



# HOW TO SUBMIT A PROPOSAL FOR THE MICRO-INTERNSHIP PROGRAMME

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

## PLEASE CLICK BELOW TO ACCESS THE FULL DETAILS

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## KEY POINTS FOR COMPLETING THE FORM

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Please read the following instructions carefully

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

Please complete as many fields as possible and give plenty of detail. The information can be used as search criteria by students, so plenty of detail will increase the visibility of your opportunity and your chances of receiving a good number of applications. Any fields marked with a \* must be completed. For fields that allow multiple selections, please select all options that apply. If you are called away to another task whilst filling in this form, please ensure you save your text elsewhere to avoid losing your work.

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

Please see the [Careers Service Privacy Policy](#) for details on how the personal data you enter on to this form is stored and used.

### Key Micro-Internship dates for academic year 2020/21

The Micro-Internship Programme 2020/21			
	Advertising date	Application deadline	Placement weeks
<b>Michaelmas Cycle (Oct – Dec)</b>	7 October 2020	26 October 2020	7-11 December 2020 or 14-18 December 2020
<b>Hilary Cycle (Jan-March)</b>	13 January 2021	1 February 2021	15 – 19 March 2021 or 22-26 March 2021
<b>Trinity Cycle (April – June/July)</b>	21 April 2021	10 May 2021	21-25 June 2021 or 28 June – 2 July 2021
<b>Summer Vacation Cycle (July – September)</b>	12 July 2021	2 August 2021	6-11 September 2021 or 13-17 September 2021

## Registering on CareerConnect

CareerConnect provides access to all of our services for students, employers and others. If you have not already done so, please register your organisation online at:

[oxford.targetconnect.net/unauthorisedEmployer/register.html](https://oxford.targetconnect.net/unauthorisedEmployer/register.html)

You will receive approval within two working days and will be sent a link to set up a password. If you do not receive this email, please contact a member of the Employer Relations Team on 01865 274663.

## Accessing the online proposal form

Go to **Organisation login** and enter your username and password. Go to the 'Internship Office Programmes' tab at the top of the page and click on 'Post Micro-Internship Programme Opportunity'.

## EXAMPLE OF A MICRO-INTERNSHIP PROPOSAL

### JOB TITLE: EVENTS RESEARCH MICRO-INTERN (MIP)

Opportunity Summary	Notes
<p>Fantastic Reads is a thriving not-for-profit seeking to offer access to books, reading groups and reading support services to 25,000 young people living in isolated communities throughout the UK. Set up by an Oxford University alumna, Fantastic Reads is driven by the desire to tackle disillusionment of isolated young people through facilitating community reading groups. Our most recent fundraising drive, 'Reading Minds', raised over £30,000 for new books to stock these libraries.</p> <p>We have hosted Oxford interns for the past three years, some of whom have since joined us in full-time positions.</p>	<p>You may wish to briefly introduce your organisation, highlighting its background, ethos and current work. Students will be able to see your organisation profile from the advert page, so this is not obligatory. You may also wish to highlight any previous activities or internships with Oxford students.</p>
<p>Part of Fantastic Read's mission is to inspire young people to get involved in setting up their own reading groups and events in their local communities - we provide them with the opportunity to make a difference and also gain fundraising, events and communications experience. To formalise this, we are now creating formal training and resource packs. Through this micro-internship, you will research past reading group events and activities, as well as create new templates for them.</p>	<p>Context of the project provides details of how the internship fits into the organisation – has it been worked on before and how will the intern contribute?</p>

<p>Your research will cover:</p> <ul style="list-style-type: none"> <li>▶ Budgeting for a reading group event</li> <li>▶ Advertising and branding</li> <li>▶ Social media engagement</li> <li>▶ Logistics and timetabling</li> <li>▶ Sponsorships</li> </ul>	<p>Outline the tasks that the student will undertake. If the exact brief is not yet clear, please provide examples and be clear that the tasks are not an exhaustive list.</p>
<p>You will be directly supervised by the Communications and Knowledge Manager. You will also have the chance to work alongside our communications team and attend staff meetings.</p>	<p>Please state supervisory arrangements and whether there are any further opportunities.</p>
<p>At the end of the internship, you will have produced content for a 'Community Package' of reading group activities, which would be suitable for use by young people. Fantastic Reads will then look to provide your package to our partners across the UK. This micro-internship will give you the opportunity to gain demonstrable experience in data analysis, marketing, commercial sponsorship, and logistical planning and research, whilst gaining insight into our charitable organisation.</p>	<p>How will the project be concluded? What will the intern/organisation achieve, what will the outcomes be, and how will the project be used?</p>

<b>Applicant Profile</b>	<b>Notes</b>
<p>Candidates will be considered from any academic discipline. You will need to demonstrate:</p> <ul style="list-style-type: none"> <li>▶ Good written communication skills</li> <li>▶ A strong ability to work in a team</li> <li>▶ An interest in community development</li> <li>▶ Knowledge of education policy and experience of producing written materials for a young audience is preferable, but not essential.</li> </ul>	<p>Please give essential and desirable applicant criteria, including skills, personal qualities and experience. There is a separate section to outline whether you are looking for students from particular subject areas or years of study.</p>

