Thank you for your interest in the Summer Internship Programme. We hope this provides all the information you need. Please click on the headings 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>18th Feb 2019</td>
</tr>
<tr>
<td>UK round 1</td>
<td>19th Feb 2019</td>
<td>11th Mar 2019</td>
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<tr>
<td>Late round 1</td>
<td>12th March 2019</td>
<td>8th Apr 2019</td>
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<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 username and password.

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

JOB TITLE: SALES/MARKETING OPERATIONS INTERNSHIP

Opportunity Summary
GB Chew Organic’s unique slices are handmade in the UK with carefully selected nutrient-dense, organic and fairtrade ingredients. We offer mouth-watering nutritional snacks with rich flavours, enjoyed by active people who want to lead a healthier life.

GB Chew sells direct to major retailers like Ocado, through distributors and online partners, independent grocery stores, health food shops and lifestyle locations like Soho Farmhouse, as well as through our own online store. We are a rapidly growing start-up in the UK but also opening export opportunities with a leading distributor. Scaling up is a crucial and exciting experience.

We need a can-do contributor to continue our expansion at a rapid pace. The role is a combination of creative flair to develop impactful marketing activities and communications, generate sales and analytical rigour to identify high value activities to create consumer awareness and purchase. Not only will the learning opportunities be immense but the close-in experience in a small company means being able to directly influence the brand and business development. And measuring the outcomes!

Sales:
- Meeting independent stores and direct customers to pitch and sample the products for a successful sale and ensure repeat purchase
- Hosting demo sessions, explaining to consumers our uniqueness, the ingredients, their benefits and GB chew’s story/ethos
- Finding, managing and successfully implementing pop-up events
- Identification of alternative channels for sales

Marketing:
- Managing the website incl online sales, creating content and imagery for the blog
- Creating compelling, high value content and managing all social media channels
- Finding and working with relevant partners on campaigns/initiatives
- Establishing a strategy blueprint for a “brand ambassador” role

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.
Operations:

- Analysing sales channel data to report on performance vs plan and recommending changes to improve sales strategy
- Managing invoicing, payments and inventory by major customer
- Replying to daily emails and calls

Applicant Profile

We need an energetic, creative, personable and analytical intern to join this part of the journey.

We are open to candidates from all academic areas, but an interest in marketing would be beneficial. Skills and qualities we are looking for are a creative, energetic, personable and analytical person that can demonstrate that they are proactive at generating sales for an early stage business.

Project Summary

GB Chew is growing rapidly in the UK but also opening export opportunities with a leading distributor. Scaling up is a crucial, exciting and unique experience. We need an energetic, creative, personable and analytical intern to continue our expansion at a rapid pace. Specifically, the project is to manage different initiatives in sales, marketing and operations.

Diversity Initiatives Long Text

We are committed to the principles of equal opportunity for all and specifically prohibit discrimination of every type.

Our policy is always to ensure that all persons are treated fairly irrespective of their race, gender, sexual orientation, age, religion, political beliefs, trade union membership or non-membership, marital, physical or mental status or any other factors including pregnancy and maternity.

We will endeavour to provide those who have physical or mental disabilities with specific assistance and arrangements to enable them to work for us wherever and whenever this is reasonably practical.

Our company is fully committed to the elimination of unlawful and unfair discrimination and values the differences that a diverse workforce brings to the organisation.

We will not discriminate because of age, disability, gender reassignment, marriage or civil partnership, pregnancy, maternity, race (which includes colour, nationality and ethnic or national origins), religion or belief, sex or sexual orientation. It will not discriminate because of any other irrelevant factor and will build a culture that values meritocracy, openness, fairness and transparency.
COMPLETING THE FORM

PUBLISHING DETAILS
Posting Internship Office and Skills Programme Type: Select ‘Summer Internship Programme – UK’.
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.

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.
Salary Details: Select ‘See salary description’. Please do not select ‘Competitive’ with no corresponding salary details. To be eligible for the programme we need full salary details to ensure internships are affordable for students. Please 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.

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 project to be completed by the intern, 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.
How to submit a UK internship proposal

**INTERNSHIP OFFICE POLICY ON INTERNSHIP SALARY**

**UK For-profit organisations:**
Should provide at least minimum wage. You are encouraged to offer the equivalent rate for similar positions in your sector, to make your opportunity competitive.
If you are a UK-based SME and would like to take advantage of the Santander internship funding, please indicate your desire to participate here.

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

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

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**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.

**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.
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 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

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.

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**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.

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**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 1:1 support 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**