficient breaks to clear my mind.



Lasting Impressions

The internship enabled me to develop professional experience and improve my credentials in the defence field. As my academic background is mainly in development, this has critical implications for which target industries I can realistically go

into in the future. Particularly for positions in NGOs and IOs focussed on post-conflict reconstruction and peacekeeping, an understanding of both societal and military factors for processes of state failure are relevant. For my academic growth as well the time at DCDC has been invaluable.

To see IR theories and frameworks from the strategic studies field applied has deepened my understanding of the field. As an organization that draws staff from multiple states (e.g., UK, Sweden, Germany), DCDC serves as a particularly interesting case of defence cooperation. Interning at DCDC was overall an enjoyable experience. Contrary to many students' (including my own) prior impressions of public sector work as being overly bureaucratic and process-oriented, I was surprised to find that the vast majority of staff at DCDC have a very open, academic, and exploratory mindset and challenge interns to make their work projects their own.

MUNCASTER CASTLE

Jane Poss, St Anne's College, Masters-level student, MSc, Visual, Material and Museum Anthropology, A mixture of in-person and remote working



Work Projects

I worked on a project called Muncaster Castle Through the Ages, which aims to describe how the castle's architecture has changed over time. Muncaster Castle, in western Cumbria, is a privately-owned stately home that has been occupied since the 1200s and has been significantly remodelled in the last eight hundred years.

My task was to go through all known originals and copies of architectural plans and drawings of the castle, referencing them against past research and other sources like accounts and journals, to describe how the building has changed over time. There are many gaps in the documentary record and some documents were mis-filed or even missing, so I ended up learning how to photograph, catalogue, and organize all the original documents so they can be found again.

I added to this with my original research to describe what parts of the castle were built when, resulting in material that can be used to tell the story of the castle's history to the public. I produced a comprehensive list of all known plans of the castle with attached images, listing information like where on site they were stored and associated forms. I then digitized these plans and prepared a report, both of which can be used in the castle's public facing material.

Daily Life

My internship was a mix of both on-site and remote work. Due to travel time, since the town closest to the castle is six hours by train from Oxford, I came to the castle in short trips, ranging from a week to a few days in length. I'd take my notes and photographs back to Oxford, and work there on tracking down other sources and preparing my final materials. While I was in Cumbria, I stayed inside the castle, which was a unique and super interesting

experience! I had to pack my own food, since there were no stores nearby and the castle is fairly isolated, but the scenery was more than worth it.

I worked in the castle's beautiful 18th century library during the day and assisted the curators with tours or answered visitors' questions, since the library was open in the public. In the evenings, I sorted through documents in the castles' archives and storage rooms, hunting for additional plans the best words to describe this are quiet and dusty, but I really enjoyed it. After that, I walked the miles and miles of beautiful paths through the castles grounds and gardens before returning to my rooms for the night. It was such a cool routine to get into!



Lasting Impressions

This internship was a great opportunity for how much it contributed to my immediate career goals. Curation is a difficult field to get into without any prior experience, so having this work under my belt will

hopefully make it easier to find a full-time job in the field. It gave me a lot of practical insight into curatorial work.

It confirmed that my ultimate career goal is to be a curator, but I found I also enjoyed archival work. I was worried that the tedious parts, like filling out forms, would be boring, but I ended up actually getting a lot out of it. The research I was doing was like solving a puzzle or piecing together a mystery it was hard work with lots of dead ends and lingering questions, but it had the feeling of discovering something new and exciting and adding new information to what we knew about this building.

What practical advice would you give to future interns?

First of all, don't be afraid to sell yourself and to talk your qualifications up. I knew I was a good fit for this project due to past work experience and my background in castle archaeology, even though I hadn't done a project exactly like this before. I wanted to use my application and interviews to draw out what I could learn from the project as well as what I could bring to it with relevant skills and experience. Building your skills and learning

something knew is exactly why these internships are offered, and that can be a strength rather than a weakness potential internships don't expect you to know everything.

At the same time, don't undersell your qualifications and go for what you are qualified for! My second piece of advice is that there's no such thing as overdressed until you're rooting through attic boxes covered in 50 years of dust and bats. My smart business shoes were a lot less practical for that! In all seriousness, though, besides dressing for the job, take advantage of the fact that your colleagues know that you're there to learn. Take advantage of the opportunity to learn as much about your field as you can from professionals in it.

**Barbara Katarzyna Francik, Pembroke College, First Year Undergraduate,
Master in Biology, In-person internship**



Work Projects

My main task was surveying the Netted carpet moth (*Eustroma reticulatum*), one of the UK's rarest Lepidopterans, at Muncaster Castle and Estate. In the UK, the moth is restricted to the Lake District. It only has one larval foodplant the Touch-me-not balsam (*Impatiens noli-tangere*),

which is itself rare and threatened by a variety of non-native balsams and perennials encroaching on its habitat. The first part of my internship focused on locating balsam patches around the 77-acre Estate. The plant has very specific requirements for growth: damp soil, dappled shade and disturbed ground, so these kinds of places were targeted.

The second part of my internship saw me counting Netted carpet caterpillars on the balsam to get an estimate of their overall number at the Estate. I also had moth traps up during this entire process to conduct a more general moth survey and make a species list for Muncaster. The outcome of the Netted carpet survey is a report on the current population of the moth at Muncaster, with an action plan to protect the species and hopefully increase its numbers through appropriate maintenance of existing balsam and the creation of new balsam patches.

The staff and volunteers at Muncaster were incredible. They were extremely enthusiastic, particularly the team at the Hawk and Owl Centre, who would come every day to observe the moths caught in the traps. Everyone was very helpful, showing me balsam patches they



already knew about, making bits of equipment which were needed for the surveys, and tackling my various electrical problems. One of the best parts of this experience was getting to know the people at Muncaster.

Daily Life

I was given almost complete freedom to plan and carry out the investigation independently. This was somewhat daunting at first but it was one of the best things about this experience. It also meant that I was in charge of my own time and could arrange tasks however they worked best for me. It was important to plan ahead thoroughly. I also sought advice from my Tutors, lecturers and other researchers at Oxford and beyond. Specifically, I contacted entomologists who had surveyed the moth before to learn their methodology and tailor this to Muncaster specifically.

During the internship, I stayed with two members of the Hawk and Owl Centre staff. They were very welcoming, and we got on very well. Our house was a five-minute walk from the Estate, so I generally got there on foot. On most days, I would arrive at either dawn or around sunrise to check the moth traps I had set up the previous night it is important to do it early, before the moths escape. Opening the traps was always exciting, as on most days I found species I had never seen before, and which often had not yet been recorded in Muncaster.

During the first half of my internship, I would spend the rest of the day exploring the estate and looking for balsam in promising areas. This often involved fighting through brambles and giant nettles. In the end, I managed to locate 17 balsam patches, which totals to about 2400 individual plants. The second half of my internship was dedicated to counting caterpillars. Generally, I got through about two large balsam patches in a day. I thoroughly enjoyed the excitement of finally finding the caterpillars hidden amongst the balsam plants. Identifying them required a hand lens, as a very similar species, Small phoenix (Ecliptopera

silaceata) is also abundant at Muncaster. Besides surveying the balsam and caterpillars, I also did some sweep netting for other moths, set up a mammal ink foot-print trap and made a display about moths to be put up in Muncasters Eco Barn.

At the end of the day, before going home, I would set up moth traps for that night. Once I got home, I would record the data gathered that day and complete an entry in my log a record of what I did each day. After a busy day, evenings were quite relaxed. I would make dinner and then spend some time chatting in the living room. There are some really nice pubs in the area, and the coast and beach aren't too far away either. Not having a car, I didn't go out much, but I thoroughly enjoyed Race the Tide, an annual event organised by Muncaster. It is a fun assault course and there is an after-party at the end. I would definitely recommend taking part!



Lasting Impressions

I loved doing my internship at Muncaster. I feel I have learned a lot about planning an investigation and then carrying it out. Before I went, I knew I wanted to focus on doing research that would require field work. My experience here has strengthened my conviction that this is what I want to do. One

of the most valuable parts of this internship was learning how to network with people, including the staff and volunteers at Muncaster, but also experts working with organisations like the National Trust and Butterfly Conservation, who had previously surveyed the Netted carpet moth. I also gained a lot of experience in organising and presenting collected data and making recommendations based off it.

What practical advice would you give to future interns?

I would definitely recommend taking an internship opportunity here. It is essential you bring thick trousers and boots as it is inevitable that you will find yourself in the middle of a bramble patch. Do not be afraid to talk to people and ask for help everyone at Muncaster is extremely friendly and happy to help. It is always a good idea to discuss your plans with your Tutors here in Oxford before you leave. Finally, if you have a car, bring it with you. There is not much public transport, and the nearest supermarket is about half an hour away by car

(there is also a small shop at a petrol station about 5 minutes drive from the Estate). It would also be useful if you want to go out or visit the towns around Muncaster.

Catherine Thompson, Oriel College, Final year undergraduate, BA History, A mixture of in-person and remote working



Work Projects

My project was to conduct research into a collection of portraits held at the Castle and to create resources based on this research that visitors could use and enjoy. I used a variety of research

techniques, using information available

online as well as sources held at the castle and in other archive centres. I was able to stay in the castle to complete some of this research which was great fun, but also had the flexibility to work on the project remotely. The brief gave quite a lot of freedom in terms of what the interpretative material I created could be (by interpretative material I mean resources I made for the public, based on the research I had conducted). The castle was interested in new ways of making information accessible to the public, including through an app they were hoping to develop. The resources I ended up making included displays, a handbook of the portraits and games for visitors. The staff at the castle provided me with lots of support, checking in with me regularly to see if I had everything I needed. They also provided me with information about the people in the portraits that they had heard passed down (and wanted me to fact check!).

Daily Life

For me, my daily routine very much depended on whether it was a day where I worked remotely or in the castle. On a day when I worked from home, I would try to do a 9-5 working day from my desk, with regular breaks as you would have normally. The research I did remotely used the online sources. Working remotely also gave me the opportunity to creatively write up the research I had done and create the interpretive tools. On a day when I was working in the castle, I would move between the desk (in the beautiful Drawing Room of the castle!) and the archive room. Conducting research in the castle itself gave me an

opportunity to chat to visitors and staff who passed by, and to discuss my project with them. It was a friendly atmosphere and both staff and visitors made me feel comfortable and excited about the project I was working on.

Lasting Impressions

I enjoyed the internship, particularly staying in an amazing castle to do the work! I felt it gave me a better understanding of how heritage sites like the castle work, and the number of different aspects that are important for its smooth running! It gave me the opportunity to hone research skills (that I had already developed during my degree), but also to try new interpretive skills. Making resources for the public made me consider what the most important and interesting parts of the portraits' stories were, which stories needed to be shared.

It also encouraged me to consider how we can make history accessible to different groups of visitors - for example how to appeal to children and adults differently. The project helped me to confirm my sense that I would enjoy historical interpretation. I preferred this side of the project to the primary research, which was a useful realisation for my career progression. It also gave me the opportunity to try new skills, and to have evidence on my CV that I have experience now in interpretation.

MUSEUM OF OXFORD

Second Year Undergraduate, BA History, A mixture of in-person and remote working



Work Projects

I worked on installing objects into the new Museum of Oxford. My main tasks on site involved organizing objects that had been in storage for some time, supporting the conservator as well as working independently.

My main achievements were the multiple display cases I helped to install.

Additionally, I worked from home for much of the internship, writing blog posts, designing trails for families around the museum, contributing to the museum's 'community labels' and writing alt text for the museum's website. I received training and oversight on object handling from the museum when I was on site and had daily calls to check in and report progress with my supervisor when I was working from home.

Daily Life

The workday lasted from 10am until 5pm, and I always finished promptly. I was able to leave my bag in the office, which was locked and secure, and use available desk space when needed. Days were quite varied - I might work alone or with another intern or the conservator, finding and organizing objects in storage and then placing them in their relevant cases.

I found I settled in quickly, working with the same storage system for several weeks meant I became very familiar with it - I was often the one to help people find things and that was one of the most rewarding parts of my job. There was a small break room to take my half hour lunch break, which was peaceful.

Lasting Impressions

I enjoyed the internship and will remember it fondly - everyone I worked with was friendly and handling historic objects almost every day was a privilege. I'm looking forward to showing my friends and family the cases I installed in the museum - such a visible finished product was really rewarding. It has confirmed that I would like to work in the heritage sector if I can, taking care of and displaying historic collections.

OFFICE OF ALAN BROWN MP

Lewis Alan Campbell, Kellogg College, First Year Postgraduate, PGCE in Geography, Remote working



Work Projects

My internship was with an MP who sits on the BEIS Committee. My tasks involved providing briefings related to energy policy, liaising with the House of Commons Library and external stakeholders, and compiling a report.

My report covered a range of energy-related topics including fuel poverty and industrial strategy. In order to provide context to the MP, I made comparisons between policies in the UK and other European states.

Daily Life

During a remote working day, I would begin working at 9:30. This gave me plenty time for my morning coffee to take effect! I would typically spend time working on my research piece until receiving some new instructions regarding another piece of work. In a fast paced environment, it is important for MPs to be confident about their portfolio. This means that their staff need to consistently produce high quality briefings which provide all the information they need to discharge their duties in The Commons, with the media, or in a parliamentary committee. I was involved in making some of these briefings.

Lasting Impressions

I thoroughly enjoyed the experience and, despite working remotely, I was able to build rapport with colleagues and gain useful experience in the field of policy development. I learned a great deal about energy policy and the social, economic and environmental balance that needs to be struck when thinking about tackling issues of climate change, fuel poverty, and deindustrialisation. I think that my experience has reaffirmed my ambition to pursue a career in politics.

OPER8

Second Year Undergraduate, BA Law with Legal studies in Europe, Remote working



Work Projects

Oper8r is a training ground for emerging managers and small GPs. The platform aims to educate casual investors with the knowledge required to become professional investors. My task was to write an article and develop a booklet

summarising and making the LPA negotiating documents more accessible to emerging managers.

I also gave tips and hints as to how one could make their LPA more LP-friendly and ESG-friendly to achieve LP/GP alignment.

Daily Life

I started my work at 9am in the morning and stopped for an 1 hour lunch break. I then continued on with work if it was a busy day or went out and spent some time with friends. About 2x a week I would have a check-in meeting with the CEO in the afternoon and on days when I did not, I would attend webinars related to my project or conduct informal interviews with VC and legal professionals to help with my project. I then always ended work around 6pm to simulate an office environment.

Lasting Impressions

I really enjoyed my experience. I was unaware of the interesting complexities and rewarding problem solving aspects of VC which has now made me consider this to be a viable career path for me!

What practical advice would you give to future interns?

Do some preliminary reading about US-style VCs and come prepared to every check-in meeting with a list of questions and connections that you want to make - take charge of the internship rather than passively going with the flow.