<b>Project Summary</b>	<b>Notes</b>
<p>Fantastic Reads is a not-for-profit seeking to offer access to books, reading groups and reading support services to 25,000 young people living in isolated communities throughout the UK. Through this micro-internship, you will help to inspire young</p>	<p>This is a short blurb of the organisation and opportunity which will appear in our marketing of the Micro-Internship Programme to students.</p>

<p>people to set up their own reading groups. You will research past events, create templates for new activities, and assist with advertising, logistics, sponsorship and budgeting. Your 'Community Package' will be used by our partners across the country. This is a valuable opportunity for insight into a small charitable organisation in London.</p>	
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Diversity Initiatives Long Text	Notes
<p>Fantastic Reads has an Equality, Diversity and Inclusion Policy, available to view on our website (link). We actively encourage students from all backgrounds to apply to our internships. If any special requirements would be needed for you to undertake this internship, please do not hesitate to inform the Internship Office.</p>	<p>We strongly encourage all organisations to add text to this section. Where no official practices are in place, a statement can still be made regarding diversity, equality and inclusion in the workplace. If your work location presents any issues for access, please inform the Internship Office.</p>

## Completing the form

### PUBLISHING DETAILS

**Internship Office and Skills Programme**

**Type:** Select Micro-Internship Programme

**Internship Office and Skills Programme**

**Details:** Select 'The Micro-Internship Programme (MIP)'

**Opportunities Publishing Details –**

**Advertising Dates:** Please add the relevant dates as given above (Page 2).

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

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

### PROJECT DETAILS

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

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

**Opportunity Summary:** This is where all the micro-internship project details are given:

- ▶ Background to the project – what stage is it at? What are the long-term aims?
- ▶ Specific contribution of the intern – i.e. daily tasks and responsibilities.

- ▶ Expected outcomes – e.g. report, presentation, contribution to larger piece of work.

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

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

**Location Details:** Fill in the area and country of your organisation. In 'Location Details', please state an address or city. Placements should be easily accessible by public transport. If the location is not easily accessible, please contact us. If the student is to complete their placement remotely, please select 'Work From Home'.

**Salary Details:** Please select the relevant option in 'salary range'. As a reminder, for organisations expecting the intern to physically attend the internship, you will be expected to cover local travel and reasonable lunch 'expenses'. If the internship is to be completed from home, you will not be expected to cover expenses and can select 'voluntary'.

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

**Start Date Details:** Please choose a week from the above dates. Organisations may choose one or both weeks, as long as individual placements have a maximum duration of 5 days.

## APPLICANT PROFILE

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

**Duration:** Please select one of the micro-internship only options. We encourage you to decide the duration in advance as students may base their decision on whether or not they can apply around this information.

**Year of Study:** Please select your preferences or alternatively 'any/no preference'. (Please note: Postgraduate Taught refers to 1 or 2-year Masters students, and Postgraduate Research refers to doctoral/PhD students).

**Area of Study:** Select your preference for applicants' area of study, if any. The University is divided into four divisions: Humanities, Social Sciences, MPLS and Medical Sciences. For further details on subjects included in each division, [click here](#).

## OTHER DETAILS

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

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

## DIVERSITY INITIATIVES

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

- ▶ Work with Pride Japan, an index to evaluate corporate efforts to support inclusiveness for LGBT employees and other sexual minorities.
- ▶ Diversity Impact Awards India, recognising the achievements of organisations in promoting diversity and inclusion in India.
- ▶ Athena Swan Charter, A UK initiative recognising commitment to advancing the careers of women in science, technology, engineering, maths and medicine in higher education and research.
- ▶ Race Equality Charter improving the representation, progression and success of minority ethnic staff and students within higher education.
- ▶ A multi-faith room, a quiet location set aside where people of differing religious beliefs, or none at all, are able to spend time in contemplation or prayer.
- ▶ Diversity training provided to staff on unconscious bias, and diversity issues in general, particularly in the recruitment process

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

## ENCOURAGING STUDENTS WITH DISABILITIES

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

framework for disabled people. Please note that you are obliged to fill in this section. If you are unable to include specific details of how you would support students with disabilities, please make a welcoming statement suggesting that individual arrangements may be supported.

## Publishing your micro-internship

Please firstly confirm your agreement, which is essential for participation. Once you have checked that all the information is correct, click **Add Opportunity**. Adverts are not visible to students straight away but instead come through to the Internship Office.

## What happens next?

We will review your internship proposal and send confirmation if and when it has been approved. Submitting an opportunity is not a guarantee of inclusion in the programme. The Internship Office may edit the proposal or contact you for further information before it is advertised to students. It is possible to edit opportunities after submitting, but where possible please submit the finished version. If this is the first time you are offering an internship we will contact you to have a short phone call to discuss the process of the programme if this has not already taken place. You will receive a notification when your internship is about to go live, and another shortly before your internship advertisement is due to expire. Students apply directly to the Internship Office with a CV and short personal statement. After the application deadline, we send you these applications electronically and securely. We will then provide you with a date by which we would like you to make your selection.

Contact Us:

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

<https://www.careers.ox.ac.uk/the-micro-internship-programme-employer-information>