



**YALE-COORDINATED  
INTERNATIONAL  
INTERNSHIPS PROGRAM**

**SUMMER 2018 EMPLOYER  
GUIDEBOOK**

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# OVERVIEW

The Yale-coordinated International Internships Program supports Yale undergraduate students in their transition from student to professional, and facilitates career exploration in an international setting. The program is offered through the Office of Career Strategy, and provides Yale students with substantive international internship opportunities for 8-10 weeks over the summer. Each location offers internships in a variety of career fields including the arts, politics, global health, technology, community advocacy, think tanks, finance, journalism, and law. There are both paid and unpaid internships, with some offering other perks such as free lunches or covering commuting costs. Opportunities are offered by Yale alumni, World Fellows, and friends of Yale.



## Quick Tips

Optional housing is coordinated by the Office of Career Strategy in several international locations. Housing resources for all other locations are made available for students. Please feel free to contact the [Office of Career Strategy](#) if you would like to contribute to housing resources for students!

Students working abroad can process visas and work authorizations through [CIBT Visas](#) who serves Yale at a discounted rate. *The Office of Career Strategy does not advise students on visas*; students and employers can find links to consular offices via our website.

# 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.

In all locations, students are supported both through their employer and through the Office of Career Strategy. In several specific locations, the International Internship Program provides students with professional development strategies, networking opportunities, and cultural activities in collaboration with the Yale Club.

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.

**The Yale-coordinated  
TITAN S.A. Intern,  
Nicole Daly, with her  
supervisor and co-  
workers.**  
*Athens, Greece 2016*



## What is the timeline to post an internship?

The positions are open for students to apply to in [Yale Career Link](#) on **Friday, December 1, 2017**. 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 **Friday, January 26, 2018**. By **Monday, January 29**, employers receive an email with student applications. Interviews take place through the month of February.

Offers are extended between **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 9 - March 25; 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.

## 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.

## The following are the suggested work dates:

**All locations:** Monday, May 28 - Friday, July 27

**Israel:** Sunday, June 3 - Thursday, July 26

**Singapore:** TBD

## What is the suggested timeline?

### Posting a Position

**October - November 2017:** Employers post summer 2018 internship positions in [Yale Career Link](#) (see the 'Posting a Position' and 'Internship Descriptions' sections in this guidebook)

**December 1, 2017:** Yale students can begin viewing and applying to Yale-coordinated Internships

### Receiving Resumes and Interviewing

**January 26, 2018:** First student application due date; employers will automatically receive application packets by Monday, January 29

**January 29-February 7, 2018:** Employers review student applicants, contact candidates, and schedule interviews via phone or Skype

**February 8-15, 2018:** Interviews take place

*\*\* Employers in Hong Kong and the UK must extend offers as soon as possible due to lengthy visa processes: Hong Kong by late February, the UK by late March*

### Extending an Offer

**February 16, 2018:** Employers make first offer(s) through [Yale Career Link](#) (see 'Summer 2018 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 9-March 25, during which time they may be traveling, working, etc. **Please extend an offer before March 9.***

**Thursday, March 29, 2018:** Last day to extended an offer

# POSTING A POSITION

Yale-coordinated Internships are posted in the Office of Career Strategy's employer database, Yale Career Link. 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
- extending an offer

*These instructions are sent via email, and can also be found in the "Document Library" in your Yale Career Link account (in the left-hand menu, under "My Account").*

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 - International Internships in Australia".

# 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!**

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.

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 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.

**Pan American  
Energy's Yale-  
coordinated Interns  
Jamie Nguyen and  
Charlotte Dougall.**  
*Buenos Aires, Argentina  
2016*





**Julia Bourque, Associate Director in the Office of Career Strategy, with Yale-coordinated Intern Lina Goelzer at Oasis500 Amman, Jordan 2016**

## **Are there any fees?**

There is no fee for an employer to post a Yale-coordinated Internship.