OPSYDIA

Max Cairney-Leeming, Lady Margaret Hall, Second Year Undergraduate,
MMathCompSci Mathematics and Computer Science, In-person internship

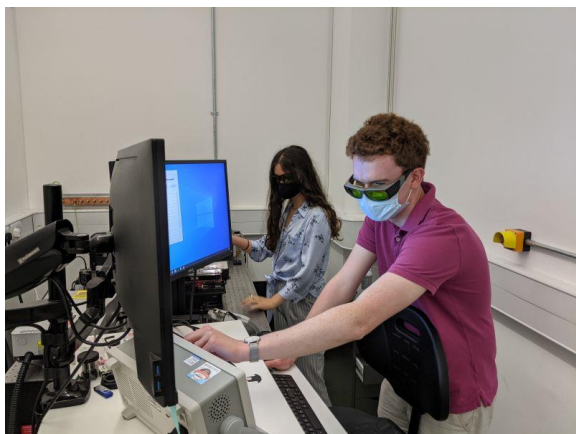


Work Projects

I worked on integrating new laser control hardware and a new laser into Opsydia's testing rig, working with both from unboxing through to installing and using them, as well as

writing control software for both. I took time to understand how both worked, through testing them and emailing suppliers. I discussed the use cases for this hardware with the rest of the R&D team, and worked out how to set up both devices to achieve this, taking care to note details like timing requirements, and ensured throughout that this knowledge was recorded and passed on.

I wrote control software for both devices, allowing for more effective use, as well as enforcing safe operation, which is very important given the value of samples used. This was an interesting and important project, as it allowed me to work across the company, on hardware that is going to be used in systems sold to customers. I received a great deal of support from Opsydia, ranging from informal meetings to quick chats in person or over teams, and everyone was very helpful in answering my questions, even on very basic questions about lasers and optics. I also had a code review with the software developers, which was a really useful experience.



Daily Life

I worked a regular 9-5:30 throughout the internship, taking about an hour out for lunch. There was a regular, and free minibus service between University Parks and the science park Opsydia is based in, which made my commute easy and stress-free. Further, there was also a canteen on site, serving hot

meals like in a college dining hall, as well as sandwiches, and I took full advantage of this. When it was warmer, we sat outside by the pond or in the garden to eat, which was a good break from sitting at my desk. I worked late once, because we wanted to hit an internal milestone, which was good fun, and we ordered takeaway for dinner I chose to work late, and nobody pressured me into doing it.

Everyone was very sociable, I took the minibus with the other interns, and everyone working in the office would eat lunch together, which was really nice to help settle in quickly. We would also take informal breaks, which were a great opportunity to get to know the others better, and to eat the snacks from our optics supplier. We had a couple of company lunches and pub trips to celebrate the end of our internships, which were really nice, and we visited a couple of different restaurants and pubs around Oxford.

Outside of work, I took the opportunity to explore Oxford better, visiting places like the Botanic Gardens, the History of Science Museum and the University Church, and going for walks around the city and up the canal. I also met up with a variety of friends who were visiting Oxford, as well as my family, who came to visit for a weekend. I never felt like I was bored outside of work.

Lasting Impressions

I really enjoyed my internship, because I did lots of different kinds of work, which allowed me to see all aspects of the company, and gave me lots of variety in my daily work. There was a lot of openness to the work they gave me, and I really appreciated this, as it allowed me to explore and find my own solutions, rather than ticking off a checklist. I feel I gained more confidence, in presenting my work, or emailing suppliers for technical discussions, for example, and in the fact that Opsydia trust me to do work that is important to the company's future.

In terms of my future career plans, this internship hasn't suggested a clear direction, but that is because I enjoyed the breadth of work that I did. It has shown me, however, that working in a small company where I can take a project from start to completion, and work on all the different parts of it, is very satisfying and something I would like to have in future jobs. Certainly, I've really enjoyed writing software with a tangible end goal, of controlling a

piece of hardware and knowing it will be used by someone, and that's confirmed my desire to seek a job of that nature.

OXFORD COMPUTER CONSULTANTS

Second Year Undergraduate, MPhys Physics, Remote working



Work Projects

I worked on an import tool for a large data file that allowed to import to be run via a separate web container, allowing the person running the import

to be able to work on separate projects while the import was running, as opposed to the initial local import there was before. I received lots of support from several mentors within the company when requested, and the work difficulty was adjusted to my ability.

Daily Life

When working from home I worked standard 9am-5pm hours with a half hour lunch break. This meant I was able to do most of what I wanted to relax after the internship finished in the evening.

Lasting Impressions

I enjoyed the opportunity to see how the software development industry works, and I have gained skill in several new programming languages, as well as knowledge of how real-world employment works.

Second Year Undergraduate, MMathsCompSci Mathematics and Computer Science, A mixture of in-person and remote working



Work Projects

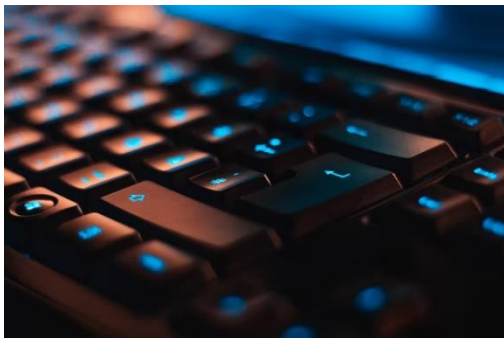
The organization I interned for runs the Sport England Active Lives website, which is a tool for querying exercise and health data about people all over the UK. The main project I worked on as an intern was to build a cloud import tool for the CSV data files that Sport

England sends to the organization every few months and in doing so to outsource the task

of uploading this data to the website to the cloud, which saves the organization computing power and time.

More specifically, I researched containers and learned how to create/delete one programmatically as part of this project, built the website that runs the cloud import tool, and transferred old import code to the new cloud import tool. I was successful in all of these tasks, which I think counts as an achievement - some more specific achievements were figuring out how to create and delete containers programmatically and learning how to create a container with a Dockerfile, figuring out how to add real-time updates to the website, and giving a well-received company-wide presentation on the project at the end of the internship.

For the last few weeks of the internship, I worked on smaller projects for various departments within the host organization: I did some product testing and bug-finding, contributed to a styleguide for one of the organization's longstanding products, and spent a few days shadowing the technical support team. The host organization was extremely supportive and helpful! The other intern and I had daily meetings with mentors and weekly meetings with our line manager, and the organization made it very clear who we could and should go to with questions and concerns. Whenever I needed help or support, I knew who to ask and would get a very quick response.



Daily Life

My internship was largely remote. I made sure to work in a specific room of the house that wasn't my bedroom and would try to get up to walk around and take breaks every so often. My lunchtime was variable but I always made sure to completely shut off my work computer while I was on my lunch break and do something else instead.

I did work overtime a few days by my own choice (it was much easier to, since there was no commute time), but I also always made sure to completely shut off my work computer in the evenings and on the weekends. I spent that time reading/embroidering/going on walks/etc.

Lasting Impressions

I thoroughly enjoyed my experience interning with Oxford Computer Consultants! I learned a lot, both about technology and how to be a better coder and about how to work well as part of a team with deadlines and deliverables. It was a real confidence boost to have such excellent mentors and managers and to have the opportunity to work on and succeed at a real-world project - I feel much more interested in and capable of pursuing software engineering as a career after this internship.

OXFORD INTERNET INSTITUTE

Thomas Hazell, Lincoln College, Second Year Undergraduate, BA Philosophy, Politics, and Economics, Remote working

OXFORD INTERNET INSTITUTE

Work Projects

My work involved helping the website developer move content from the Oxford Internet Institute's old website to their new one, which is on track to be launched later in the year. For example, about 200 pages with information about research projects needed information adding about the investigators, funding, any published work, and so on. As well as this data entry work, I also got involved with producing new content. This included really interesting tasks, like writing summaries of publications produced by OII faculty.

Towards the end of the internship, I also had the chance to do some more creative tasks, such as designing and building new pages for part of the website which shows of the OII's research. The OII website runs on WordPress software, on which I only had a little experience, so my boss provided full training and was always on hand to help if I ran into any difficulties. Over the course of the internship, as I picked up the basics of WordPress and website development, I was given more freedom to work independently, but also was still supported with regular feedback and advice. I also found myself being asked for comments on parts of the new website, especially on the parts aimed at people like me, such as the pages with information on master's courses.

Daily Life

I spent the full eight weeks of the internship working at home, which in practice meant seven hours a day sat at my desk. Much of the internship involved me working by myself, which was useful because it meant I could quite literally roll out of bed at seven in the morning and start work straight away. As well as a break at some point, most days I had a meeting to catch up with my boss and work out my tasks for the next day late morning.

Usually, I had a quick lunch after finishing work at half two. Even so, the nature of the work meant that my hours were flexible as long as I worked seven hours, I could start anytime, which meant that I still managed a few good summer lie-ins. My boss was also happy to let me shuffle some hours around, which meant I could finish early on Fridays for weekend trips to see friends. Because I was working from home, when I finished in the early afternoon, I



really was finished there was no need to commute home. In the end, I was free to do what I'd usually do in normal summer and meant that I was able to spend afternoons and evenings working on my undergrad thesis (or going to the pub).

Lasting Impressions

I really enjoyed the internship, and even found myself enjoying parts of it that I was not sure I would the creative bits, in particular. Although I have never planned to be a website developer, and still do not, it gave me useful experience and helped me build both hard and soft skills that will be useful in the future. I'm hoping to apply for further study, and working in the department gave me a useful behind the scenes insight into academia. As well as that, some of the tasks like writing summaries of some of the OII's research or following specific instructions in entering data built useful and relevant skills for future research.

Other parts of the internship have given me experience that will be useful in future work more generally, for example producing work to a particular specification and working with others on an overall task. The support my boss gave me and the freedom I had to do different, interesting tasks, meant that it was a really good experience beyond just getting paid!

PAMELA STEELE ASSOCIATES

Lise Cazzoli, St Anne's College, Third Year Postgraduate, DPhil International Development, Remote working



Work Projects

During my internship with PSA, I worked on a variety of research projects that aimed at supporting public and private sector agencies in ensuring reliable, effective and equitable healthcare delivery in Africa. I worked on two individual projects (a blog post and a draft

research paper on donor collaboration and healthcare supply chains in Africa) and one group assignment (a research paper on universal healthcare coverage in East Africa), which occupied most of my time at PSA. For this project, I worked with two other interns to write a case-study comparison of the challenges and achievements of three East African countries (Kenya, Rwanda, Tanzania) in expanding healthcare coverage.

We were given a lot of freedom in developing the research design and conducting the empirical research, as well as to experiment with methods, country contexts or approaches we were not necessarily familiar with. Whilst the paper was a collective project, we were all responsible for our respective case study. My own contribution was to collect and analyse data related to healthcare coverage, policy and supply chains in Rwanda, as well as to develop the methodology of the research paper based on some general guidelines our internship supervisors had given us at the beginning of the project. Writing a full-blown research paper (or at least a draft of it) in less than 8 weeks was a challenging task, but Jo and Andrey were very available to answer our questions and supportive regarding any

challenge we faced in the process. In fact, PSA tries to make sure interns are part of the team and our weekly meetings were a great opportunity to brainstorm together about the direction of the research project.



Daily Life

My internship was remote but I ordinarily live in Oxford, where PSA is located. In terms of socialisation, PSA organises bi-weekly "online coffee and catch-up meetings" to allow everyone to chat in a more informal environment. I am guilty of not participating

much to those meetings as I am not too comfortable with talking on Teams, which was an almost daily occurrence. However, the Research Team's weekly meetings were also an opportunity to catch up, and it was great, for instance, to meet PSA's CEO, Pam, during one of those meetings and discuss our experience of the internship in relationship with our aspirations and personal circumstances. During that time, I tried to keep a strict schedule to make sure I made it to my desk every day motivated and on time.

My alarm was set at 6.00 am so that I had plenty of time to relax, think about my goals for the day and how they relate to my aspirations, and get ready to start the day. Initially, I tended to leave Teams permanently open on my desktop in case a new meeting was scheduled, but ultimately, I found it too distracting and decided to turn it off whilst I was working on the research paper. In addition, I tried to schedule most of my work in the morning, so that I could enjoy a more relaxed afternoon.

Lasting Impressions

Despite the challenges I encountered during this placement, I enjoyed working for PSA and thought the internship was very well organised and meaningful. As interns, we were also invited to meetings organised by PSA's in-country programme officers, which gave us great insights into the more practical aspects of their work beyond research. I found it very valuable and equally enjoyed the challenging character of the main research project, which had a clear deliverable at the end of the line. In addition, I learned a lot from PSA's overall approach to healthcare delivery, as it is fairly new in the field and very pragmatic.

As a DPhil student, it is easy to let ourselves immersed into the theoretical aspects of development research and lose sight of the potential deliverables our research might produce; from that perspective, working with PSA really helped me define the nature of the contribution I wish to make through my doctoral thesis, as well as clarify my overall perspective on the empirical problem I am studying.

I was very inspired by some colleagues at PSA, who always seemed very excited about their own project. I thought they were examples of people who are independent-minded but pursue a common goal and are collaborative in doing so. Overall, I would say this internship has confirmed my career ambitions in that I would enjoy working towards building a project with lasting impact rather than on research alone.

Creating something with others and for others feels much more important to me, and I enjoyed that in this internship, research had a more pragmatic focus. However, it changed my career ambitions in that I realise I might want to privilege working for smaller-scale organisations with people who are very passionate about supporting the most vulnerable people in our society, and who have a positive mindset about it. I think it is more reflective of who I myself aspire to be.

Chloe Curtis, Regent's Park College, Final Year Postgraduate, MPhil Medical Anthropology, Remote working



Work Projects

The main task of this internship was the completion of a new research project about the role of the health supply chain in universal health coverage. This was a collaborative project with two other interns.

We were in charge of every aspect of this project, from initial design, chosen methodologies, analysis and final write up. A large part of this project was the collection of data, both via literature reviews and interviews with key informants.

My main tasks involved, literature research, analysis, conducting interviews, transcribing, and writing a case study for the research paper. I also was in charge of writing certain sections for the paper, including proofing and editing the rest of the paper. Aside from this main project, I also wrote blog posts covering previous and upcoming research, and edited ongoing research publications. My main achievements were the completion of all my own objectives and parts of the research project, and the publication of a blog post. I received support from my host organisation via weekly online meetings and emails whenever needed.



Daily Life

I received a number of inductions on the first couple of days, and spent the first week reading over previous and ongoing research to become immersed in the aims of the company and the style of work. This was very important to recognise how my own contributions would be successful. It was very helpful to have several inductions with different areas of the company to meet new people and to try and grasp the whole company and how departments worked together. There were also mid-morning coffee and catch up sessions twice a week for anyone to join, which was a nice way to meet and socialise with colleagues.

I was mainly working with other interns on our own collaborative project, so we organised our own meetings and, importantly, socials. As this was a remote internship, I set up my desk to provide a good work atmosphere, keeping it clean and tidy in order to work successfully. To try and manage working at home I always ate away from my desk, and made sure to go on walks after the work day had ended.

Lasting Impressions

I enjoyed this experience. The work that the company does was hugely motivational and really invaluable to learn about for my career ambitions. A lot of the work that I was engaged with involved research and built from my own existing skill set, but I was able to learn how this work was integrated for the goals of the wider company and a consultancy.

The experience confirmed my interest in consultancies, especially in social impact work, but also made me receptive to roles outside of research and project management.

PARTNERS GROUP

Sam Carter, New College, Second Year Undergraduate, BA Modern Languages (French & German), In-person internship



Partners Group
REALIZING POTENTIAL IN PRIVATE MARKETS

Work Projects

I completed two main projects during my time at Partners Group, both of

which required independent research, creating new and up-to-date resources to reflect this research, and presenting my work to both the US and Europe teams. These projects were explained to me on day one, and both had clear, deliverable outcomes which gave me a clear sense of direction from the start and made for a very rewarding process.

