



**YALE-COORDINATED
DOMESTIC INTERNSHIPS
PROGRAM**

**SUMMER 2017 EMPLOYER
GUIDEBOOK**

TABLE OF CONTENTS

Table of Contents	2
Overview	3
Key Components	4
Programs & Locations	5
Timeline & Dates	6
Posting a Position	8
Internship Descriptions	9
Sample Descriptions	10
Housing & Payment	13
Student Support	14

OVERVIEW

The Yale-coordinated Domestic Internships Program supports Yale undergraduate students in their transition from student to professional, and facilitates career exploration in several US cities. The program is offered through the Office of Career Strategy, and provides Yale students with substantive internship opportunities for 8-10 weeks over the summer. Each location offers internships in a variety of career fields including the arts, politics, technology, community advocacy, think tanks, finance, journalism, and law. Opportunities are offered by Yale alumni and friends of Yale.



Additionally...

Housing for Yale interns is coordinated in Cleveland, Denver, Houston, Louisville, Minneapolis, New Orleans, and St. Louis.

In these locations, the local Yale Club organizes mentorship opportunities, events, and activities for the Yale cohort. This support compliments the students' professional experiences, and creates a strong community for Yale students in these cities.

KEY COMPONENTS

In a Yale-coordinated Internship, students are supported by the Office of Career Strategy in professional development and internship logistics. The Office of Career Strategy assists both students and employers through the application and offer processes, and provides professional support throughout the summer.

Students are supported both through local Yale Clubs and through the Office of Career Strategy. The Yale Clubs provides students with professional development strategies, numerous networking opportunities, and cultural activities to enrich their summers.

In thinking about your organization's internship, please remember:

- Yale-coordinated Internships must be at least 8 weeks.
- There must be an on-site supervisor/mentor.
- Students should be assigned real work (not photocopying!) for an employer.



Deputy Park Administrator Eric Peterson '99 of Randall's Island Park Alliance offers a Yale Alumni Community Service Fellowship (YACSF) through the Yale-coordinated Internship Programs. Summer 2016 fellow Chelsea Watson poses at the Randall's Park Alliance.
YACSF, 2016

PROGRAMS & LOCATIONS

There are seven Yale-coordinated Domestic Internship (“Bulldogs Across America”) locations detailed in this guidebook:

- Cleveland, OH - Bulldogs on the Cuyahoga/Summer on the Cuyahoga Program
- Louisville, KY - Bulldogs in the Bluegrass
- New Orleans, LA - Bulldogs in the Big Easy
- Houston, TX - Bulldogs by the Bayou
- Minneapolis, MN - Bulldogs by the Lakes
- St. Louis, MO - Bulldogs by the Big Muddy
- Denver, CO - Bulldogs in the Rockies/CLIMB Program

Other Yale-coordinated Domestic Internship Programs include:

- Yale Alumni Community Service Fellowships (YACSF) - ([Robyn Acampora](#), Director of Strategic Initiatives and Public Service Careers)
- Yawkey Community Service Fellowship - ([Robyn Acampora](#), Director of Strategic Initiatives and Public Service Careers)
- Yale in Hollywood - ([Derek Webster](#), Associate Director for the Arts)

If you are interested in offering an internship for Yale students through one of these programs or in another location, please contact the [Office of Career Strategy](#) (203-432-0800).

What is the timeline to post an internship?

The positions are open for students to apply to in [Yale Career Link](#) (powered by Symplicity) on **Thursday, December 1, 2016**. Please see the Yale Career Link section for more information on posting a position.

It is best to have your position posted before this date.

When do students apply? When do interviews and offers take place?

The initial student application deadline is **Tuesday, January 24, 2017**. On **Wednesday, January 25**, employers receive an email with student applications. Interviews take place through the month of February.

Offers are extended the **mid-February** and the **first week of March**.

- It is best to offer your internship within this timeframe as students may not accept an internship that is offered too early, or your first choice candidate may no longer be available by mid-March. Furthermore, students have spring vacation from March 10 - March 27; during which time they are often traveling and may not have access to email.
- **Students have 5 (five) business days to accept or decline.** Students are aware of this upon applying and no extensions are given. Please only offer your internship via [Yale Career Link](#) (not by phone or email) and do not provide any extension.
- The last day to extend an offer is Friday, March 31.

What happens when a student accepts an offer?

The Office of Career Strategy encourages continued communication between a student and employer once an offer has been accepted. It is important to confirm the intern's supervisor/mentor, the work dates, and any additional details.

Work dates are Monday, May 29 - Friday, July 28.

What is the suggested timeline?

Posting a Position

October - November 2016: Employers post positions in [Yale Career Link](#) (see the 'Posting a Position' and 'Internship Descriptions' sections of this guidebook)

December 1, 2016: Yale students can begin viewing and applying to Yale-coordinated Internships

Receiving Resumes and Interviewing

January 24, 2017: First student application due date

January 25, 2017: Employers receive resume packets directly via email

January 25-31, 2017: Employers review student applicants, contact candidates, and schedule interviews via phone or Skype

February 1-15, 2017: Interviews take place

Extending an Offer

February 17, 2017: Employers make first offer(s) through [Yale Career Link](#) (see 'Summer 2017 Yale-coordinated Internship Programs: How to Access Student Applications and Select Final Candidates' in your Document Library in Yale Career Link)

*** Yale students are on Spring Recess from March 10-March 27, during which time they may be traveling, working, etc. **Please extend an offer before March 10.***

