



VIRTUAL INTERNSHIPS

In partnership with



CRCC Asia



What is a Virtual International Internship?

Call it what you will: Remote Internship, Virtual Internship, Online Internship, Tele-working, Telecommuting, it all means the same thing: you will be completing your internship without a commute and directly from your own laptop.

- Gain global work experience while completing an internship from **the comfort of your own home**
- **You will be fully supervised and supported** as you gain industry knowledge within your chosen career field
- When completing a remote internship **many aspects of a traditional in-person internship still exist** including, meetings with your supervisor or teammates, completing a mix of individual and group projects, and learning about the overall company culture and industry it works in.
- Unlike a traditional internship there may be **more flexibility in the hours you work, project timelines, and how you connect with your team.**

Why Complete a

Virtual Internship



Gain a

Global Network

Engage with peers and professional networks in a dynamic international context building a pathway for a future international career all from the comfort of your home





Stand Out to Employers

Remote working requires high-levels of time management and self-discipline. Completing an internship online will allow you to hone these skills for when you're ready to enter full-time employment.

Improve your Resume/CV

Virtual International internships not only allow you to add new professional skills to your resume, but also lets you add project based work experience in your chosen field of study to further enhance your resume/CV.





Increase Cross-Cultural Understanding

Virtual Internships give you the opportunity to engage in a new culture with companies across the globe. You can further language skills as you practice with your supervisor and peers.

Gain Remote Working Skills

Over 70% of today's workforce works at least 1 day a week remotely. Completing an online internship will give you direct experience and increase your skills in written communication and problem-solving as well as mastering software and platforms relevant to your career field.



A person in a white shirt is sitting at a desk, working on a laptop. They are holding a pen over the keyboard and a smartphone in their other hand. On the desk, there is a small globe, a spiral notebook, and some papers. The background is a bright window with greenery outside.

Introducing the

Virtual Internship Program



WORKHARD
ANYWHERE

IMAGE BY ALEX RODRIGUEZ

Why Choose Virtual Internships

Guaranteed Internship Placement

In a time when there are many uncertainties knowing that you will definitely have an opportunity for professional development and building work experience.

Vetted Host Companies

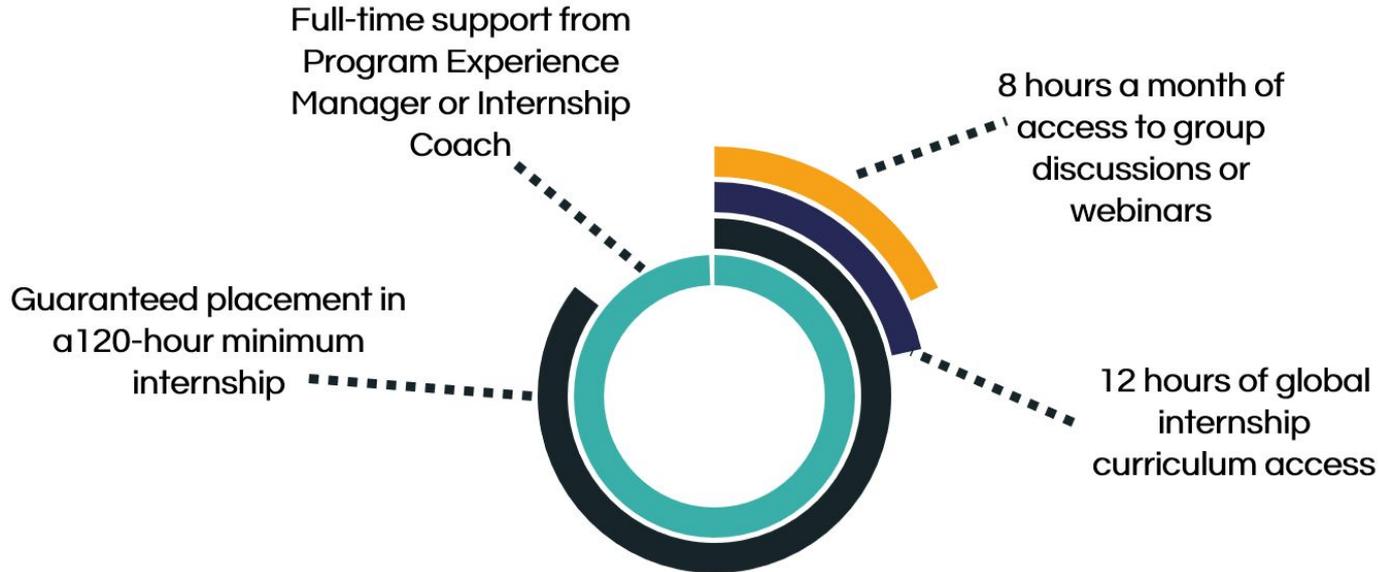
All companies working with Virtual Internships have been vetted in meeting quality standards as well as supported in understanding on how to support interns remotely.

