

# ARCADIA ABROAD

## VIRTUAL GLOBAL INTERNSHIP PLACEMENT GUIDE

A virtual internship placement with an organization in Ireland, Scotland, England, Italy, or Australia 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:**

Semester (Full): 12 weeks, ~20 hours per week (10 synchronous, 10 independent)

Summer: 6 week session, 3 days per week

### **Internship Purpose**

As a focal point of the Internship Seminar (INPR 210/210S), the internship placement will provide online exposure to the work of the placement organization, with the opportunity to actively reflect on one's placement experience in an academic framework. You will explore what it means to work in an organization in your desired field and understand the link between your academic preparation and potential career paths. The skills you build and refine through this internship experience will help prepare you for life after graduation and what the future of work may look like in your chosen field.

### **Types of Organisations and Available Projects**

Placements will take place with a variety of businesses, charitable organizations, 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 organization where they might be placed. Please review our Virtual Global Internships Field Guide for more information about the kinds of placements that you can expect within each field.

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 follows](#):

- Dublin, Ireland
  - Business, entrepreneurship
  - NGOs - socially-focused charitable organizations
  - Digital and social media
  - Marketing
  
- Edinburgh, Scotland
  - Business, enterprise
  - NGOs - socially focussed charitable organizations
  - Digital and social media
  - Marketing
  - Museums/Heritage
  - Sport
  - Journalism
  
- London, England
  - Business, entrepreneurship
  - NGOs - socially-focused charitable organizations
  - Digital and social media
  - Marketing
  
- Rome, Italy
  - Grant writing and editing
  - Radio or Magazine
  - Small business and startup operations
  - NGOs - socially-focused charitable organizations
  
- Sydney, Australia
  - 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
  - Indigenous Education and Equity

## **Placement Process**

Applicants are required to submit a resume, a transcript and a Virtual Internship Placement Questionnaire (see guidance in section below) indicating the kinds of organizations and projects they are open to pursuing, the country of selection, as well as indicating relevant experiences and/or applicable skills.

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

After your enrollment in the program is confirmed, Internship placement staff will 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.

It is possible that 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. You have the option to schedule a practice interview with a member of staff to feel as prepared as possible for the placement interview if one is required.

### **Virtual Internship Placement Questionnaire**

Once you have reviewed the fields in this guide, you will be ready to complete the Internship Placement Questionnaire. This will provide the internship placement staff in your country of election with an indication of your interests and serve as a starting point for the placement search. Students should be aware that a member of the internship placement team may contact them if further flexibility on fields of interest is required.

In the Internship Placement Questionnaire, applicants are asked to indicate their virtual internship goals, their future career goals, and their previous experiences. In addition to that, students will have to list the skills they want to improve and industries where they would like to gain more experience.