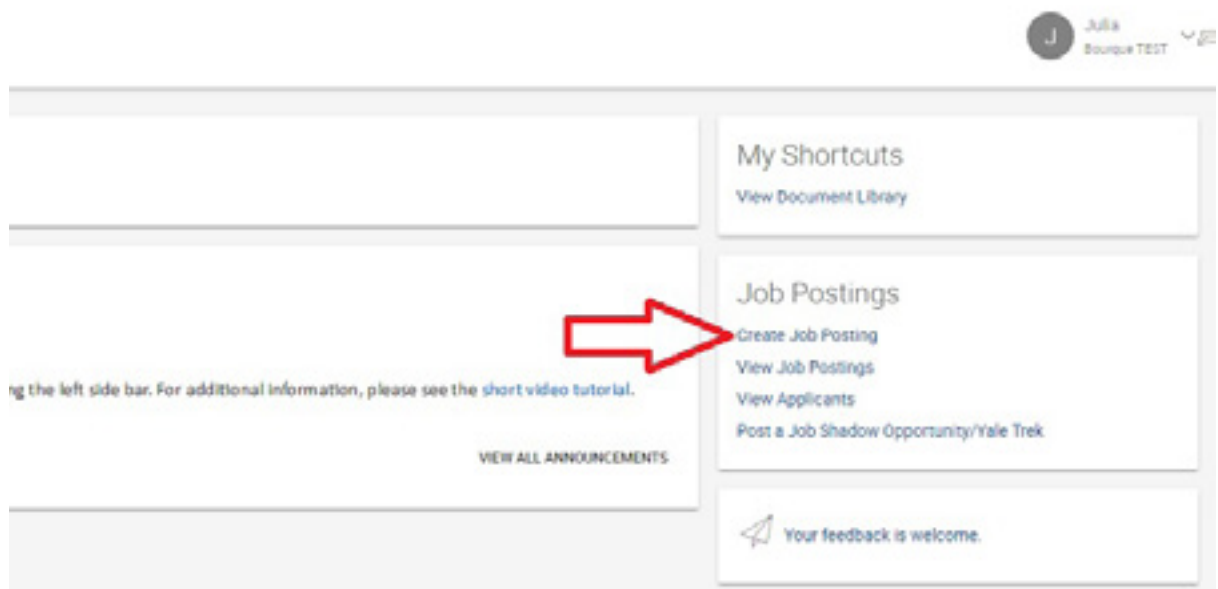
Friday, March 31, 2017: Last day to extend an offer

POSTING A POSITION

Yale-coordinated Internships are posted in the Office of Career Strategy’s employer database, Yale Career Link powered by Symplicity. Employers have one account with a contact who can post positions. Creating an account takes 5 minutes! Please follow this link to either sign in to your existing account, or create a new one: [Yale Career Link](#).

The Office of Career Strategy provides important, helpful instructions on the following: posting Yale-coordinated Internship positions, receiving applications, reviewing student resumes, and extending an offer. *They are sent via email, and can be found in the Document Library in your Yale Career Link account.*

A brief introduction: Once you have an account, creating a Yale-coordinated Internship is easy. On your homepage, you will see “Create Job Posting” on the right. Next, choose “**Yale-coordinated Internship**” and complete the remainder of the description by including a title, a detailed internship description (see the Internship Descriptions section), who you look for in an intern, stipend, etc. The title must be descriptive of the job function, and include the program and location, for example: “Business Development Intern - Bulldogs on the Bayou”.



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.

We have provided sample internship descriptions in the next section that may assist in thinking about what to include, as well as how to format your description.

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!**

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 XXX.

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.

1. 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
2. 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.
3. A group assignment related to XXX's core business that allows you to maximize your learning during the internship period.
4. Site visits and departmental briefings throughout the internship period so you can acquire a fuller understanding of XXX's businesses.
5. Direct coaching from senior executives.
6. Summary of your contribution, learning, observations and recommendations for business improvement through end-of-internship presentations to senior executives.
7. 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 come in contact with, 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 XXX.

Possession of some knowledge about the real estate market in XXX 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 XXX, with an office in XXX. 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.

Yale-coordinated Interns from the Office of Performance Improvement and Innovation in the Louisville Metro Government with their boss and another metro government staffer at a reception after the Summit on Government Performance and Innovation that their office hosted.

Bulldogs in the Blugrass, 2016



HOUSING & PAYMENT

Coordinated group housing is offered to all students participating in the Bulldogs Across America programs. The majority of our programs' City Leaders work with employers to eliminate any housing payment transactions on the part of students. This helps simplify processes for students visiting new locations and also incentivizes students to think of this experience as a collective one with their peers. Therefore, our City Leaders have identified specific allocated funds that are requested direct from employers to go toward housing costs. Remaining housing costs are covered through fundraising efforts by our City Leaders and regional alumni.

How do I determine a stipend?

The Yale Office of Career Strategy highly suggests paying interns for their summer work, as it not only yields a stronger applicant pool but also fosters a sense of commitment and dedication from interns over the course of the summer. That being said, we realize that not all employers may have the financial means to pay their interns, particularly at the non-profit level. Please note that participating employers in the Bulldogs Across America programs are expected to pay their interns with minimal exception. We also highly recommend that employers familiarize themselves with the [U.S. Department of Labor's Fair Standards Act and how it relates to paid and unpaid internships](#).

Please note that the payment structure for the Bulldogs Across America programs is rather unique. For more information on payment/stipends, [please contact the Office of Career Strategy](#).

STUDENT SUPPORT

Yale students in all locations are supported by Office of Career Strategy staff in professional development before, during, and after their internship. Students attend a Pre-departure Orientation, have access to individual and group advising over their internship period, receive professional development emails, have a mentor from the Yale Club, and attend a Re-entry Workshop upon returning to campus.



Robyn Acampora, OCS Director of Public Service Careers, took students in the Bulldogs in the Big Easy Program out for beignets at Café DuMonde in New Orleans.
Bulldogs in the Big Easy, 2016