360° Support

All students have an assigned Program Experience Manager to walk them through the experience, access to our online curriculum, weekly events and two internship coaching calls so you get the most from this experience.

Birmingham Virtual Internships Program Inclusions

Birmingham students wanting to gain work experience via this virtual internship programme will complete an internship from the comfort of their own home, dedicating around 20 hours per week for 2 months. Successful applicants are guaranteed an online internship placement in one of their chosen career fields, and the placement could be with a company based anywhere in the world.





The Virtual Experience Process

All students completing our Virtual Internship program will go through 4 main processes.

1

The Admissions Process

2

The Placement Process

3

Completing your Internships

4

Receiving Feedback & Planning Ahead

Program Timeline*

*Some elements are subject to change, but the application deadline is Sunday 17th May 2020

8 weeks Prior

All interested applicants should complete their application form and Virtual Video Application by Sunday 17th May 2020.

6 weeks Prior

Introductory call or initial group hangout with your Program Experience Manager.

1-5 weeks Prior

The placement process will begin with confirmed applicants receiving request for interviews thereafter

1 Week Prior

All host company placements are confirmed at least 1 week prior to start date

Program Start Date

Your internship will begin on Monday July 6th 2020

1 Week After

Your assigned Program Experience Manager (PEM) will check-in with you to collect a timesheet and address any concerns

2 weeks After

All interns are invited to fortnightly webinars to help keep them engaged in a community

Mid-Point

Your assigned Internship Coach will schedule a 30-minute check-in call at the mid-point to review your past work and develop a plan for a successful second half of the internship

End of Program

At the conclusion of the internship you will have a coaching call with your assigned Internship Coach to unpack the supervisor evaluation and plan for the future

The Application Process

1



Submit an Application

2



Record your Video App

3



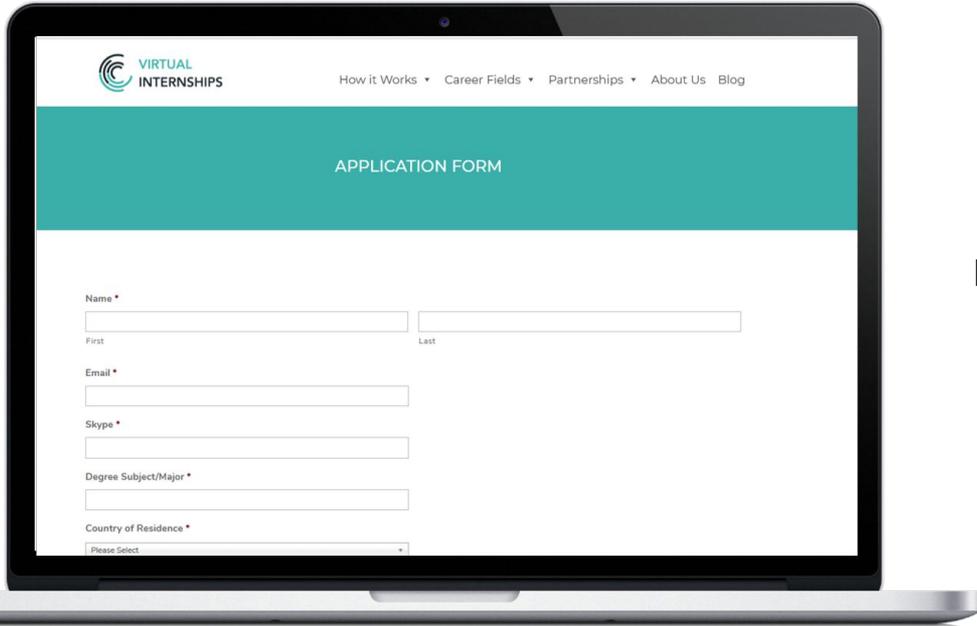
Await Your Official Offer

There are 2 parts to the application process: an online application form and a Video Application. **Both must be completed by Sunday May 17th 2020.**

1

Initial Application Form

Submit an Application



The screenshot shows a laptop displaying the 'APPLICATION FORM' page of the Virtual Internships website. The page features a teal header with the logo and navigation links. The form fields are as follows:

- Name ***: Two input fields for 'First' and 'Last' names.
- Email ***: One input field.
- Skype ***: One input field.
- Degree Subject/Major ***: One input field.
- Country of Residence ***: A dropdown menu with 'Please Select' as the current selection.

All applications begin with a basic form found [here](#).