My work on these projects was combined with ad hoc tasks allocated to me on a daily basis- a balance which was representative of fellow colleagues' work too. The work was always interesting and genuinely helpful to someone, such that the experience was always



meaningful and engaging. Furthermore, I was given high-quality support wherever and whenever needed. Everyone I worked with took time to explain not only the task at hand but also how it fitted into broader processes and/or strategic goals, which I hugely appreciated.

Daily Life

After commuting into the City, my typical day started around 8:30am, when I would catch up on emails and usually talk to my "coach" about projects or tasks I could get involved with that day. The in-person nature of the experience and desk set up meant I was sat across from my coach every day, which allowed me to settle in and learn rapidly. I typically had two to four meetings or training sessions per day, which were always productive and/or highly informative, and the remainder of my day would tend to be self-directed; this didn't mean

working alone however, as I would often be collaborating with one or two others on a project, requiring frequent, informal liaison in these periods.

Between periods of work, I spoke to lots of the firm's employees over coffee (in-person or virtually), from many offices around the world and from a variety of teams beyond the Structuring team. I most often ate lunch with my coach and other team members who were in the office, and joined drinks, lunches and a dinner with people from my own and a neighbouring team, which were always really enjoyable.

Lasting Impressions

I loved my internship! the level of responsibility was higher than I had anticipated (in turn allowing me to develop quicker than expected), the work was consistently meaningful, and the people were always supportive, helpful and kind. I gained a far more detailed understanding of fund structuring, was able to complete tasks representative of many legal roles, and gained a huge amount of insight into the profession and related fields from my colleagues.

The experience confirmed my career ambitions, but significantly broadened my perspective by allowing me to appreciate the range of opportunities available within the legal and financial sectors.

PRAGMATIX ADVISORY

Second Year Undergraduate, BA Philosophy, Politics and Economics, Remote working



Work Projects

I conducted research for a Pragmatix Advisory client project. The project was a research-based advocacy project, which aimed to produce a report which would convince the government to allocate more funding to a certain area of policy. I sat in on interviews with the client and other stakeholders, taking notes and asking questions. I also conducted research, carried out work on Excel and helped write the final report. I was

embedded in a team of Pragmatix consultants and received regular mentoring and feedback from the Director.

Daily Life

I was working completely remotely as the company does not have an office. My hours were 9-5, and I took regular breaks. I didn't love having to stare at a screen the whole time, but I got used to it soon enough. Each day started with an informal team meeting, and then I got on with my work. I usually had at least one external meeting a day, which broke up the day a bit, and regularly spoke to my supervisor to get feedback and bounce ideas around.

Pragmatix Advisory has a virtual office, whereby you are on a Teams meeting all day (camera on). This was strange at first but helped to ensure a social atmosphere between myself and my colleagues, and also enabled me to easily ask questions.

Lasting Impressions

The internship confirmed that consulting is for me, but I would like to work at a larger firm in the future. The team was great and gave loads of useful advice and support. It felt very rewarding to take part in a real client project, and I'm grateful that I was given real responsibility and treated as part of the team. I learned lots and would highly recommend this internship.

QOMPLX

Second year Undergraduate, BA Economics and Management, In-person internship



Work Projects

My internship consisted of several data science projects: First, I had to find a way to extract numerical data from images and graphs (a sort of reverse-data-engineering task). Second, I wrote a program in Python that allowed me to collect data from different online

sources/databases and store them in a suitable format on the company's data repository.

Third, I helped the company develop an actuarial model for calculating the exposure of US hospitals to cyber-attacks. Lastly, I built an independent, Google-like search engine that facilitates the search of files and data within the company's data repository.

Daily Life

I lived in two different areas of London - Marylebone and Southwark. Both were really nice; I had to move halfway through my internship because the landlord of the place where I was renting a room decided to sell the property. I tried commuting both by Tube and by bus, and I have to admit that I prefer the latter, as during the trip you can admire the streets, local markets, and attractions that the city has to offer. I did not have a lot of time outside of work, and I mostly spent it relaxing and exploring London's parks and museums with friends.

Lasting Impressions

My internship has been really mind-opening. I learned a lot about an industry I was not familiar with and realised what it means to work in a finance/insurance/tech job in London. During this internship, I gained relevant experience, expanded my technology/programming skill set, and also actively contributed to the development of new products that the company will launch and present to clients in the near future. The experience definitely sharpened my career ambitions, and I am glad I have been able to attend it in-person, in the office, getting to know many wonderful colleagues, who turned out to be nice friends also outside of the office.

Third Year Undergraduate (of a four year course), MPhys Physics, In-person internship



Work Projects

My tasks included building and validating cyber-insurance pricing models in Excel, implementing web-scraping scripts in Python, cleaning and processing large datasets in R, prototyping software features using Scala, and reviewing literature on the

mathematics of malware modelling.

I had daily morning meetings with the insurance division and bi-weekly meetings with the analytics team. Also, there was another intern present and many other approachable employees, as well as a designated line manager, I could ask for guidance. During the initial onboarding I was given training on the different software packages I would be using. I was also given several tutorials (along with associated reading lists) on the insurance market and on catastrophe modelling.

Daily Life

I commuted down to the company offices in the City of London and worked a very standard 09:00-17:00 during the week. The offices operated using a hot-desking system and there were plenty of very pleasant co-working spaces and also access to a roof terrace overlooking the City. There was another intern and a cohort of recent graduates working for the company which meant there were frequent post-work events.

Lasting Impressions

I found the internship to be a very valuable experience. It gave me the opportunity to really think about what career path I wanted to pursue. I have gained a lot of very employable skills in data analytics and software engineering and a lot of insight into the insurance industry.

REDFIELD & WILTON STRATEGIES

Ingrid Schreiber, Wadham College, First Year Postgraduate, DPhil in History,
Remote working

Work Projects

REDFIELD & WILTON STRATEGIES

In my role as a research analyst for Redfield & Wilton Strategies a company specialising in the media and communications side of polling, I

worked primarily on writing and editing case studies, presenting polling data in an accessible format to a public readership. As well as liaising between media companies and pollsters, the company publishes its own research articles on its website, on topics as diverse as coronavirus regulations, Sino-American relations, cryptocurrency, and the culture wars. My

job was to turn each incoming data set from our partner pollsters into engaging, easy-to-read website content.

I also assisted with other branches of the company's work, such as producing weekly voter intention polling for UK elections, reports for the upcoming US primaries, and meta-analyses of the company's previous research output. I also undertook more administrative tasks, such as data entry and proofing, especially for materials being sent between the company and its affiliates.

Redfield & Wilton provided a comprehensive induction, including training in the various software platforms used by company employees. I had one primary supervisor, and another secondary supervisor, both of whom were warm and approachable, and provided me with valuable feedback on my progress. I also attended a staff workshop day, where different teams presented on their respective projects, and we all had the opportunity to discuss future directions for the company.

Daily Life

Working from home was a novel challenge, but I tried as far as possible to maintain a strict schedule and treat the work as though I was heading into the office. I designated a specific section of the apartment to function as my workspace, trying to keep distractions to a minimum. I also often got dressed and ready as though I was leaving the house, because I found it helped me focus better. My workday ran from 9am until 6pm, and during that time I would always be logged into Slack (the company's management platform) so that I could communicate whether via instant messaging, phone or video calls with the rest of the team.

Although my work was often very autonomous, this helped create a sense of community with my coworkers, and to feel more a part of the company. Because the company was relatively small, we would also have weekly Zooms with all of the employees, both to report on our progress across the different teams, and to socialise and have a chat. After work, I made a real effort to get out and about, so that I did not feel too claustrophobic spending so much time indoors in the same space.



Lasting Impressions

Overall, I enjoyed my time interning at Redfield & Wilton, but it also taught me a great deal about myself and what I do not want in a career. I found the style of writing preferred by the company which was much less eloquent and verbose than academic writing, and more

akin to technical writing, where the aim is not to write well, so much as to convey information in the simplest manner possible, and without bias to sometimes be quite alienating. The fast turnaround time and short deadlines for writing pieces exacerbated this sense of alienation.

It was actually a really valuable experience, because I have learnt that I would not like to work in a traditionally journalistic environment, with such editorial and time pressures. On the other hand, I really loved getting to engage more substantially with current affairs. As a doctoral student in eighteenth-century history, such opportunities are rare, and I enjoyed working on topical, evolving issues like political ratings and policy announcements. I definitely gained a real sense that I would like to engage with such issues in future, which confirmed my current feeling that I would not like to remain in academia. The internship also confirmed for me how much I thrive having relative autonomy in a workplace.

MPhil Student, MPhil Politics (Political Theory), Remote working



Work Projects

Redfield & Wilton Strategies is a strategic research firm that carries out polling for media organisations and private clients. Each week they would put 1-3 polls into the field, typically one 'media poll' with questions from UK news outlets, and 1-2 issue or regionally

specific polls, either for their own long-term research or for a private client. My role was 'research analyst', and my main tasks were to analyse the most recent poll results and write

up case studies on the findings. These were usually focused on a specific UK issue, such as HS2, immigration views, or approval ratings.

Whilst waiting for poll results to come in, I would help edit other research from more senior research analysts, and conduct preliminary research for future projects - for example, in anticipation of the 2022 US midterms, I helped compile a factfile on the voting histories, demographics, and potential 2022 candidates for each state.

Daily Life

Having been at home since the January lockdown, managing the WFH aspect of this internship was quite easy for me, as it was a continuation of my term-time working pattern. The working hours were 9-6, with a break for lunch. One thing I did do to 'relax' after work is set a schedule on my slack app so I only received messages during working hours. As other members of the research team either worked late or were in different time zones, I would sometimes receive messages on slack into the evenings or at weekends, which I felt disrupted my time 'off'.

Lasting Impressions

Overall, there are elements of the internship that I really enjoyed. The work itself was very interesting, and learning how to draft a poll, analyse results, and write concise summaries was a really valuable lesson. I would definitely consider applying to a polling company in my future career search. The writing style, in particular, was much different from the typical academic writing I am used to: impartial, concise, and data-heavy. It was great to experience writing in this way and learn how to craft a position or suggest policy avenues whilst still conveying the data neutrally. I have also learned some lessons about what I want in a working environment, which is certainly a great help as I look for a graduate position.

RESET YOUR HEALTH

Trinity Jean Pate, St Edmund Hall, Second Year Undergraduate, BA Biomedical Sciences, A mixture of both



Work Projects

The first week of the internship was an introduction to the company and we spent time getting to understand how the company operated. RYH aims to improve the quality of life and reduce/alleviate symptoms for people with chronic health conditions by creating highly personalised meal plans that improve the gut microbiome.

In the first couple of weeks, I worked on creating a presentation about the impact of the gut microbiome in mental health which Catherine (founder of RYH) was to present to NHS patients later in the month. This was really fun and allowed me to use some of the knowledge from my degree (biomedical sciences) to create content which was easy to understand for people who didn't have a scientific background.

In the last few weeks, I was put in charge of looking for investments for the company and helped to prepare them. I redesigned their pitch deck and their development plan documents and also helped draft applications. In the final week I started creating a business plan for the company and have been hired over the summer to finish creating it.

Throughout the four weeks I also made informative social media posts, created Instagram reels of the recipes I cooked and wrote blog articles. The founder and head of marketing of the company had daily meetings with us and we had a constant stream of communication through WhatsApp whenever we had an update or an issue.



Daily Life

I still really enjoyed working on the internship, despite it being remote. We usually had a call in the morning to establish how things were going and what our plans were. Then throughout the morning I would work on my main project,

either working on a presentation about mental health or working on the investment aspect of the internship. When I had more spare time or had finished most of my main work for the day, I would test recipes, help write blogs, or create social media posts.

The working day would usually end about 5pm and then we would have a debrief call with the founder and marketing manager. I was then able to have the evening off and relax.

Catherine (the founder) was always available whenever we had questions and allowed us to be extremely flexible with our time so we could work in activities outside of the internship, such as going out for lunch, and then we could make it up later, either in the evening or at the weekends.

Lasting Impressions

I had a really incredible time at this internship and learned so much about the business aspect of an aspiring health care start-up. There is an enormous amount of work that goes into organising every aspect of a start-up and I learned so much about the day-to-day processes as well as helping the company search for investments.

I really enjoyed the business aspects, such as creating the business plan, looking for investors and redesigning the pitch deck. The founder of the company recommended that I consider a career in biomedical consultancy for similar start-ups which is something that interests me a lot. I am looking to pursue future opportunities in life sciences start-ups and investment firms. I also feel like I developed a lot of skills, including content creation, infographic design and cooking!

Second Year Undergraduate, BA English, Remote working



Work Projects

We received a minimum amount of one meeting a day as daily support from the employers. They were exceedingly kind and patient, and made sure that we were always busy with work. Beyond this, we had a group chat together on Whatsapp, and if there were

any questions we had, we would send through messages there and would get almost instant feedback/replies.

I did a variety of tasks: I tested recipes, took photos of recipes when recreating them, I edited the written content of some of the website, I edited around 400 recipes on the website, I wrote 3 blogposts, I created a presentation on microplastics that the employer can present in the future, and also helped create a presentation on mental health for the company. I researched potential investors and drafted applications for these. I helped develop the pitch deck and independently edited the start-up executive summary and created two new versions for them. I developed a new social media strategy along with other interns and scheduled posts for the start-up social media for a week.

Daily Life

I would usually recreate one recipe, and it would be completely dependent on the task I was doing, as this really did change on a day-to-day basis, but would work remotely for around 6-8 hours a day on whatever I was assigned. This would be completely sporadic though I didn't set times and worked in the evenings if we had a lot of meetings during the day, or if I had a different obligations, e.g. getting vaccine/travelling from Oxford.

Lasting Impressions

I gained a lot of experience in understanding how a start-up works, and also was given the chance to deal with both analytical and creative tasks. Since the variety of tasks were so broad, I really got to understand a lot of different components of a start-up that I didn't really gain from my internship last year, working for a different start up.

RIDGEWAY INFORMATION

Jakob Schram, St Anne's College, Final Year Postgraduate, MPhil International Relations, Remote working



Work Projects

I worked on three projects: (1) I was asked to automate an information-gathering procedure using Python; (2) I was given a sub-part of a real report that the company had underway; (3) I was tasked with gathering an original dataset on all UK-based actors in the nuclear disarmament field. The

first was less demanding but helpful for my technical skills; the second was illuminating as I learned the ropes of open-source intelligence gathering; the third was more fun than the other two, while less demanding. I received keen follow-up through weekly meetings with three different supervisors, one for each task.

Daily Life

It worked very well. I had regular days (9-5 most days) and worked within those frames. I'm used to using M Teams, which the company used, so it was really problem free.

Lasting Impressions

I enjoyed the experience very much, and it filled out certain blanks on my CV -- e.g. open-source intelligence gathering. It also looks good, as the company has a good reputation.

Frederike Louise Brockhoven, St. Antony's College, First Year Postgraduate, MPhil Modern Middle Eastern Studies, Remote working



Work Projects

I worked on open-source intelligence reports on an Egyptian company, by conducting OSINT (a new skill I learned at the start of the internship) in Arabic (exciting to be able to use my linguistic skills beyond the classroom!) - I worked on a project for UNESCO, and was given my own report

to research and write - I'm still working on that now on a part-time basis. I was given much

responsibility and that is really exciting and made it a very useful experience and a real asset for my CV. I had one direct contact who was really lovely, approachable and useful in guiding me, but all other members of the team were also very approachable and kind. I was really pleased to have been invited to a work lunch so I could meet some of my colleagues face-to-face, which made a big difference!

