GLOBAL CENTER
INTERNSHIP PLACEMENT GUIDE

A virtual internship placement with an organisation in Dublin, Edinburgh, London, Rome, or Sydney will involve a student working remotely from their home on projects, meeting regularly online (via email, video/phone call or messaging) with daily supervision from the placement provider. All applicants will be expected to be equipped to work from home, with a suitable computer/laptop, Wifi connection, etc.

Placement Duration: 6 weeks, 3 days per week

Internship Purpose

As a focal point of the Internship Seminar (INPR210S), the internship placement will provide online exposure to the work of the placement organisation, with the opportunity to actively reflect on one's placement experience in an academic framework.

Types of Organisations and Available Projects

Placements will take place with a variety of businesses, charitable organisations, and NGO's in the locations below. Additional fields may be available but, as the range of remote opportunities is more limited than for on-site opportunities, applicants need to be open-minded with regard to the kind of organisation where they might be placed.

Professional projects will mainly include activities such as marketing, social media, business development, editing and research. There may also be limited opportunities involving technical skills such as video editing, photoshop, web applications, digital marketing for growth, curating & advertising, tourism, social awareness campaign design.

Further specifics on opportunities can be discussed in the interview with placement staff onsite, but a general breakdown of placement availability is as follow:

- Dublin
  - Business, entrepreneurship
  - NGOs - socially focused charitable organizations
  - Digital and social media
  - Marketing

- Edinburgh
  - Business, enterprise
  - NGOs - socially focussed charitable organizations
  - Digital and social media
  - Marketing

- ○ Museums/Heritage
  - ○ Sport
  - ○ Journalism

- ● London
  - ○ Business, entrepreneurship
  - ○ NGOs - socially focused charitable organizations
  - ○ Digital and social media
  - ○ Marketing

- ● Rome
  - ○ Grant writing and editing
  - ○ Radio or Magazine
  - ○ Small business and startup operations
  - ○ NGOs - socially focused charitable organizations

- ● Sydney
  - ○ Start-Up, Business Development and Entrepreneurship
  - ○ Digital and Social Media
  - ○ Marketing and Public Relations
  - ○ Web Development and Graphic Design
  - ○ NGOs - socially focused charitable organizations
  - ○ Health Policy and Administration
  - ○ Indigineous Education and Equity

Placement Process

Applicants are required to submit a resume along with an Internship Interest Statement (see guidance in section below) indicating the kinds of organisations and projects they are open to pursuing, as well as indicating relevant experiences and/or applicable skills.

Applicants will then be contacted by a member of Arcadia's Internship Placement staff to schedule a 10-20 minute call to discuss your preferences, skills, possible placements, etc.

Internship placement staff will then contact potential placement providers with your resume, and once a suitable match has been found we will email you with a provisional placement offer, including information about the organization, a brief description of the available online projects, etc.

We will then arrange an online interview with the placement provider or internship supervisor, after which we will follow up to confirm the offer of the placement and start date/schedule.

Personal Essay - Internship Interest Statement

Applicants for an internship must submit an Internship Interest Statement of no more than 350 words, and these should be submitted through the Personal Essay checklist item on Arcadia Passport.

Your statement should be concise, clear and grammatically correct, and should address the following:

- Your prefered placement location for placement (Dublin, Edinburgh, London, Rome or Sydney), or a ranked of order of preference (if you have a preference)
- Your level of interest in marketing, social media, business development or research projects within business, charitable organisations, NGO's, etc
- Any other kinds of organisations or potential remote projects you might be interested in
- General career goals
- Any relevant experiences (academic, internship, research, summer jobs, volunteering, work-study, etc)
- Any skills you have developed that are related to your field of study or internship interests, including any technical skills
- What you envision to be the level of commitment necessary for your internship responsibilities.