How to submit an international internship proposal

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

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Key points for completing the form

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 2020

<table>
<thead>
<tr>
<th>2020 INTERNSHIPS</th>
<th>ADVERTISING START DATE</th>
<th>APPLICATION DEADLINE</th>
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<tbody>
<tr>
<td>Round 1 (International)</td>
<td>20 January 2020</td>
<td>17 February 2020</td>
</tr>
<tr>
<td>Round 2 (UK)</td>
<td>18 February 2020</td>
<td>16 March 2020</td>
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<tr>
<td>Round 3 (Late UK and international)</td>
<td>17 March 2020</td>
<td>13 April 2020</td>
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<td>Round 4 (Late UK and international)</td>
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<td>4 May 2020</td>
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<tr>
<td>Round 5 (Late UK and international)</td>
<td>5 May 2020</td>
<td>25 May 2020</td>
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Registering on CareerConnect

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

Please register your organisation online on https://oxford.targetconnect.net/unauthorisedEmployer/register.html?execution=e1s1 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.

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

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.

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

**Supporting Students with Disabilities**

Our building is on three floors with a wheelchair ramp at the main entrance and a lift. We are very open to making adjustments for students with individual needs on a case by case basis. This is in line with our disability and health policy which will be shared with interns at induction stage.
Completing the form

Publishing details

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. 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 22 June 2020.
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.

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.

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.

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.
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 is 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 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.

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