Daily Life

I managed most of my work through Microsoft Teams, Excel and Word. Every morning at 9am I would log into Teams, get on with my tasks or have a morning meeting with colleagues. I worked quite independently but with daily check-ins. I tried to stay online all day, but sometimes took breaks (if the weather was nice) and just worked in the evening instead, which was fine as long as I attended meetings.

Lasting Impressions

I was a little worried about remote working with people I'd never met before, but I was really pleasantly surprised by my colleagues who were so lovely and welcoming! The work was also really interesting, which definitely helps when you don't have much of the social aspect to spice up your day. Working for them part-time flowed so naturally, it would have seemed odd to end my work after 2 months, I just became part of the company so quickly. I'm really glad they felt the same way and kept me on.

SELINA FINANCE

Oscar Brisset, Magdalen College, Second Year Undergraduate, BA Philosophy, Politics and Economics, In-person internship



Work Projects

Selina Advance is a start-up that provides a unique product in Europe called a Home Equity Line of Credit. They are about to raise their Series B funding round, and part of this consists in convincing investors that there are international growth opportunities. My job for 9 weeks was determining which countries they should expand to.

Week 1 was induction and getting to know what the start-up does. Week 2-3 was determining the market size of 30 different countries. Week 4-6 was evaluating market attractiveness of the 20 largest markets by collecting quantitative indicators (e.g. # credit cards per person, debt to GDP) and reading relevant articles and reports. Week 7-9 was preparing the final presentation in which I had 2 slides for each of the top 10 countries summarising market attractiveness, regulation, funding required to expand to the country, and my general recommendation.

I was also tasked in Week 2 with creating a template of the suitability letter they sent out to customers, for this process to be automated. My work consisted of researching 20 different countries. This meant using Google to find for example the value of a certain indicator, what kind of lending licence the start-up would require, whether the main competitors already offered the product, or using Chrome's embedded feature to translate a Japanese government website so that I could find the market shares of different banks. I came up with a list of indicators I thought would be useful and then filled out my Excel file of indicators for each country. Whenever I saw something interesting, I would note it down in my Word document.



Daily Life

I was very autonomous: I did not have anyone checking how long I worked or when I was in the office, and would just have 30 minute check-ins every 2 weeks with the start-up founders for which I would prepare a PowerPoint. Usually, I would get to the office around 9-9:30am. I'd work until 12:30pm, by which point someone would have already walked up to me to ask if I wanted to go to lunch with them. We would go for lunch to the market nearby or to a Turkish shop down the road. Seeing as my rented room was within walking distance of the office I would often go home to cook for myself. I usually took 1 hour lunch breaks (most people at the start-up took 20-30 minutes and would eat at their desks).

I then worked from 1:30/2pm to 6/7pm. I always made sure I worked 8 hours a day, so if I arrived later or took a longer lunch break I would stay the necessary time in the evenings.

The start-up organised monthly socials, once renting a party boat on the Thames and the other time booking a rooftop bar in Shoreditch. Everyone was always dressed with casually in the office. They had a mini-kitchen with a coffee machine, fruit, cereal bars, and soft drinks. On Thursdays and Fridays, people would often stay past 6pm drinking beers or would head to a nearby pub. I sometimes went along but would often go see my friends from Uni instead. Everyone was super bubbly and made me feel welcome. The culture was one of honesty over superficial appearances.



Lasting Impressions

I really enjoyed the internship, mainly because I got along so well with everyone at the start-up. I was always happy to turn up to work every day and never dreaded my deadlines or other work. The task I performed was interesting in and of itself, and also looks

great on my CV for when I apply to consulting because researching market entry decisions are a regular task in consulting. The founders were very clear about what they wanted from me so I never felt lost or unsure what to do when I arrived in the office.

A few times I thought the task was unrealistic for me to complete in the set time, but after going back to them I realised they expected me to complete a much smaller task. After my final presentation I went for bubble tea with my 2 managers and they provided me with really thorough feedback which reassured me a lot about my potential to get into the jobs I aspire to.

A key thing I learnt was that you don't need to hand in pages upon pages of dense academic writing to create value for someone: in fact, my managers made it clear they would rather a PowerPoint with max. 3 sentences on each slide. It's not because the task is easy to do that you're not doing something useful. People are often just very busy and your contribution is useful because it saves them time and makes their job easier.

[Final year undergraduate, BA Economics and Management, A mixture of in-person and remote working](#)



Work Projects

During my internship with Selina Finance I worked in the partnerships team to initiate contacts with potential partners (through calls, email campaigns, LinkedIn Sales Navigator) and then giving presentations and onboarding demos. Also, I tracked partnership data using

UTMs, spreadsheets and Hubspot CRM, and received great guidance and advice from my manager.

Daily Life

Colleagues at Selina were very friendly and the office was very open, informal and hard-working. Work systems were organized and there were monthly social events, as well as after office drinks every now and then.

STOCKHOLM ENVIRONMENT INSTITUTE

Megan MacGillivray, New College, Third Year Undergraduate (of a four year course), MBiol in Biological Sciences, Remote working



Work Projects

My main project with SEI was to work on the weADAPT platform, which is a platform which aims to support collaboration on climate change adaptation projects. Within my work for the platform, I carried out a wide range of tasks: Website improvement/maintenance, I began the internship by conducting a stress-test of the platform, which involved trying to use the platform with no guidance to see if it was easy to use and how it could be improved. I gave my feedback and saw changes be made in line with my feedback. The stress-test allowed me to identify that the FAQ page needed improvement, so I spent some time updating the FAQs and making sure they were linked at appropriate points throughout the platform. I also worked on maintaining different parts of the platform which were not well organised. I also worked to redesign some of the web pages which had a lot of good content but were not clear to the user.

One of my main roles was to run the social media for the duration of my internship. For this, I did the following: Lined up three posts per day to be posted on twitter, Facebook and LinkedIn, ensuring they were posted at relevant times and highlighted the most important content at the time; curating posts for any events which were being held (eg. Africa Day); going through all the posts and tagging the relevant people and institutions in the posts to increase engagement; creating new posts: wrote >30 social media posts for each platform to promote the new platform (adaptation at altitude) and scheduled these for the weeks following my internship and creating/editing content: I was responsible for writing 2 content articles, focusing on nature-based solutions. I helped redraft articles written by other team members. I wrote an article introduction to nature-based solutions to be posted on the site, which gives an introduction to NbS for climate change adaptation.

I received a lot of support from the host organisation including: the first few days were spent meeting the team and familiarizing myself with the platform, which was very useful for subsequent days. After that, every time I was set a new task I had a call with my supervisors to thoroughly explain the task. It was easy to know what I should be working on because of the workplan set out for me, which had all the different tasks that I could work on. The majority of the communication was done on teams, so it was easy to schedule a



meeting if I needed guidance, or I could just send a message on the chat function, which was very easy and quick. The weekly team meetings were useful to set tasks for the next week and track progress with the agenda points.

Daily Life

My internship was remote, meaning I did all the work from home. I found it important to get into a good routine, which involved going for a walk in the morning before work started to clear my head and make sure I was ready for the day. During the workday, I often worked in cafes and other workspaces as there are fewer distractions than when staying at home. This was really enjoyable as I could work with some of my friends who were also doing internships. At the end of the day, I

found it was helpful to meet up with friends or do some exercise to wind down from the work day.

Lasting Impressions

There were a lot of valuable aspects of the internship for me: first, it was very useful to gain a deeper knowledge of climate change adaptation by reading, editing and uploading articles. Another useful aspect was to gain an insight into social media management, which I had never done before. More generally, I found it really interesting to see how the whole team worked together to keep the platform running and maximise its utility, gaining a lot of knowledge about knowledge management. Finally, it was valuable for me to meet a wide range of team members as I hope to be able to continue working at SEI after university so these are valuable connections to have made.

I think the best parts of the internship included being able to meet and work with a wide range of people within the organization to really get to know everyone and really understand how a large platform like weADAPT can run.

I also think the fact that I was able to carry out so many different tasks was beneficial as it made the experience more interesting and gave me an insight into all the different aspects of knowledge management. This internship has definitely confirmed to me that I want to continue working in this field, as I find it both interesting and impactful.

STONOR HOUSE

Georgie Cutmore, Balliol College, First Year Undergraduate, BA History and Modern Languages (Spanish), In-person internship



Work Projects

I completed a six-week internship with Stonor Enterprises at Stonor Park, a historic country house near Henley-on-Thames. There wasn't a quiet day at Stonor, which is exactly what I liked most about it. I was involved in three projects: I helped to plan, market and execute the first ever Summer

Festival for children in Stonor's fantasy adventure playground, Tumblestone Hollow; I created an educational attraction in the onsite Second World War air raid shelter; I helped with initial plans for the Parks upcoming Halloween Trail.

I was also involved in the day-to-day administration of the Park and business - this included taking calls, interacting with the general public, managing social media handles and completing various ad-hoc marketing tasks. I am most proud of the work I did on the air raid shelter. I was given the opportunity by the team at Stonor to research local history and design a wartime educational attraction based on consideration of intended audience and purpose. This allowed me to pursue my academic interests as well as to gain first-hand experience of planning and executing an attraction from a defined budget.

I also enjoyed learning more about marketing processes through editing a press release, designing promotional materials and writing dual FAQ documents for public and internal consumption. The team at Stonor were supportive all the way through and catered my internship around what I was interested in and what I wanted more experience in. They always made sure I had enough to do and helped me to settle in quickly. I learnt a lot from them and I am grateful to Stonor Park and the Oxford Careers Service for the opportunity.

Daily Life

I worked weekdays from 9.00am - 5.30pm in the office on-site, with roughly 45 minutes for lunch, and I drove to and from work. It was great to have some structure to my summer vacation and I liked the balance between a fulfilled working life and socialising in the evenings/on the weekend. I was based in the office but, depending on my work on a given day, I was often outside in the air raid shelter, Visitor Centre, adventure playground, or the House itself.

The team at Stonor were incredibly friendly and hardworking, and I developed good working relationships with all members. They helped me to settle in very quickly and were always happy to answer my questions and offer advice. They also gave me space to make the projects my own, for which I am grateful. A typical day involved independent work, collaboration and planning with colleagues, and often, meetings. I presented updates on my work at several meetings throughout the six weeks. Mark, the General Manager, was a great mentor in this - I learnt that presentation is just as crucial as content, and that a concise, cost-focussed approach is often best.



Lasting Impressions

I thoroughly enjoyed my internship. I came away with the knowledge that I had contributed in both short and long term ways to Stonor. In the short term, I helped with administrative processes. In the long term, I have added an air raid educational experience to the tour of the House,

which should attract new and old customers; the Summer Festival for children on which I worked to innovate the playground and add new attractions has exceeded expected revenue and brought new customers to Stonor.

I have also made some new business contacts for the Park, which will make it easier to re-create events next summer and in years to come. I really liked the people with whom I worked and this made the internship all the more fun and enjoyable. I gained a better understanding of how small businesses operate and how work is delegated and managed in very small teams.

Stonor is quite a unique place due to the wide-ranging scope of what goes on there, and due to the fact that it is first and foremost a family home, with the owners and custodians of the Park heavily involved in the business. I applied for the internship because of the uniqueness of the Park and the breadth of the brief and I think that this was an accurate depiction of the experience I had. Since I am not yet sure what career would suit me best, this experience was useful as it allowed me to observe and learn about the full range of roles within a small business. It has been helpful to guide my thoughts about my career.

What practical advice would you give to future interns?

I doubt advice will be needed - all I would say is get stuck in and enjoy it! Stonor is a lovely place to work and the team will take good care of you.

STREATER RESEARCH

Alexander McFadzean, Somerville College, First Year Undergraduate, BA Hons History and Economics, Remote Working



Work Projects

I was set two tasks. Firstly, I analysed the energy-transition strategy of Royal Dutch Shell, research which was then used to supplement a report on the future of the oil-and-gas sector. I also produced an independent report on responsible-

investment practices, which the CEO asserted met exactly his needs and expectations. I received support in the form of daily calls.

Daily Life

Our team would have daily meetings at 8 am, and also ad-hoc calls with Mr Streater's former colleagues. I managed my routine by ensuring I slept on time each evening to be ready for a 7 am start the next morning!

Lasting Impressions

The experience was certainly enjoyable, and I believe that I gained considerably many insights! The experience also confirmed my career ambitions.

UNIVERSITY OF OXFORD, ASHMOLEAN MUSEUM

Second Year Undergraduate, BA English Language and Literature, In-person internship



Work Projects

My primary project whilst interning in the Ashmolean Western Art Print room was photographing their extensive collection of 20th century British prints. This was done with a

view to improving the records of artworks on the museums database. In order to undertake this project, I received special object handling training so that I was able to work through fragile collections of works of art on paper on my own. I photographed around 1,392 works of art whilst I was interning at the museum and edited each image digitally before assigning it the correct accession number.

My other main project involved undertaking curatorial research on a collection of late 19th century watercolours by Henry Boyd. Researching the Boyd portfolios was an exciting opportunity to experience the kind of work that curators do day to day. I took measurements of these previously unidentified artworks, located the landscapes and buildings that they were depicting, created titles, and recorded inscriptions. A memorable achievement made during my research into Boyds portfolios was discovering the archive of letters that he wrote during his travels in Greece, Turkey and Egypt that are currently being held at Hertford College. These letters will surely illuminate some of the dates of composition for this barely understood collection of paintings.

Other tasks involved auditing boxes of prints and drawings, interacting with academics and members of the public visiting the Print room, and receiving tours around the museums paper conservation studio and Western Art stores. I received excellent support from both of the Print room managers throughout my time at the Ashmolean. They taught me about the history of the collection, the nature of museum work and the art historical developments in printmaking - amongst many other things!



Daily Life

I worked Monday to Friday at the Museum, beginning at 10am each day and finishing at 4:30pm. I was lucky to live fairly close to the centre of Oxford during my internship, so that my commute to work only took me about 10 minutes on my bike each day. My first week felt really busy - like nothing I'd ever experienced before - probably because I was learning everything for the first time. I remember an especially surreal moment, just one or two days into my internship, when I was asked to help put a few Michelangelo drawings on display for a visitor coming that afternoon - an artist who had flown in from Japan, visiting the museum to talk to the curator of contemporary art about the upcoming Tokyo exhibition - there would be many more I-can't-believe-this-is-real moments like this one during that summer I spent in the Print Room. I was surrounded by a genuinely friendly, open, and welcoming team in the Western Art department.

One of the social highlights of my internship was the departments summer picnic at Christchurch Masters Garden. I spent a lovely, sunny afternoon chatting with colleagues in the shade, hearing about their career journeys and telling them about my own experiences and interests as an undergraduate. Often in the evenings, after a day of receiving visitors, improving the museums database, and learning about new artists and printmakers, I would spend some time at the Old Bodleian library working on my own research. It was a very relaxing and enlightening time in my life, really.

Lasting Impressions

I can say that I genuinely enjoyed my time as an intern in the Western Art Print room. I was apprehensive going in, especially because I hadn't really done much learning or interacting with people in person in such an intense way since the Pandemic had begun. Once I had begun though, all of these worries disappeared. I enjoyed the pace of museum life - how everyday there was a different task to sort out or a new visitor to receive.

In a very practical sense, I gained a lot from the internship. I learnt how to handle - and handled - fragile, priceless works of art on paper; I learnt about the collections management

software that museums use; I gained an insight into collections management, curatorial, and conservation roles and I learnt a lot of art history along the way.