## **How do I determine a stipend?**

When considering payment, it is important to keep in mind that students must budget for housing for two months, airfare from the US, meals, in-country commute/public transportation, any required immunizations, visas, and health insurance in determining their budget for the summer.

For-profit employers must pay students. This may vary depending on the country, organization, and way in which the stipend is received. For example, some employers cover airfare, housing, lunches during the week, and visa costs. Others provide a weekly or monthly stipend. Nonprofits must consider what is possible for their organization.

# HOUSING

Yale-coordinated Interns can opt into coordinated housing in the following locations:

- *Athens, Greece*
- *Buenos Aires, Argentina*
- *Brussels, Belgium*
- *Kampala, Uganda (housing is mandatory for students)*
- *Singapore*
- *Tel Aviv and Jerusalem, Israel (housing is free for students through the Alec Ellison and Tamar Sadeh Travel Fund)*

If your organization offers housing for your intern, please include this in your internship posting.

In locations where the Office of Career Strategy does not coordinate housing, students can review lists of suggested housing providers compiled by Office of Career Strategy staff from past interns and suggestions from employers and alumni.

With many Yale College students accepting internships in new geographic areas, the Office of Career Strategy works with a number of Yale Alumni clubs and housing providers in major metropolitan areas to provide resources for students. While many Yale Alumni clubs help to generate internship opportunities in their communities, others assist through resources such as housing, organizing mentoring opportunities, and coordinating other events and activities. **Please let us know if you would like to add safe, reliable housing resources to our compilation, or provide helpful advice for living and working in your city!**

# STUDENT SUPPORT

The Office of Career Strategy works closely with alumni and friends of Yale to offer support services to students in the Yale-coordinated International Internships Program in the following locations:

- Athens, Greece
- Beijing, China
- Brussels, Belgium
- Buenos Aires, Argentina
- Hong Kong
- Jerusalem, Israel
- Kampala, Uganda
- London, England
- Madrid, Spain
- Shanghai, China
- Singapore
- Tel Aviv, Israel



**Tuan Nguyen and Roy Randen are interned at Africa Health Placements through the Yale-coordinated International Internships Program.**  
*Johannesburg, South Africa 2016*

Many of these locations offer activities for Yale-coordinated interns in collaboration with the city's Yale Club and employers. Activities often include a welcome dinner, a networking event with alumni, a tour of an organization in the program, and/or a cultural outing.

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, and may attend a Re-entry Workshop upon returning to campus.

# EMPLOYER TESTIMONIALS

[Our 2 Yale interns] have been wonderful additions to the HomeBiogas family! **Their motivated and willing work ethic has contributed significantly throughout different departments of our start up.** We will be sad to see them go! - *Hilla Benzaken, HomeBiogas, Beit Yanai, Israel*

I was favorably impressed with both [our Yale interns] during their internship at CBI. **We expect our interns to contribute, not just do busy work and both of them distinguished themselves.** I gave both of these [interns] some responsibility and both proved more than capable... Both these young men distinguished themselves with their willingness to learn and their work ethic. - *Kevyn Kennedy, CBI Consulting, Shanghai, China*

From the first days, both [interns]... delivered solid input on time. They demonstrated political sensitivity and very good drafting skills. They were very proactive and made several useful suggestions. **They were totally able to work in autonomy, at the same time they acted as real team players,** always making sure that they understood the instructions from the supervisors and **always willing to share ideas and knowledge with the colleagues, in a cooperative and friendly way.** - *Henriette Horvathne-Perlenyi, European Commission, Brussels, Belgium*

We are truly happy with [the Yale interns]'s arrival. Both of them are excellent students, **they are really committed with their projects and they are really thoughtful.** - *Carolina Aenlle, Pan American Energy, Buenos Aires, Argentina*

**Yale-coordinated  
Intern Grant  
Richardson stands  
with his supervisor  
and co-workers at  
the AJC Transatlantic  
Institute.  
Brussels, Belgium 2016**

