Internship Descriptions

What makes a strong internship description? Including as much detail as possible! Answering the following questions should help as you begin the process:

• What task/project(s) will the intern work on?
• How will the intern be oriented to your organization?
• Who will supervise/manage them?
• Where will the intern physically work?
• Are you able to compensate the intern in some way?
• What key responsibilities will the intern have?
• What academic qualifications do you require, based on the established responsibilities?
• How will the intern be evaluated?

If your summer projects have not yet been determined, consider including sample projects that past interns have completed, or current projects your organization is working on. All internship descriptions are reviewed before being approved. Please contact the Office of Career Strategy to review your internship posting should you wish to discuss how to strengthen it for more applicants.

Keep in mind that the Yale-coordinated Internship Program is primarily for undergraduate students. Yale students are highly motivated, willing to learn and apply their skills, and look for challenging, engaging work!

Sample Descriptions

The Office of Career Strategy has compiled these sample internship descriptions to assist you:

1. Marketing, Communications and Research Intern
In collaboration with Yale University, our Summer Internship Program continues to offer Yale University students an exciting opportunity to broaden their exposure, work with our experienced managers and develop an irreplaceable network in Hong Kong.

What’s in it for you?

• An orientation program covering an introduction to XXX, meeting with the executives and site visits to provide you with a general understanding of XXX’s business.
• Functional attachment where you become an integral member of a major department of XXX that matches your learning preferences/career interests, such as: Property Leasing and Management, Sales & Marketing, Retail Marketing & Promotions, Corporate Communications.
• Valuable practical experience where you can contribute and demonstrate your talent through involvement with a variety of projects/assignments ranging from property leasing, market research, customer loyalty programs, activity planning and event management, shopping mall promotion, quality management, customer service enhancement and environmental sustainability.
• A group assignment related to XXX’s core business that allows you to maximize your learning during the internship period. Site visits and departmental briefings throughout the internship period so you can acquire a fuller understanding of XXX’s businesses.
• Direct coaching from senior executives.
Yale Office of Career Strategy

• Summary of your contribution, learning, observations and recommendations for business improvement through end-of-internship presentations to senior executives.
• Valuable feedback from your attachment supervisor through end-of-internship formal performance appraisals to recapitulate your achievements, strengths and areas for improvement.

Your Peers and Mentors
Interns become fully contributing members of a XXX team and gain valuable work experience as you develop and demonstrate their skills and talents in your projects and assignment. You will work alongside leaders within our industry, as well as other motivated people who value the firm’s commitment to excellence. Your team leader, along with every XXX professional you meet, is committed to mentoring you throughout your time at the firm. Our objective is to offer you the type of responsibility and experience that will provide valuable guidance as you make important career choices.

What do we seek from you?
• A keen interest in the real estate industry.
• A strong passion to expand knowledge and gain a fruitful working experience with XXX.
• Creativity, initiative, team spirit and a good learning attitude.
• Courage to challenge the status quo.
• A drive for continuous improvement.
• Proficiency in both spoken and written English and Chinese.
• Possession of some knowledge about the real estate market in Hong Kong would be an advantage.

2. Summer Internships at YYY
In the areas of healthcare and life sciences, YYY develops cost-effective and reliable healthcare solutions and tools for the life sciences industry. Research topics include biomolecular and cellular detection platforms, in-vivo and in-vitro cell interface platforms, and wearable health and wellness monitoring.

The multidisciplinary NanoBio (Nano-Bio Components) research team consists of engineers, (bio)chemists, physicists, and pharmacists, focusing on biomolecular and cellular detection platforms. The technology portfolio includes magnetic, plasmonic, and ionic transducers. In addition to the hardware technologies, the research team has vast experience in the biofunctionalization of surfaces and bioassay development.

There are 3 openings in the NanoBio group, with the following general topics:

1) Real-time monitoring of DNA hybridization and incorporation of nucleotides on biosensors
In this study we will analyze different conditions such as surface functionalization, temperature, buffer composition and probe concentration in order to optimize a working protocol for DNA minisequencing on a label-free biosensor. The work will be performed on a commercial as well as an in-house system, both of which allow direct monitoring of biomolecular interactions without the use of labelled reagents. This type of study would lay the groundwork for development of novel DNA sequencing technologies.

2) Characterization of nanoparticles for cancer research
Nanoparticles are attractive materials because of their size dependent physical properties. At YYY, we are exploring the potential of these nanoparticles in the development of diagnostic devices, contrast agents, or as therapeutic agents in cancer research. Thus, the properties of the in-house synthesized nanoparticles with different morphologies and coatings need to be well characterized to prove their quality for the defined application.

3) Characterizing coatings for their anti-fouling capabilities
Lab-on-chip and molecular diagnostic devices rely on microfluidic channels to bring reagents containing the biomolecule of interest to the active area of the device. Thus, it is crucial that these channels remain clog-free and do not adsorb the already dilute amounts of biomolecules meant for analysis. In order to achieve this, we are investigating various coatings for our microfluidic channels. As a first test, the degree to which these coatings can resist biomolecule adsorption will be assessed. Promising coatings can then move on to be evaluated for other important characteristics.

3. Summer Intern
ZZZ is a nonprofit tax-exempt charity registered in San Francisco, CA, with an office in Beijing. Our mission is to promote understanding between China and the West through charitable projects, while strengthening China’s nonprofit sector. We have a specific focus on the US-China relationship and are currently building a new website, a new social media platform fostering an online community of Americans who have lived and studied in China.

REQUIRED SKILLS
+ Track record of personal & academic excellence, with strong interest in our social missions
+ Skilled with Microsoft Excel, Word and Powerpoint
+ Some bilingual communication ability (English & Chinese reading and speaking)
+ Web development skills (Not required but desirable) - Experienced in PHP, MySQL, Drupal CMS, Wordpress CMS, Familiar with Linux & Apache

POSSIBLE WORK ASSIGNMENTS
+ Research, scan and compile social media reports and other information related to our programs and missions
+ Translate, polish and write sector-related articles & marketing copy
+ Administrative support duties
+ Prepare logistics and participate in strategic brainstorm and analysis meetings
+ Event management and support
+ Web development assignments
+ Interns are expected to have a high level of integrity, and work overtime and weekends as needed

WHAT TO EXPECT
+ Frequent and direct access to CEO
+ Helpful and interesting colleagues - We have a highly purpose-driven rock-star team, promoting a healthy eco-system for individual learning and growth.
+ Everyone is expected to be detail-oriented and proactive, acting in line with an entrepreneurial, innovative and passionate team.