In terms of my future career ambitions, interning in a museum, especially an old one immersed in tradition, has confirmed for me that working in a modern institution, more focused on current artists, is what I am really interested in. The access I had during my time at the Ashmolean to all parts of museum life has also shown me that a collections management role could be, for me, as exciting as a curatorial or educational one.

TRADE DESK (THE)

Alfred Bullus, Brasenose College, Final year undergraduate, MMath Mathematics, Remote working



Work Projects

The Trade Desk runs a platform that buys advertisements programmatically on behalf of client companies. I worked as a Software Engineer in the Data Processing team. The platform the company runs operates at very high scale and throughput, and so there are large numbers of logs that need to be processed. The team that I was a part of maintains the system that does this. For the 12 week internship I was given a project to investigate and demonstrate a new way of running the system that processes the logs. This involved a collection of modern technologies, such as Docker a container creation system, Kubernetes a container orchestration system, and Apache Airflow a task scheduling system. I mainly spent the first three weeks getting myself set up and learning about the technologies I would be using. Then I had to familiarise myself with the problems of the current approach and the company's codebase. Finally, I had to work on my demonstration, and at the end of the internship I gave a presentation on the work I had done. My main support throughout the

internship came from my mentor, but the other people on the team (which was split between the UK and US) were always happy to help.

Daily Life

My internship was remote throughout. The office opened up in my last week. My day normally began with a short call with my mentor. Then I had the day to get on with my work. Usually, I would be working by myself, as I was working on my own project. Each day



would be interspersed with calls, for instance with my supervisor or talking through progress with the other interns. There was usually a call with the team I was on at the end of the day (as some of the team members were based in California). Each day meeting had a different focus, for instance discussing future proposals, or the current issues with the running system. Working from home could be a little tiring at times, but it did also mean that the workday was substantially shorter as I didn't have to commute. It would be nice to visit the office at some point in the future.

Lasting Impressions

I enjoyed my internship. It was really exciting getting to use new technologies and work in the real codebase of such a large company, and to be trusted to do work that would have an impact on the company and its future. I learnt a lot about the culture of the company and working for a large company in general. I also learnt a huge amount of new skills, such as using new technologies and programming languages, as well as soft skills. I gave presentations and demonstrations to both my team and the wider forum of London developers. The internship has helped firm up my career options and confirm that this is the industry in which I want to work.

UNIVERSITY OF OXFORD, BODLEIAN LIBRARIES, RARE BOOKS DEPARTMENT

Constanta Burlacu, Merton College, DPhil Medieval and Modern Languages, A mixture of in person and remote working



Work Projects

During my internship at the Rare Books Department, I have been working with both rare books (printed material from the 15th to the 19th century) and artists' books. One of my projects has been to work on an old Slavonic chapbook (Arch. B b.4), the only

surviving copy of a 17th century liturgical calendar printed in Kiev. Besides conducting bibliographical research on the book, I have also analysed its iconography and provenance.

When it comes to artists' books, I have been involved in identifying the material which is already part of Bodleian's collection and needs some cataloguing improvement on SOLO for better identification. I have often had the chance to see these books and to think in which way their record on SOLO can explain more explicitly what they are. For example, the Bodleian recently acquired a concrete poem composed by Stephen Emmerson, 'Endless Sleep', the leaves of which are made from a wasp nest. In front of such an object, it is often not easy to describe in words something which ultimately has a highly visual impact.

Besides working on these two long-term projects, I have been involved in shorter research, cataloguing, shelving jobs, which gave me a better understanding of the wide variety of activities the Rare Books librarians are involved in.

Daily Life

Before starting my placement at the Bodleian, we decided with Francesca Galligan, the librarian coordinating the internship, that it will have a mixed format - some days would be in-person and others remote working, and these would be decided on a weekly basis.

For my days at home, I focused mainly on my artists' books project, which meant working my way through a catalogue of early 1960s to 1980s artists' books and see which of these

the Bodleian already has. Other days I would work on my 'treasure project', the Russian calendar, which meant pure research. While remote working would resemble what I usually do for my doctorate research, in-person working was completely different.

While on site, I would learn about how new and old books are processed and which tasks the librarians carry out daily. Some days I would help putting barcodes on newly acquired books, other days to place bookplates in these, and others to shuffle things around so that there might be space for other books. While doing this, you see many curious books and objects related to library management. At times very fragile, 19th century newsletters would come in, other times a librarian would show you a wonderful jewellery chest, which has old, printed material glued inside.

It is hard to describe my daily routine while working for the Bodleian, for it varied so much on a daily basis. Nonetheless, books were involved in every activity, and so it happened that there were incredible books!

Lasting Impressions

I have enjoyed every single moment of my internship at the Bodleian. Besides being surrounded by incredible objects, I have mainly appreciated interacting with the librarians working in the Rare Books departments, as well as across the Weston more in general. Every single one of them has been extremely available in showing what their job consists of and in answering the many questions I had for them.

Additionally, besides working side by side with the members of the Rare Books office, Francesca Galligan very kindly organised a series of meeting with other librarians across the Weston, who are involved in conservation, education, events, exhibitions, curatorial work, manuscript and ephemera collections, etc. These meetings gave me the chance to understand better all the many paths which can unfold for someone interested in librarianship, and so it confirmed my interest for this career sector.

The aspect I liked the most was to realise how in order to run a library, or even just part of it, teamwork is fundamental, and indeed the Rare Books team is a great one!

UNIVERSITY OF OXFORD, BODLEIAN LIBRARIES - MEDIEVAL MANUSCRIPTS

English (Medieval), MPhil, A mixture of in-person and remote working



Work Projects

My academic background is in medieval manuscripts, particularly fifteenth-century Middle English manuscripts. I had undertaken a master's course in palaeography and codicology and this internship developed and challenged those skills. Over the four weeks I completed four separate projects which

developed core skills in medieval manuscript curation.

The first week focused on cataloguing medieval manuscripts. I examined one manuscript and three fragments, prepared detailed descriptions of them, researched their history and prepared reports for online format and distribution. This week's project refined my palaeographical and codicological skills which I had developed during my masters and taught me the basic skills that a medieval manuscript curator and rare books librarian needs.

The second project developed coding skills as I learned to create code for library catalogues, and I learned about the various types of cataloguing and databases which could be used. This was the most challenging task as I had no experience of coding, but I quickly adapted to it and learned how to code different fields and elements as I input date and description of the manuscripts to be uploaded online.

The third week focused on digitisation projects and examined the criteria for selecting manuscripts for digitisation and conservation concerns. This task was the most interesting as I learned about how manuscripts are chosen for digitisation and the primary factors in their selection such as scholarly interest or public engagement as well as funding demands and how these differing factors are managed and balanced in the selection process.

In the fourth and final week I developed my own online exhibit. This project involved testing different types of software for story-telling platforms, selecting images and target audience, and then developing the narrative and prose material which explained the exhibition but also gave some background material. I received fantastic support throughout the internship from the Bodleian library and from my supervisors in the medieval department. Throughout the internship I received detailed guidance on how to complete the projects I was assigned and continuous support when I struggled with any element.

Daily Life

My work was based in the Weston library, the main special collections library for the Bodleian libraries. Here I called up manuscripts for review and examined them as part of the different tasks I was set. My day would begin at 9.30 when the reading rooms opened to readers. Each Monday morning, I would have a meeting at 10am with my supervisors to discuss my work from the previous week, if I had any concerns and to outline my projects for the following week.

I would frequent meetings with my supervisors throughout the week to discuss different aspects of manuscript curation and special collections libraries, and then to assist in my project for the week. After the morning meeting I would return to the reading room where I would continue my tasks for the week. This frequently involved assessing manuscripts and making notes or returning to manuscripts to check features and confirm my conclusions as I worked through.

Most afternoons I would then have a meeting with a different team based in the Bodleian library and learn about the many aspects of the library collections. These meetings were with the Conservation Team, the Exhibits team, the public engagement and education team, the Special Collections Acquisitions Team, and senior management of the library. Each meeting lasted approximately one hour, and I typically had one to two meetings a week.

After these meetings I would return to my desk in the Weston reading room and continue to work on my project with the manuscripts or exhibit. The structure of the day enabled me to balance learning from experts in the field and developing my own research projects. Balancing meetings with independent work kept me stimulated and motivated me to

continually balance my workload with the other activities while alongside meeting deadlines for the projects.

Lasting Impressions

I came away from this internship in medieval manuscripts much more informed and engaged with the work of special collections libraries. The internship gave me a detailed insight into the necessary skills to pursue a career in manuscript curation. Training in handling the physical objects and learning about the key problems of conservation and building concerns was a new skill set to me but one which will be immensely useful as I go forward and learn more about institutional and national regulations which govern special collections and medieval manuscript libraries.

The digital aspect of the internship taught me about the funding priorities in this new era where there is a greater drive and motivation to expand the digital humanities. As I am interested in public engagement, learning about the strategies the Bodleian has developed for increasing public engagement alongside how it creates exhibits and other content for general audiences taught me about the role of special collections libraries in supporting cultural heritage and creating spaces of cultural and historical engagement.

I gained an enormous amount of experience, insight, and training from this internship and I believe it will help me as I pursue my studies further in academia and in other cultural sectors. This experience has confirmed my career ambitions to pursue an academic and curatorial role working with manuscripts and expanding access to them as works of important cultural and literary heritage.

UNIVERSITY OF OXFORD, BODLEIAN LIBRARIES – ARCHIVES AND MODERN MANUSCRIPTS

Haleigh Bellamy, Wadham College, Masters-level student, Modern British History 1850-Present, In person internship



Work Projects

I was helping to catalogue the Bodleian's United Nations Career Records Project. This entailed going through boxes and folders of archival documents, removing paperclips, flagging up any material that might be sensitive and thus need to be closed, and

making a note of the contents. I would then repackage the documents in Bodleian folders, and record them on Archivist's Toolkit. I would also write top-level and file-level descriptions of each collection. I received a huge amount of support from my supervisor Frankie, who was always available to answer questions and to talk me through my work. Lucy, the Senior Archivist, was also very supportive - she arranged a tour of the Conservation Department for us and took us up to the Weston roof terrace. Overall, it was a really great environment to work in.

Daily Life

I would come in each morning, and settle down to work at my desk with the archival documents. We always had a coffee break at 11am, where I would get coffee and chat with Frankie, Carys (the other intern) and anyone else who was around. After that, I would go back to working in the office with Frankie and Carys, where we would often chat about the materials we were looking at and ask for help or advice if needed. I would take half an hour's lunch break, usually either in the Weston cafe or in one of the common rooms, which were very comfy! After that, I would usually continue cataloguing until the late afternoon, and we would all leave for the day at around 4:30 or 4:45pm.

Lasting Impressions

I undertook the internship because I wanted to gain more experience working with archival documents and cataloguing, as I am considering this as a future career. I feel that I gained a

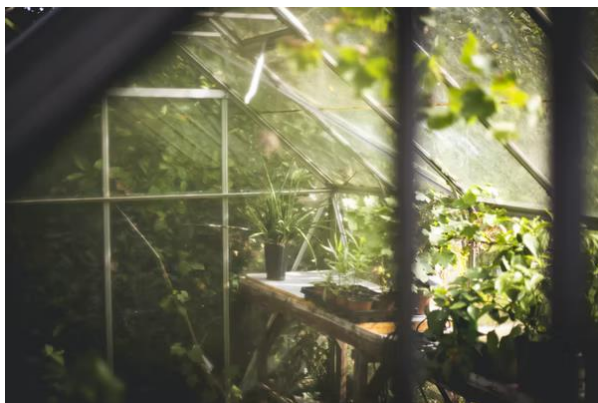
great deal of experience, and I now understand the work of archivists far more. This in turn has given me quite a lot of insight into this career, which will help me greatly when I am making decisions about how to progress in the future. I thoroughly enjoyed the experience, and I loved working with such a variety of documents. It was a steep learning curve for me because I was used to working fast-paced jobs where completing tasks as quickly as possible was key, whereas in this internship I was encouraged to slow down and take my time, and to enjoy the materials I was reading!

What practical advice would you give to future interns?

Don't be afraid to ask for help or advice if you're not sure about something! And take your time looking through and reading all the documents - it's about fully understanding, enjoying and detailing the contents of them, rather than trying to get through them as fast or efficiently as possible.

UNIVERSITY OF OXFORD, BOTANICAL GARDENS

[Nathan Cornish, Trinity College, Second Year Undergraduate, BA Ancient and Modern History, A Mixture of in-person and remote working](#)



Work Projects

My internship was cancelled due to the Covid 19 pandemic, but the Careers Service worked with me to find another project and I was able to find a supervisor and undertake a 4 week research project with the Oxford University Botanical Gardens and

Herbarium in Early Modern illustrations of Rhubarb.

Through this I gained experience in using Early Modern Herbals and plant catalogues as historical sources as well as a foundation of knowledge around 17th and 18th century botany which I plan to build on in the rest of my degree. I also completed an article on the rhubarb illustrations, the specific experience from which will go towards my undergraduate thesis and hopefully further study. I also explored new digital approaches to online essay

presentation. I taught myself how to use Jstor's new Juncture software and used it to create my own site which I could post the rhubarb article and hopefully further work.

My supervisor was fantastically helpful, sending all the resources I needed and meeting me regularly to talk through the information and plan how to continue. This internship allowed me to do exactly what I needed to progress in the areas I was interested in and I am very thankful to the careers service for helping me find this at the last minute.

Daily Life

I was fortunate to intern in Oxford part of each week so was already fairly at home in the City and had some friends who I could spend time with. This made my downtime much more enjoyable, and I enjoyed having some more independent study time and socialising in the vacation, particularly after so much lost in person term time. I spent most of the day in various parts of the Bodleian libraries and the evenings taking time to see my friends and play some music with one of them which was something I had missed over lockdown very much.

In the parts of my week that were remote I made sure I brought back enough resources to carry on working and managed my time similarly with home friends and home working. I found that the mixed style suited me very much at this time because it meant that I could balance my time between home and Oxford and access plenty of resources and study spaces to get the work done. I had thought I would be lonely in Oxford but luckily made enough friends last year who were staying over the summer which meant that it was a lot of fun in the end.

Lasting Impressions

The internship has confirmed my career ambitions in the short term to pursue further study in biological humanities, environmental history, and the history of science. I enjoyed researching and learnt some of the skills which are vital to this sort of work. The funding from the careers service allowed me to experience what it would be like to do a research degree and I enjoyed it very much.

The opportunity to dig into a field which I knew very little about and get my bearings gave me a foundation which I can build on towards further projects, as well as the skill to

capitalise on the awareness of gaps in study. It also gave me contacts in the field which are very helpful.

My supervisor was very kind to give so much of his time to helping me learn and it will be invaluable towards my future work. Even if I do not go into academia the transferrable skills I gained from undertaking self-guided research will help me work independently and carefully wherever I end up. I found the experience enjoyable and stimulating as well as a very good opportunity to build some concrete experience in something which I had not really done before.

UNIVERSITY OF OXFORD, CAREERS SERVICE

Mia Sorenti, Wadham College, Second Year Undergraduate, BA History,
Remote working



Work Projects

I was a publishing assistant for the Oxford University Careers Service, helping to assemble the annual Oxford Careers Guide. I was mainly responsible for the adverts in the Guide - I made sure they were submitted by companies before the deadline and with the right

dimensions, formatted them and laid them in to an InDesign template. I kept track of the progress of each submission and worked closely with the designer. I also completed tasks like copy editing profiles, writing social media posts, selecting images and proof-reading the whole Guide. Overall, my role involved a lot of emails, spreadsheets and formatting directory listings in InDesign.

