Thank you for your interest in the Summer Internship Programme. We hope this provides all the information you need. Please click on the headings below to access the full details.

**PLEASE CLICK ON THE HEADINGS TO ACCESS THE FULL DETAILS**

- Key points for completing the form
- Key dates for 2019
- Registering on CareerConnect
- Accessing the online proposal form
- Example Summer Internship Proposal
- Completing the form: publishing details
- Completing the form: project details
- Completing the form: applicant profile
- Completing the form: other details
- Completing the form: diversity initiatives
- Completing the form: encouraging students with disabilities
- Publishing your internship
- What happens next?
Please read the following instructions carefully. We recommend having the guide open whilst completing your internship proposal.

Please complete as many fields as possible and give as much detail as you can. 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 notice for details on how the personal data you enter on to this form is stored and used.
# KEY DATES FOR 2019

<table>
<thead>
<tr>
<th>2019 INTERNSHIPS</th>
<th>ADVERTISING START DATE</th>
<th>APPLICATION DEADLINE</th>
</tr>
</thead>
<tbody>
<tr>
<td>International round 1</td>
<td>14th Jan 2019</td>
<td>19th Feb 2019</td>
</tr>
<tr>
<td>UK round 1</td>
<td>19th Feb 2019</td>
<td>11th Mar 2019</td>
</tr>
<tr>
<td>Late round 1</td>
<td>12th March 2019</td>
<td>8th Apr 2019</td>
</tr>
<tr>
<td>Late round 2</td>
<td>9th Apr 2019</td>
<td>29th April 2019</td>
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<tr>
<td>Late round 3</td>
<td>30th April 2019</td>
<td>20th May 2019</td>
</tr>
</tbody>
</table>

## Registering on CareerConnect

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

Please [register your organisation here online](#) if you have not done so already. You will receive an approval email within two working days with a link to set up a password. If you do not receive an email please contact the Employer Relations Team on 01865 274663.

## Accessing the Online Proposal Form

Go to Organisation login on www.careers.ox.ac.uk and enter your user name and password.

Go to the ‘Internship Office Programmes’ tab at the top of the page and click on ‘Post Summer Internship Programme International Opportunity’.
EXAMPLE SUMMER INTERNSHIP PROPOSAL

JOB TITLE: EDUCATION SUPPORT INTERNSHIP

Opportunity Summary
The Brighter Futures Initiative is an international non-profit organisation which provides educational and emotional support to orphaned students worldwide. The organisation has supported over 95,000 orphans in the last 45 years, and many of its graduates are actively contributing to society in a variety of fields across the world. Interns now have the ability to choose between a number of different fields within the organization and we hope that by tapping the minds of intellectuals from all over the world we’ll be able to turn Brighter Futures into an all-embracing, international NGO. To date we have had interns from over 50 global universities in several dozen countries. We invite you to join us on our journey!

Launched in 2014, the Brighter Futures Leadership Academy provides an opportunity for orphaned students from 49 countries in Sub-Saharan Africa to join the world’s leading institutions of higher education. Each summer we welcome around 25 selected scholars from 25 different countries in Sub-Saharan Africa to our Leadership Academy in Kampala, Uganda, to receive academic training in their studies of interest, as well as assistance applying to universities around the world. These students have all lost one or both parents, and have been specifically chosen due to their academic ability, financial need and potential for leadership.

We are looking for interns with a range of subject backgrounds to support the students in IELTS and SAT exam preparation, essay writing, STEM, and subject-specific studies. Interns will help prepare scholars for life at university in another culture.

Responsibilities:

- Teach in a classroom setting of between five and thirty students, with class allocation based on interns’ experiences and interests.
- Create, in collaboration with other interns, an academic programme catered to the students’ needs.
- Advise the students about their options of universities abroad, and guide them through the application process.
- Formulate an engaging extra-curricular program to encourage bonding amongst the students and the self-confidence for leadership.

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.

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?

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.
Interns will work in teams; and each team will be assigned a supervisor who they can report to for any guidance, needs or questions.

The Leadership Academy will conclude with a final celebration which all students and interns take part in. This is a chance for everyone to share their achievements and develop their public speaking skills. Interns are invited to prepare a short presentation reflecting on their experience (and support scholars to prepare presentations also).

Applicant Profile

Ideal candidates:

- Have a student-focused approach and a willingness to adapt teaching materials and methods;
- Must be flexible and able to work in dynamic and new environments (both in and out of the classroom);
- Can easily work with individuals with cultural differences and beliefs;
- Have the ability to speak some Portuguese, Japanese or French (not essential);
- Have experience of tutoring and/or teaching, especially with disadvantaged students or those from a background different to one’s own (not essential).

Project Summary

The Brighter Futures Initiative is an organization that provides emotional and educational support to students who have lost one or both parents globally. We are looking for interns in their offices in Uganda. Interns will support students in IELTS and SAT exam preparation, essay writing, STEM, and subject-specific studies.

Diversity Initiatives Long Text

The Brighter Futures Initiative provides equal employment opportunities to all employees and applicants for employment without regard to race, colour, religion, sex, national origin, age, disability or genetics. We comply with applicable regional laws governing non-discrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of internship and employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Brighter Futures Initiative expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of employees/interns to perform their job duties may result in discipline up to and including discharge.