Daily Life

This was a remote internship, so days were spent working in a separate office space in my home. I usually spent a chunk of time early in the day sending and responding to emails, processing advert submissions and updating the spreadsheet that I used to track the progress of each submission. The rest of the day would be spent doing whatever tasks

needed to be done - formatting directory listings in InDesign, copy editing profiles, drafting social media posts etc. I would usually be in touch with my supervisors at various points throughout the day, either on Teams messages or quick calls.

Lasting Impressions

I'm glad to have contributed to a project that will benefit other students and it was fulfilling to see all the content for the Careers Guide come together.

What practical advice would you give to future interns?

If this remains a remote internship, definitely aim to have a separate working space in the house. Check in with your supervisors often/when needed – it's tricky to substitute the office environment, where you would easily be able to walk over and ask a question! Just make use of the communication channels you have and don't be afraid to ask for help. Make sure to make notes and lists, as the internship involves a lot of multitasking and keeping track of a lot of different ad submissions etc. Make sure you have everything laid out clearly e.g. in a spreadsheet.

UNIVERSITY OF OXFORD, CENTRE FOR TEACHING AND LEARNING

Masters-level student, MSt English (650-1550), Remote working



Work Projects

I was working on the Centre for teaching and Learning's inclusive teaching project, on strand 2: academic transition. My team of interns (three in total) produced staff-facing resources to support teaching staff support students transitioning into Oxford in MT21.

The project was developed to mitigate some of the impacts of the pandemic, including "learning loss" and the exacerbation of existing inequalities. Our outputs included a comprehensive written report, summarising published literature on student transition to

university and detailing recommendations; case studies of transition initiatives already in place at Oxford; and eighteen student interviews on early academic experiences at Oxford.

We also collaborated with the three interns working on strand 1: race and the curricula, Oxford Student Transition Support and SU sabbatical officers. We received comprehensive support from our supervisors, who took an interest in our pastoral as well as professional development, and it was particularly useful to receive a detailed project plan at the start of the internship. This plan provided us with a framework to begin producing outputs but we were also given many opportunities to make suggestions or changes. Together, my team more than trebled the anticipated outputs whilst maintaining a high level of quality throughout.

Daily Life

This was a remote working internship so much of my day-to-day work was spent looking at a laptop screen. I typically tried to stay within 9-5 working hours so that I would have my evenings free. A typical day would include a team meeting, some independent work (such as reading literature or drafting sections of a report or presentation), and interviewing students or meeting with members of our Project Advisor Group. I scheduled a regular "social" meeting on Wednesdays for the six interns on the two project strands to meet and chat about things other than work.

We sometimes did structured activities like scavenger hunts, but after the first few weeks we naturally fell into conversation. This social was actively encouraged by our supervisors. I was also doing a surprising amount of travelling during this internship, which I would not have been able to do if it had been in-person. I spent three weeks in Italy visiting my partner and we split the rest of our summer between England and Ireland, visiting our families. The flexible nature of working remotely, and my team's support, meant I was able to have a wonderful internship experience whilst also spending time with friends and family I hadn't seen in a long time.

Lasting Impressions

I had a great time on this internship. One of the key skills I developed on this internship was teamwork. My degrees did not involve much collaborative work so it was refreshing and useful to practise using my research skills in a more collaborative way. I was extremely

fortunate in working with a team of dedicated individuals with whom I got along very well. Despite never meeting each other in person, we gelled together as a team and produced some excellent resources, which I hope will help support new students at Oxford not just in MT21, but for years to come.

Our supervisor's plans to integrate our materials into pre-existing resources will help to give the project longevity and genuine impact. It was certainly a worthwhile project to be involved in. This internship has given me a broader understanding of the wide range of careers in Higher Education beyond research and teaching. I remain committed to my goal of going into academia but I am more conscious of seeking out other, related opportunities.

Sophia Elzie, St Hilda's College, Masters-level student, MSt Greek and/or Latin Languages and Literature, Remote working



Work Projects

I worked at the Centre for Teaching and Learning on projects related to inclusive teaching practices, specifically the academic transition to Oxford and the impacts of the pandemic on students. Working with a team of two other interns, supervisors, and a

project advisory board I contributed to the research and writing of various faculty-facing resources. This research involved reading current academic literature on student transition, researching approaches from other Higher Education Institutions, researching current Oxford initiatives, and speaking with staff and students from a range of disciplines and with different roles.

Outputs included the development of two Oxford Teaching Ideas, brief overviews of inclusive teaching practices for staff, contributions to the listed resources on the Oxford Transition Support webpage, a detailed report summarising current literature, the issues faced by students, and our recommendations, 6 case studies of faculties, colleges, or other university-affiliated centres, and 18 interviews with current Oxford undergraduates and postgraduates. This work will be integrated into initiatives of the CTL in the coming year and beyond.



Daily Life

I worked remotely in my college flat throughout the internship. It could be pretty lonely because Oxford was very quiet and I was alone in my flat. Meetings were a welcome time to talk to my coworkers! We had scheduled social time together and with

the other intern team to chat and catch up. A typical day involved waking up and getting ready to work 9-5, either from my desk, kitchen, or a cafe.

Most days I had at least one meeting, either to distribute work and check in or to meet with various Oxford staff and/or students. The flexibility of working remotely meant that if I needed to take a few hours break in the afternoon I could finish my work later in the day. Overall working from home was a mixed experience- I wouldn't mind doing it again, but at the same time I missed the casual social interactions that take place in a normal office environment.

Lasting Impressions

I wanted to do this internship to explore the sector of higher education. I am glad I did, as it confirmed that this type of work is something I would be interested in long-term. I learned a lot about how Oxford is structured and operates, which was useful as I was only a student here for one year. I now confidently feel that I can apply for jobs in higher education. I was also really impressed with the interns I worked with, we got along really well and everyone was reliable and hardworking.

Also, as a postgraduate, it was nice to do an internship that felt appropriate for my level. The balance of guidance and independence was excellent. More supervision would have felt stifling but less would have made me anxious. Many of the internships offered feel more like they are tailored for undergrads.

What practical advice would you give to future interns?

Trust your coworkers. Don't be afraid to divide work amongst yourselves based on what everyone is best at, and trust that they will have things done. Also ask for help from your internship supervisors. You are there to learn, so struggling in silence defeats the purpose.

Third Year Postgraduate, DPhil Archaeology, Remote working



Work Projects

During my 10-week internship with the Centre for Teaching and Learning (CTL), I worked on the 'Race and the Curriculum' project. The project was set up in response to increasing calls from staff and students to 'decolonise' Oxford and tackle forms of

inequality related to race and colonialism at the University.

Focusing specifically on race and the curriculum, the aim of the CTL internship was to create a 'Race and the Curriculum' toolkit, a collection of resources and actionable advice that academic staff at the University could use to help them address race in their teaching. The hope is that such a resource could help teaching staff to create a more diverse and representative curriculum which would foster a better sense of academic belonging for BAME students, reduce awarding gaps between white and BAME students, and make it a more inclusive learning environment for all.

During the internship, I worked with a team of two interns and an Educational Development Advisor from CTL to create a draft toolkit. We began with a phase of preliminary research that involved delving into EDI policy, reading open letters written by staff and students at the University, reviewing similar 'toolkits' created by other universities, and becoming more familiar with principles of anti-racist pedagogies. At the heart of the project was the importance of dialogue: it was essential that the Toolkit be produced in consultation with staff and student perspectives. So, after we completed our initial research, we met with academic and support staff from a range of departments to better understand how our resource could best help them. We also collected case studies to be featured in the Toolkit to showcase examples of how staff at Oxford have addressed race in their teaching.

At the same time, we interviewed a number of minority ethnic students to understand their experiences of race and the curriculum at Oxford. In the course of the project, we collaborated with over 20 students, several student groups, and over 30 members of staff to create our resource. By the end of the 10 weeks, we had drafted a Canvas course that

provided advice and practical suggestions on a range of actions staff could take to address race and diversify their teaching (e.g. how to find more diverse literature, how to incorporate race into core topics regardless of subject area, and how to facilitate productive dialogues about race).



I felt that the CTL provided fantastic support for what was a challenging and at times controversial project. From the outset, our project lead provided us with a clear document that outlined the context, resources, and a week-by-week plan for the internship, which I found incredibly helpful.

She was incredibly knowledgeable, and always quickly responded if we needed any help or had questions. Every week, we had two team meetings to discuss our progress, brainstorm, and decide on our next steps, and this helped to make sure our project stayed on track. Our project lead also held weekly one-on-one meetings with us -- this was a useful space to discuss any concerns that were more personal.

Daily Life

This was a remote internship which involved working Monday to Thursday, usually from about 9am to 5:30pm, although this varied for me. One benefit of remote working was the flexibility it offered - and I really appreciated the ability to change my working hours or split them up throughout the day. This meant that during the internship, I was able to enjoy the summer sunshine by taking a long lunch break on some days, or start work at 6:30 am if I woke up feeling particularly energised! Equally, it meant that if I wasn't feeling very productive on some days, I could have a shorter day and catch up on my hours another time.

The flexibility of working remotely meant that I was able to enjoy my summer more and spend more time with my partner. Most of my days began with a team meeting, where we would come together via MS Teams to discuss pieces of work that we had completed, allocate tasks, give some feedback to each other, or plan the week ahead. In the first half of the internship in particular, my days would consist of a mix of reading academic literature on a specific toolkit section that I was working on; contacting staff members over email; and

preparing for and attending Teams meetings with various staff to discuss the project. I would often work together with the other interns to put together PowerPoint presentations, questionnaires, collate useful resources that we had found, and so on.

Towards the final few weeks of the project, my daily work was more individual and focused on drafting and revising sections of the toolkit. Initially, I was worried that the remote format would make it difficult to communicate with my internship team (especially when one of our team members was located in a vastly different timezone!) and that I would struggle to socialise with others. However, in the course of the internship, I did not find this to be a problem at all.

We all quickly got used to meeting and sending messages on Teams, so communicating with others was not as awkward and clunky as I was anticipating it to be. At times, it was also helpful to come back to written conversations to double-check information or remind myself of what we had discussed. Every Wednesday afternoon, we also blocked out a 'social hour' which was a chance for us to meet with a group of three other interns working on another CTL internship project -- this was a great space to get to know each other and just chat!



Lasting Impressions

Working on this project was one of the most difficult but rewarding experiences I have had. It was a privilege to work on something that has the potential to have a meaningful impact at the University and help it to become a more inclusive

and welcoming space for all. I also thoroughly enjoyed the collaborative nature of the project. As a research student, I spend a lot of time working by myself, and was at first worried that all the Teams meetings I would have with my team and with our project collaborators would be too exhausting.

While there were days when the meetings seemed relentless, it was great to work with so many enthusiastic and knowledgeable people at the University. I felt that the work I produced was so much richer for having had the input of many collaborators. The experience certainly contributed to my career ideas.

UNIVERSITY OF OXFORD, CLUBS OFFICE (THE)

Guy Dabby-Joory, Worcester College, Second Year Undergraduate, BA
Philosophy, Politics, and Economics, Remote working



Work Projects

My first project was developing a guide for students about free speech in student societies. I worked through an existing policy, and did some of my own research, in order to develop a guide to free expression including case studies and

flowcharts to be used on the website.

I then sent off a survey to relevant stakeholders, before developing a guide to their responsibilities in their position, again including case studies and flowcharts and linking to other key resources. Having finished this, my next major project was redeveloping the website, which was additional to what I had been expected to do at the start of the placement.

I was offered teaching in the use of the website building software used by the organisation, before I started working on the site, moving over new material and creating more intuitive and easy to use sections and pages within the site.

Throughout my placement, I met once or twice per week with my supervisor over video call, which was really helpful and very much appreciated as a way of keeping me in sync with the organisation despite the placement being remote.

Daily Life

Because I completed a remote internship, my host organisation was very clear that - so long as I worked for the required number of hours per week - they did not mind what my working hours were. This meant that I was able to make plans and socialise during my work placement, completing my hours in the time around this. Because I enjoyed the work, it wasn't too much of a burden to be working at unconventional times; I was able to motivate

myself to work outside of normal working hours, and this was indeed very helpful for me as it ensures that I could socialise and relax while still completing my remote internship.

Lasting Impressions

I started the internship knowing that it wasn't directly related to my main career ambitions, and my view of this was not changed over the course of the internship. I did, however, really enjoy the internship and I found the material which I was working through and then preparing genuinely interesting.

This was in a large part because I was already well-acquainted with the subject matter, as it was directly related to part of my university experience, so I was able to bring my own ideas to the table, and the employer was interested in listening to me on the basis of my experience.

I feel that I gained some important transferable skills from the internship, such as the ability to present information in an accessible format, and some basic website development skills. Overall, I found the internship very enjoyable, and I was very happy that I had been accepted to complete it.

Bethan Adams, St Catherine's College, Second Year Undergraduate, BA Geography, Remote working



Work Projects

My internship with the University Clubs Office was a 4-week project to help redevelop the training material provided for registered student clubs, societies and publications. There were 3 interns working at the same time, but we each

had responsibility for a different section, so our work was largely independent.

I was responsible for writing guidance for core committee members (President, Secretary, Treasurer, IT Officer and Webmaster) of registered clubs. This involved collating existing material and writing new guidance using various online sources. The guidance included both essential tasks for committee members, and best practice for running a club or society.

Once I had written the main documents, I converted the most essential information into timelines and other graphics.

I really enjoyed the fact that the work was largely independent - once provided with the project outline we were generally left to carry this out in our own way, which allowed me to bring in my own experiences from being on a committee. I worked on Sharepoint which allowed my supervisor to leave comments and edit the documents at the same time.

I had at least 1 check in a week with my supervisor, to go over the comments and discuss next steps. I was really pleased to finish everything on the project outline and format this in an accessible way, and add some extra guidance, for example on charities and sustainability. My work will contribute to a wider development of the Clubs Office website over the coming academic year.



Daily Life

At the start of my internship, it was agreed that I would work at least 36.5 hours a week (7.3 hours per day), which could be completed flexibly if necessary. I am much more suited to working early in the morning, so I would usually

start around 7am, which often allowed me to finish early in the afternoon and do other things later in the day. I usually took a longer lunch break to do a workout and make lunch at home, or sometimes to travel to a coffee shop to work for a change of scenery.

Flexible hours allowed me to do a shorter day on days where I wanted to see family/ friends and then make up for it on other days of the week. I could also find some time to work on my dissertation which was useful. I kept a timesheet to ensure that I completed the agreed hours each week.

Lasting Impressions

I really enjoyed the internship and the 4 weeks went so quickly! Although my tasks were largely the same each day, the nature of writing guidance for various aspects of running a club (e.g., managing finances, chairing meetings, running social media accounts...) meant that I did not get bored at all.

I did not expect to pick up so many new skills - I definitely improved on my graphic design skills whilst creating engaging timelines, exploring and collating a wide variety of resources, and writing in a concise and formal manner. The internship was a very useful experience in working remotely and managing flexible hours, and engaging in a professional manner with my supervisor.

Given that my project was spread over 4 weeks it was important to manage my time to fit in all the tasks required, which will be very useful throughout the rest of my studies (e.g. writing a dissertation) and career. I would not say that the internship was in a career sector I would want to go into exactly, but it has definitely made me more confident in my writing skills and understanding of important protocols that are relevant for other sectors (e.g., GDPR). It also highlighted that remote and flexible working really suits me, though I would love to try something a bit more hands on in a different internship.



What practical advice would you give to future interns?

Firstly, don't be afraid to apply for something that does not exactly fit your career aspirations - you are likely to be surprised by how varied and interesting a new sector can be. Even if by the

end of the internship you have learnt that you do not want to pursue that career sector any further, you will learn so many transferable skills.

If you are working remotely/ flexibly, work out when you work best and try to make a routine for yourself, to stop you getting behind on your hours. If you are working in a sector that does not exactly fit your career aspirations, try to bring in your own passions and experiences if possible - it shows that you are interested and thinking in new ways and you may come up with something that your supervisor had not thought of!

Ask as many questions and ask for feedback as much as you need - again it shows your interest and desire to do a good job. After the internship, make sure to follow up with thank you emails/ ask to stay in touch if you want to. Reflect on your experience and the skills you have learnt, which you could mention in your CV and future interviews.

UNIVERSITY OF OXFORD, MUSEUM OF NATURAL HISTORY

Clare Ballantyne, Worcester College, MEarthSci Earth Sciences, Third Year Undergraduate (of a four year course), In-person internship



Work Projects

I spent a rewarding and enjoyable six weeks this summer as an intern in the Oxford University Museum of Natural History (OUMNH) Earth Collections team, where I was cataloguing and conserving a collection of pyritic fossils transferred to the OUMNH from the University of Reading.

My primary task was to catalogue specimens, having moved them into new storage boxes. I determined whether the original label information was still accurate by checking whether the taxonomy, locality, and stratigraphic unit were on the museums EMu Collections Management System database, and if not, whether they were recognised on other reputable online databases and could therefore be added. Accordingly, I ensured each of the 700+ digital records that I created were as current and accurate as possible based on the information available. It could sometimes be difficult to decipher the handwritten labels, especially the Latin species and genus names, but my supervisor always made themselves available to answer any queries I had. I created number labels to be printed, guillotined, and attached to the specimens after cataloguing.

Additionally, I was responsible for identifying and photographing specimens exhibiting pyritic decay, which could be recognised as friable white or green patches that cause irreversible damage to specimens. In the final week of my internship, I used brushes and chisels in a vacuum cabinet to carefully remove the pyritic degradation product from these specimens (where possible without obliterating the fossil). I then chemically treated them before finally placing the specimens into bags for conservation, alongside conditioned silica gel to keep the relative humidity low. It was exciting to trial this method for conserving pyritic specimens and combat their future decay.



Daily Life

I spent a large portion of my days working independently in the Arkell library, surrounded by geology books and cupboards containing interesting and significant fossils. I liked that it was a very relaxed working environment where I was able to listen to music and

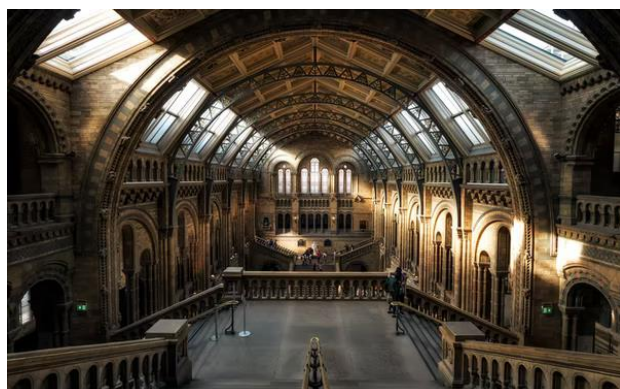
work at my own pace. My work always felt valued but not pressured. My supervisor checked in with me daily to answer queries I had, and through our conversations I also gained fascinating insight into the running of the museum collections, ongoing developments, and key decisions being made.

My supervisor was brilliant about allowing me to take half-days off work at short notice and making adjustments to allow me to complete as many of my tasks as possible despite having a fractured wrist. Coffee and lunch breaks spent sat on the museum lawn provided an excellent opportunity to socialise with other interns and their supervisors. I enjoyed speaking to people working at the museum and learning about their careers and ambitions. The interns also had a WhatsApp group which we used to organise trips after work to pubs and parks around Oxford. I felt really welcomed into the Earth Collections team, and this was exemplified when my supervisor brought in cakes and invited everyone to a picnic on the museum lawn to mark the end of my internship.

Lasting Impressions

The internship provided a great chance to broaden my understanding of British geology and palaeontology, by cataloguing fossils from all around the country. I gained valuable experience of collections and database management and developed my ability to work independently on a variety of interesting tasks, all while working alongside a wonderful group of staff and interns in a beautiful building. I can definitely see myself returning to work in a museum because of this overwhelmingly positive experience. I am glad to take away not only fantastic memories of my time interning at the museum this summer, but also new knowledge, skills, and friends.

Rosa Parker, Lady Margaret Hall, First Year Undergraduate, MBiol Biology, In-person working



Work Projects

The internship project I completed was Conservation of Biological Specimens at the Oxford Museum of Natural History. It is split into two parts: preventive conservation, preventing damage occurring in the first place, and remedial

conservation, which is repairing the specimen after damage has occurred.

I mainly worked on remedial conservation of the zoological specimens in the museum, which was highly rewarding as there was a range of different animals and different biological materials to work with, such as bone, feather, fur, and skin. I would start with a specimen by assessing its condition to work out what treatments should be carried out, then taking before photos, performing treatments and then taking after photos. I also entered these objects onto a museum-wide database once conservation treatment had been carried out.

During my time at the museum, I worked on a spiny-tailed lizard, a goat skull, a sloth, a Nautilus shell, and a sawfish among other specimens. I really enjoyed the different treatments I used such as filling holes and painting these to match the rest of the specimen, modelling sloth claws to replace missing ones and cleaning specimens as this really made an appreciable difference. My supervisor was extremely generous and supportive, allowing me to have input into what I worked on and wanted to achieve during the internship. Her guidance has definitely given me more confidence to work in the museum sector.

Daily Life

The museum staff were very helpful in getting us all settled in, as there were about 9 undergraduate interns working at the same time. We would take our coffee and lunch breaks together, and sometimes met up outside of work which made the workplace seem more friendly and sociable.

My supervisor and I would also talk when working on specimens, and I soon felt extremely comfortable at the museum. For the first part of my internship, I lived in college, but I found this to be slightly isolating after other students left. However, I met up with my friends from home at the weekend and socialised with my family in the evenings.

Lasting Impressions

I thoroughly enjoyed the experience. I have always wanted to work in museums, since I was a child, so the opportunity to go behind the scenes and help preserve valuable specimens was really rewarding. It was great to gain a better understanding of what experience and qualifications I would need to work in conservation and museums, and I really enjoyed the diversity of work that conservators undertake daily.

I didn't know what conservation truly entailed before completing my work experience, and therefore gained a lot of knowledge about the sector and treatments. I started to understand a lot of the steps of remedial conservation and predict how I would conserve a specimen, discussing treatments with my supervisor which built my confidence. This internship was a valuable opportunity and has encouraged me to find more experience in the museum sector.

Philip Fernandes, St. John's College, Third Year Undergraduate (of a four year course), MBiol Biology, In person internship



Work Projects

For my internship, I helped rehouse part of the Museums British Insect Collection as part of the HOPE for the Future project. The museum has a vast collection of British insects, with around one million specimens, and one of the aims of the HOPE project is to

re-curate the entire collection to modern standards. I was given the task of moving the museum's collection of hoverflies. The specimens were originally stored in a series of drawers in the Westwood Room, a striking pre-Raphaelite designed room filled with insect-containing cabinets. My job was to move each specimen out of the old drawers and add a new label containing information such as the name of the species. The specimens are then

placed into smaller unit trays whereby each species is given its own tray. Each unit tray is given its own label and placed into a new drawer.

Daily Life

Every day I would go to the stack of cabinets where the insects are held and remove the drawer that contained the insects I would be moving for the day. I would make sure I have enough labels for each specimen in the old drawer and enough unit tray labels. I would then move the insects individually from the old drawers into the unit trays. There were several other tasks that I helped with, such as gluing together the unit trays. My final couple of days at the museum were spent arranging all the hoverfly species in alphabetical order according to the most recent checklist of British hoverflies. I moved over 12,000 specimens during my time at the museum; whilst this is admittedly a relatively small portion of the total British Insect Collection, I am glad to have contributed to this important project.

Lasting Impressions

The two months I spent at the museum were hugely enjoyable. In addition to having the opportunity to work in such a wonderful, historic building, I also valued the chance to work alongside the other museum staff. Their passion for their work was inspiring and the internship was a fantastic opportunity to learn more about what a career working at a museum involves. I am sure that I will return to visit the museum in the future when I do, I will have a richer perspective now that I know about some of the work that goes on behind the scenes.

Third Year Undergraduate (of a four year course), Masters in Biological Sciences, In-person internship



Work Projects

My project was focused on looking at spider vision. More specifically, this project allowed me to compare the eyes of both visually hunting and non-visually hunting spider families and understand whether there was a significant difference in the total area and size of these eyes. In addition, I also had the opportunity to look at cave dwelling spiders and compare their eye

sizes to those that had vision. This was done through photographing specimens from a range of species within the seven families under the microscope and then measuring and comparing the eye pair sizes across families.



Daily Life

This internship showed me the great potential that the museum has to contribute to not only paleontological but also biological research. It has been absolutely amazing to work with spider specimens that are hundreds of years old and understand that despite their age, they are still able to be used for significant research. In addition, being able to experience the behind the scenes of the museum was

extremely invaluable. It has provided me a newfound appreciation for the work done to maintain and upkeep the collections and materials that have been stored for thousands of years. Yet besides the museum experience, the people I met and got to know during this internship made it so much special.

During the six weeks, there were several other summer interns working at the museum and as I spent most of the days by the microscope, it was fascinating to find that they were doing everything from specimen conservation to public engagement. As I was working in the research department, I also had the chance to talk to other researchers. With a strong desire to go into academia after I graduate, it was interesting to talk to them about their journey to becoming a researcher and the projects they were currently working on. Finally, my supervisor Dr Lauren Sumner-Rooney played an important role in my internship.

Always willing to answer my endless questions, she provided much insight to the process and research I was doing. Without her help, I would not have been able to be as successful as I was.

Lasting Impressions

Really enjoyed my experience at the museum and felt that I gained a much deeper appreciation for museum specimens and the research that can be conducted with them. While I am not sure what I will be doing in the future, I will definitely keep academia in mind.

First Year Undergraduate, BA Theology and Religion, In-person internship



Work Projects

Myself and my fellow intern were tasked with cataloguing, digitalising and archiving the museums collection of lantern slides. This involved using Microsoft Excel as well as setting up and using a digital camera, as well as putting. My supervisor in the

museum was extremely helpful in showing me what was to be done. She also gave us the freedom and creativity to carry out our own ideas, such as giving a presentation on some of our findings to museum staff. Research skills were also important, some highlights of the internship included finding out deeper insights to the slides and the people behind them.

Daily Life

On our first day we were given a tour of the library. I settled into my workspace and got into the flow of work once everything was set up. Our days would vary but generally we would work in the paper conservation lab (a lovely room with lots of character and a gorgeous view of the museum roof). Sorting through the slides allowed us to view historical photographs from all over the world and lecture images from the museum and its affiliates. The other interns in the museum were a great addition to the internship. Lunches were very relaxing and nice opportunity to catch up. As well as this, we would sometimes go for a catch-up after work.

Lasting Impressions

I really enjoyed the internship. I gained an invaluable insight to careers in both the museum and archive sector. As well as the more career-specific experience I gained it was also a great opportunity for me to experience a formal work environment.

What practical advice would you give to future interns?

I would advise future interns to make the most of the experience and really pay attention to the work environment to see if they could picture themselves doing this on the future.

First Year Undergraduate, BA History, In person internship

Work Projects

Working under the Library and Archives department of the museum, the work was focused on the Lantern Slide collection. Working with another intern, under the guidance of the Library and Archives team, we cleaned, catalogued and digitised each slide. We had to develop the process ourselves, as this was an unusual task even in archival communities. It was great to work with colleagues from around the museum to crowd-source knowledge pertaining to specific subjects and themes.

In addition to the daily job of cleaning, cataloguing, and filing slides, it was also great fun working to expand museum-wide knowledge of the slides. For instance, along with our supervisor, we ran several lunchtime shows of a selection of slides. These appeared to be well-received, and triggered many staff to come forward with more information about slides that they had recognised. It also hopefully raised the profile of the slides in their use for future research, outreach, and exhibition use.

Aside from the slides, the internship was a unique opportunity to explore other areas of the museum through tours. We gained a privileged insight into the work of Earth and Life collections, Zoology, Entomology, and Conservation, in addition to the other work of the Library and Archives. The museum team were extremely friendly, approachable and supportive, encouraging the best possible work. They were always available should there be any questions, and their expertise was fascinating.

Daily Life

Each day began by walking / cycling to the museum. We spent most of the morning tackling new boxes of slides, cleaning and cataloguing, including palaeography of the writing on the slides. Meanwhile we listened to podcasts on related topics. There were regular breaks throughout the day, including coffee and lunch with the other museum staff and interns. This was a great way to get to know everyone, and enjoy the good weather outside on the lawn. There were also occasionally events at lunchtime, such as for colleagues of the

museum, and highlighting certain collections. These provided a great social occasion, combined with academic experience.



Afternoons were usually spent dealing with the morning backlog of slides to be photographed, sorted and filed in new cabinets. At the start of the placement, this included the construction of the equipment we were using, creating a filing system for the slides, and working on batch processing

of the digitised images of the slides. After work, many of the interns in the museum would often go together to socialise. We went on walks, enjoying the weather, and drinks with each other. This provided a great opportunity to get to know each other in a more personal capacity, especially after such a disrupted year.

Lasting Impressions

It has been the most incredible privilege to work in the Museum of Natural History. Working with glass slides provided me with a perfect blend of history and science, revealing the history of scientific teaching at Oxford University. The internship was a fascinating insight into the work of a natural history museums digitisation and cataloguing process. I feel extremely fortunate to have worked with such friendly and approachable colleagues, who have introduced me to a whole line of work that I would like to take further.

I would particularly like to thank my supervisor for their positivity, encouragement and friendliness. The internship gave me an insight into the line of work in museums and archives - how they can be so useful to researchers, both external and internal to the museum. This is definitely a line of work I would be interested to explore further, and the internship has given me valuable experience and inspiration in the area.

UNIVERSITY OF OXFORD, PITT RIVERS MUSEUM

Aayushi Gupta, Kellogg College, First Year Postgraduate, MPhil Visual, Material, and Museum Anthropology, A mixture of remote and in-person working



Work Projects

As part of this placement, interns were asked to research a collection from the Photograph and Manuscript Collections at the Pitt Rivers Museum that interested them, and to contribute an article to the collections' blog based on their research findings. Since my

own research is centred on postcards, I chose to work on two postcard albums and a large collection of postcards put together by one of the previous curators of the Photograph and Manuscript Collections, Elizabeth Edwards.

In addition to researching, I also catalogued individual postcards from one of the postcard albums, with the aim of cataloguing the postcards as postcards, rather than simply on the basis of what they depict. This was done to enable and encourage future researchers to engage with postcards as photographic objects entangled in transnational networks of production, consumption, and communication.