How will the project be concluded? What will the intern/organisation achieve, what will the outcomes be, and how will the project be used?

This is a short summary of the organisation and opportunity which will appear in our marketing of the Programme to students.

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.

Please state supervisory arrangements and whether there are any further opportunities.

We strongly encourage all organisations to add text to this section. Where no official practices are in place, a statement can still be made regarding diversity, equality and inclusion in the workplace. If your work location presents any issues for access, please inform the Internship Office.
**COMPLETING THE FORM**

**PUBLISHING DETAILS**

Posting Internship Office and Skills Programme

*Type:* Select ‘Summer Internship Programme – International’.

*Internship Office and Skills Programme Details:* Click on Summer Internship Programme.

*Opportunities Publishing Details:* Please add the relevant dates as given above.

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

*Application Details:* Please do not fill this section in. The ‘How to Apply’ box provides information on the process.

**PROJECT DETAILS**

*Job Title:* Please give your opportunity a name – either the intern’s title e.g. ‘Marketing Internship’, ‘Business Development Internship’, or the name of the project e.g. ‘Winston Churchill Archives internship’ (particularly important if you are posting multiple opportunities).

*Opportunity Type:* Select ‘Internship/Work Experience’

*Opportunity Summary:* Describe the internship project, including the following:

- 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.
- Who the intern will be working with and supervised by?
- Expected outcomes, e.g. report, presentation, contribution to larger piece of work.

- Any special opportunities, e.g. attending events or conferences, working with other teams.

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

*Occupational Area:* Select the sector(s) relevant to the project. Students use this field to search for internships, so the more tags you select the more results your internships will generate.

*Location Details:* Fill in the area and country. In ‘Location Details’, please state an address or city (you may select more than one country if the internship requires the student to travel or work on projects in more than one country).

*Salary Details:* Select the appropriate option from the drop down menu – please do not select ‘Competitive’ with no corresponding salary details. It is most useful to select ‘See salary description’ and fill in full details in the text box. To be eligible for the programme we need full salary details to ensure internships are affordable for students. Please specify the currency in which the salary will be paid and indicate whether the amount advertised is a *weekly* or *monthly* salary.

*Number of Vacancies:* Select the number of interns you are seeking.

*Start Date Details:* Fill in the earliest and latest possible start dates for your placement. If the start date is fixed, please specify. Please note the earliest start date is 24 June 2019.
INTERNSHIP OFFICE POLICY ON INTERNSHIP SALARY

International For-Profit Organisations:
Should provide a package of support that covers the interns’ costs to make the opportunity accessible to all students, e.g. a salary that covers accommodation and flights, or providing flights, accommodation and meals directly.

International Not-for-Profit Organisations:
Should provide a contribution to the internship, e.g. accommodation or travel and lunch expenses. The Internship Office has some limited funds to support students interning with charitable organisations. We allocate funds on a needs basis, and earlier submissions have a better chance of receiving funds. We will contact you if there is a possibility of your opportunity receiving funds.

Applicant Profile

Applicant Profile
Fill in essential and desirable skills and qualities (including languages). This serves as a helpful guide for students when writing their applications.

Year of Study
Years 1 – 4 refer to undergraduate students. PGT (Postgraduate Taught) refers to Masters students, PGR (Postgraduate Research) refers to Doctoral students. Please select ‘any/no preference’ if applicable to you.

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

Area of Study
Select your preference for applicants’ area of study, if any. The University is split into four divisions: Humanities, Social Sciences, MPLS and Medical Sciences. For further details on subjects in each division, click here. If you are flexible select the ‘any/no preference’ option.
COMPLETING THE FORM

OTHER DETAILS

Project Type: Select all that apply to the internship project.

Project Summary: Write a 2-3 line summary, which will be used for marketing materials that we distribute to students, including sector lists with many opportunities listed. As a rough guide:

Sentence 1: Summary of your organisation; Sentences 2 -3: Summary of project, including intern’s specific contribution. For examples, please click here.

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

DIVERSITY INITIATIVES

Please include any initiatives that your organisation offers to encourage and support diversity in the workplace. Students use this field to search for organisations which have implemented diversity policies and activities, so please use this opportunity to list any support measures you have put in place related to ethnicity, religion, disability, sexual orientation, age, gender, and economic background.

ENCOURAGING STUDENTS WITH DISABILITIES

The Internship Office strives to make its internship programmes accessible to all students, and this includes students with disabilities. Please inform us whether you can make reasonable adjustments and provisions in your workplace for the disabilities listed on the form. In the UK, this is in line with the 2010 Equality Act. There is also a section to share extra information if wished. Please contact us if you have any questions about making adjustments.
PUBLISHING YOUR SUMMER INTERNSHIP

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

WHAT HAPPENS NEXT?

We will review your internship proposal and send confirmation if 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.

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

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

You will receive an email 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, and the Internship Office provides one to one support to students for this. After the application deadline, we send you any applications you have received electronically and securely. We will then provide you with a date by which we would like you to make your selection.

www.careers.ox.ac.uk/internship-employer