My host organisation was very encouraging of my endeavours and provided all the support that they possibly could. I was initially unsure of whether I would find material in the PRM's photograph collections that would relate to my own research. But the member of staff who oversaw my project enthusiastically introduced me to so many postcard-related things in the PRM's collections I was really only disappointed that I hadn't enough time to contribute all that I wanted to!

Daily Life

The internship entailed a combination of in-person and remote working. I was working 9:00 17:00 on approximately, in-person four days per week and remotely working on Fridays. A normal workday would begin with examining the material that I had chosen to research, breaking away for lunch around 13:00, and returning to either the material or note-making after lunch.

Since the museum is not based very far away from where I live, I walked to and from work, and usually went home for lunch. Unfortunately, the museum was not as busy as it usually is and so I did not get the opportunity of getting to know other museum staff over lunch in the staff room. However, I did develop a friendship with my co-intern, Rosie Croysdale, with whom I also attended an exhibition at the Barbican, and shared many invigorating conversations!

Lasting Impressions

This has been the most rewarding internship that I have undertaken so far in my career. This is because it was so closely associated to what I actually want to do. In some ways, this internship helped me realise my professional goals. I absolutely loved working in the photograph collections. Researching, cataloguing, producing knowledge as part of this internship, allowed me to both contribute knowledge and to make the contribution of knowledge accessible to communities globally.

What practical advice would you give to future interns?

I would probably encourage future interns to use the Oxford University's internship programs as an opportunity to experiment with their interests and explore careers that they are interested in but do not know how to pursue. I certainly have come to a closer understanding of what I want to do, and of where I see myself professionally, by exploring my career interests through the various iterations of the Oxford University's internship programs, and would definitely encourage other students to do the same.

[Rosie Croysdale, St Antony's College, First Year Postgraduate, MSc Visual, Material and Museum Anthropology, In-person working](#)



Work Projects

This month, I have been researching two collections belonging to Beatrice Blackwood and Marian Wenzel. From Blackwoods collection, I researched a collection of photographs from her visit to Alert Bay in 1925. The photographs include portraits of

students at the Alert Bay Residential School, 22 of whom I have successfully identified by name and age. To support these portraits, I have also identified 15 student drawings from Blackwoods manuscript collection, all of which have been signed by the photographed students who created them.

In addition to Blackwoods material, I have also been researching Marian Wenzels sketchbooks from her 1964 visit to the Wadi Halfa district of Sudanese-Nubia. Her visit took place just months before devastating floods submerged approximately 12 ancient villages. Today, Wenzels painterly sketchbook illustrations of Nubian house decoration in fact, preserve the precious social and material evidence of a concentrated region that once sustained over 7,000 years of Nubian culture.

Daily Life

Arrived at 9:30 each day and independently researched the aforementioned material throughout the day. Tasks involved archival research and scanning material. Lunch took place at the same time every day and the staff was always available for assistance and advice.

Lasting Impressions



I enjoyed the internship thoroughly. I approached my supervisor enthusiastically with ideas and even the prospect of extending my research - a research topic that my supervisor described as in desperate need of attention - but he begrudgingly told me that the department had no money to hire

even if they wanted to. The Pitt Rivers Museum is an extremely valuable resource to the University and is filled with passionate staff who care deeply for their collections. I was disheartened to learn that they have very little money to work with, especially at this particular moment for museums.

What practical advice would you give to future interns?

Make the most of staff support and take on as many different tasks as possible. Show enthusiasm for your work and the work of others!

UNIVERSITY OF OXFORD, PITT RIVERS MUSEUM- LEARNING DEPARTMENT

First Year Postgraduate, MPhil in Modern South Asian Studies, A mixture of in-person and remote working



Work Projects

I worked on object identification and research on objects to help build a narrative for the Decolonising the Curriculum project of the Pitt Rivers Museum's Learning Department. I also learnt how to catalogue objects, object photography, and preventative conservation. The

organisation was very flexible in where I worked. They were also very supportive in introducing me to as many members of the museum to enhance my learning and network.

Daily Life

When working in-person, I was able to walk or take the bus into town from Cowley to Queen's Lane and walk to the staff entrance of the Pitt Rivers Museum. I would settle in at a desk in the Learning department's offices and start working after chatting with and giving updates to my supervisor, and discussing the plan for the day. I interacted with the other interns, part of the same and different internships, as well as other museum staff, particularly during the lunch breaks.

Lasting Impressions

I believe this internship has strengthened my desire to work in museums. I really enjoyed this experience and do believe that it has improved my CV for future roles in this field.

Abigail Branford, Jesus College, Final Year Student, DPhil Education, A mixture of in-person and remote internship

Work Projects

I did background research on objects in the museum, worked with an anthropologist on a lesson plan to be carried out on her research by the museum staff, and made teachers notes

and worksheets for students in collaboration with an artist who was creating an art trail for students through the museum.

Daily Life

I was introduced to all the relevant staff in the building which was really useful as well as all the covid protocols, I hung out with staff in the tea room, and had briefings with my line manager.

Lasting Impressions

I loved it. I learnt how to navigate external partners and how to be clear about what can and can't be delivered - a masterclass in managing expectations!

What practical advice would you give to future interns?

If you can, really try to clear away any of your other work for that period so you can be fully mentally present.

Third Year Undergraduate, MBIol in Biology, In person internship



Work Projects

I applied to the Public Engagement internship as I had never worked in a museum setting before, and I was especially drawn to the opportunity to help young people explore their interests in natural history through family activities. My internship was split into

three parts: working with the Learning Team for an outreach event; audience evaluation on an exhibition; and mentoring young people on a museum placement. For the outreach Play Day, I prepared a table centred around insects - Colourful and Camouflaged - involving museum specimens. I chose the theme, researched the topic and specimens, wrote handling notes with support from colleagues of the Learning Team, and put together props & extra pictures for the table.

At the event, I spoke to lots of children, families and other members of the community, and they enjoyed looking at the iridescent and camouflaged specimens up close. I collected audience feedback for the exhibition of 2020: The Sphere That Changed The World by

Angela Palmer, a 3D glass engraving of the coronavirus particle. Members of the public could fill in anonymous comment cards or share their impressions and thoughts through a face-to-face survey. Rachel from Exhibitions helped to organise the feedback cards and design the survey, which was valuable for me to successfully carry out different approaches to audience evaluation.



The Natural Science and Heritage Scheme brought four Sixth Form students together to learn about the museums engagement work and take part in delivering family activities. As a mentor, I supported discussions between the students, planning the activities and preparing an outreach day

with the insects table I had previously made. This was led by Sarah who is experienced with children and young people. We spent many afternoons out in the museum court doing object handling, which was very popular.

Daily Life

My first week at the museum included inductions, for health & safety purposes and covid-19 safety, and I met my supervisor and colleagues who were really friendly and welcoming from the very beginning. I had my picture taken for the staff noticeboard and a slot on the in-out board which was a small detail that made me feel included! I met up with the other interns (around 10 in total) at our coffee and lunch breaks - we were a lively bunch! We met a few times over the summer outside of the museum as well for a stroll or drinks.

I especially enjoyed my brisk morning walks to the museum, although sometimes they were in more of a hurry than I'd like.... My supervisor Sarah gave me flexibility for arriving and as most of the Public Engagement Team finished work at 4.30/5pm, I was never expected to stay late. On occasion, I did some work in the evenings, such as to prepare decorations for the outreach events the night before, but this was my choice and infrequent.

Outside of work, I would meet with friends, do exercise, cooking or baking (which I love! and my colleagues loved too) and generally unwind, especially after doing family activities as those were very energetic days! I also had the chance to take 3 holidays and 1 in lieu day

and this was a good break & chance to get away just a little. I thoroughly enjoyed working with others at the Museum and meeting colleagues from different departments - research, front of house, conservation - and bumping into them around the city!



Lasting Impressions

This was a fantastic experience, from the work itself with young people, children and families at the museum, to the positive working environment and welcoming atmosphere. Although I have considered teaching and science communication as possible jobs/career paths, I hadn't got much specific experience in them and I hadn't considered museum work as a serious option for me. This internship has really informed my thinking and given me a great opportunity to develop the skills that will be very valuable in my future job searches.

I improved my public speaking, through greeting and talking to families, communication more generally, teamwork by collaborating with the placement sixth form students to deliver family activities, and organisational skills in the process of developing activities and planning my own activities table. I was shown and included in a positive and flourishing work environment, with utmost professionalism and consideration for my needs and support.

This summer has nudged me towards combining teaching with science communication, outside of the classroom environment and incorporating key and pressing themes like insect conservation and appreciating our natural habitats. In the months ahead, I hope to return to the museum for voluntary work and to expand my job searches to find similar enriching opportunities that will enhance my personal and professional development.

USA

OPER8

Miyabi Barth, St Edmund Hall, Third Year Undergraduate, MPhys Physics,
Remote working



Work Projects

My internship with Oper8 involved data analysis: using data from emerging VCs, I tried to see what characteristics lead to high performance Best practices guideline for VCs to incorporate ESG. Taking inspiration from the private equity sector, I made a

questionnaire with a score guide to easily quantify where the VC stands in terms of ESG. I would have a weekly meeting with my boss to discuss the work I had done and what I was planning on doing that week. I also used Slack to ask any question I had.

Daily Life

I would work from 9 to around 5. In the evenings I would go see my friends which was quite fun!

Lasting Impressions

I really enjoy this experience, at first I was a bit overwhelmed as I had never done anything related to VCs but I quickly got the hang of it! I had been interested in ESG and I was very pleased my boss incorporated that into the internship too!

ZAMBIA

COPPERBELT UNIVERSITY

MMath Mathematics, First Year Undergraduate, Remote working



Work Projects

I mentored 3 students on how to start and grow a business in the country of Zambia.

This involved spending time with each student and gaining an understanding of their business, the progress so far and developing a plan for next steps to grow the business. I reviewed business plans from all

students, including financial sections, and made recommendations of how to improve the design, format and content of the presentation. I also advised the students how to adjust their writing to ensure clear communication with potential investors. By engaging in detailed discussion with every student, I built a productive working relationship and constructed a bespoke programme of support dependent on each business' needs.

At all times, I welcomed feedback from students and sought their advice on topics of particular interest. During weekly meetings over the next 2-month period we investigated the next steps for their business. In some cases, this involved identifying what details needed to be considered when starting the business. For another student, this included evaluating the amount of investment the business required and time spent identifying potential sources of funding from banks and non-governmental charitable organisations. With another student, we investigated the tender process and identified the most important factor in securing contractors. We also discussed pricing schemes, regulatory compliance, and taxation levels, ensuring the business was financially competitive.

Daily Life

I conducted a remote internship and met weekly with students on a flexible basis, respecting their other time commitments, including the need for them to prepare for written examinations at the end of summer. Before each meeting, I would review notes I had made previously and identify key topics which I wanted to discuss with each student. During the meetings, I would use a tablet to mind map ideas and explore opportunities for each of the businesses. By engaging in a productive discussion with the students, I was able to combine my strategic knowledge with their local connections and deeper understanding of Zambian industry to drive value for their businesses.

After each meeting, I would make notes of key points discussed and the potential for further analysis at the next session. At all times, I welcomed feedback from the students and any topics which they specifically wanted to discuss. I scheduled most meetings for evenings, so the students had time to complete over work during the day and balance the pressures on their time. Fortunately, during the internship lockdown restrictions in the UK eased. This meant, I was able to enjoy downtime by socialising with friends and travelling domestically. This time allowed me to create a positive work-life balance and supported my productivity.



Lasting Impressions

I did enjoy the experience and appreciated the flexibility involved in the project and the opportunity to work with 3 exciting and passionate students. I also enjoyed the opportunity to learn further about the country and customs of Zambia as well as the challenges and opportunities which

businesses face in this region.

I feel I developed my understanding of developing economies and the types of businesses which are required in this growing market. I also think I developed my strategic planning skills by analysing the strategies needed to implement these business ideas. I also progressed my research skills by trying to understand the Zambian economy and market even when there were limited details online.

I also developed my communication skills through regular meetings, especially when poor quality connections lead to additional challenges. My written communication skills were also improved by regular writings with the students. I would have liked the opportunity to collaborate with other students and to organise sessions on a larger scale. It may also have been beneficial to work with a more diverse range of business and to support, for example, businesses which are already established.

Second Year Undergraduate, BA Economics and Management, Remote working



Work Projects

The Internship involved arranging online meetings with students at the Copperbelt University and then discussing their ideas and problems. I was given a large amount of freedom to do this.

Daily Life

The daily routine was simple and the hours were not too onerous. The day involved replying to emails and joining online meetings with students. There were no additional administrative tasks to be completed and there was time to relax at the end of the day once all meetings had concluded. Of course, the time difference between the two countries meant most of the day was 2 hours out of sync, but this was not too inconvenient.

Lasting Impressions

Being able to work so closely to individuals and have such a clear impact on their lives was a remarkable experience. It has made me consider a career in education much more seriously than before.

What practical advice would you give to future interns?

Initiative is imperative. To make the most out of this opportunity you must work hard.

Asisa Singh, The Queen's College, Final year undergraduate, BA Philosophy, Politics and Economics, Remote working



Work Projects

I completed a 3-week internship at the Entrepreneurship Centre of Copperbelt University, Zambia, which is one of the top universities in the country. I gave out advice to students of the university who had already written business plans and had

been selected for mentorship. The business plans covered varied industries, such as the Zambian energy industry and its agricultural market. My work involved setting up regular meetings (daily or every other day) with my mentees. After each session I would suggest something for us to both research, for example, possible market competitors or government policy that was relevant to their business plan. In the next session we would go over any new research and develop their business plans and strategies as much as possible.

At the end of the internship, I asked all of the mentees to write new business plans that took into account everything that we had discussed, and I went over them to ensure that we had improved them as much as possible. Conducting my own research outside of sessions was a wonderful opportunity to learn more about parts of the Zambian economy, as well as its government. This, combined with engaging regularly with the students, was a great way to immerse myself as much as I could, given that the internship was conducted remotely. Copperbelt University was a great place to work for and the co-ordinator was always there if I had any questions. I was also asked to send him a couple of reports on our progress throughout the internship.

Daily Life

My internship was entirely remote, and so all meetings were conducted over Zoom. This meant that it was possible to be very flexible with how and when I worked, but I tried to stick to regular hours so that I had some structure. On a typical day I would start with a

couple of hours of meeting, then do some of my own research for the mentees. This was sometimes very quick, but more often it was difficult to find the correct information, partly because my initial knowledge of Zambian industry was largely non-existent.

After doing the research I would create a rough plan for the next sessions. Before each session I found it useful to think through any general points that I wanted to talk about regarding business strategy or Economics, and would work through how they would be specifically useful to the mentee before the lesson. I found that continually adapting to the sessions to the individual and their specific plan was often the best way forward. There was a slight time difference (Zambia is one hour ahead) so my days generally started early, which left the evenings free to relax or see friends. I found that the remote working experience could be quite isolating and so using the evenings to see people was, I found, often the best way to unwind!



Lasting Impressions

The internship was a really rewarding experience. I felt like I learned a lot more about the Zambian economy, and got some exposure to the university culture through my mentees. It was also wonderful to see the results of our work in the form of new, significantly improved or fleshed out, business plans at the end of the internship. Speaking regularly to my mentees also meant that we developed a sort of partnership, which was, I found, often very productive when it came to talking about possible changes to business strategies, as we could draw on both pools of knowledge. I would definitely recommend this internship, and it has strengthened my desire to work more internationally in the future!



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