Key Application Details:

1. Your Contact Details
2. Placement Preferences
3. Resume / CV Uploaded

2

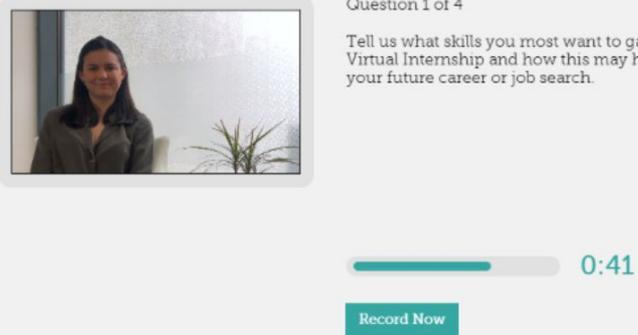
Record your Virtual Video Application



Record your Video App

Help

Real Recording



Question 1 of 4

Tell us what skills you most want to gain from a Virtual Internship and how this may help with your future career or job search.

Record Now

× Completing your recorded responses will take 10-15 minutes and all video footage may also be shown to prospective host companies during the matching process.

Virtual Video Application example Questions:

1. Tell us what skills you most want to gain from a Virtual Internship and how this may help with your future career or job search.
2. Please give us an example of a time when you have successfully juggled multiple commitments?
3. What online skills you have gained previously and provide examples of how you've used them.
4. Why you? What sets you apart from other candidates?
Note: We may share this video with potential host companies.

Await Your Official Offer

3



Await Your Official Offer

All completed Virtual Video Applications will be reviewed by our team.

All applications are reviewed against a set rubric and scored out of 5 points for each question.

All applicants will receive an update by May 22nd 2020 .

If successful, we'll confirm your program details via email. You'll then be able to schedule a call with your assigned **Program Experience Manager**.

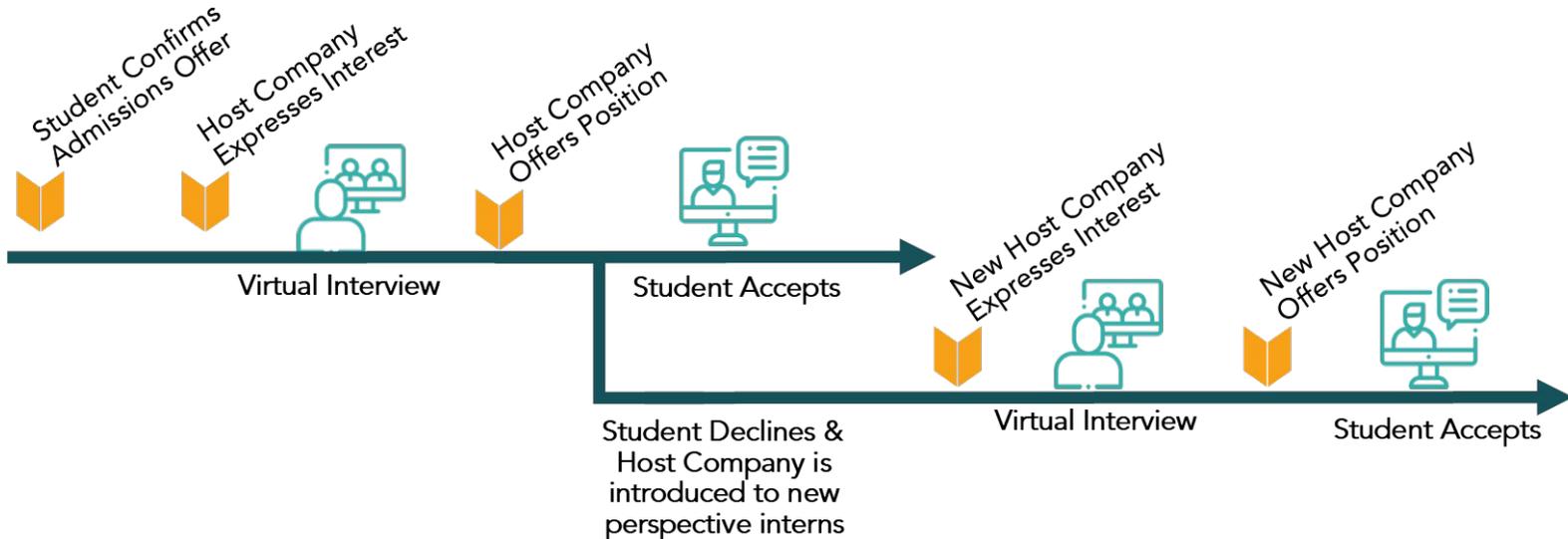
The Linear

Placement Process



The Linear Placement Process

The placement process we follow is a linear placement meaning that all students are only introduced to one company at a time, and should they decide to decline the offer, that host company will be off the table. At no point will a student be able to see 2 or more placement opportunities at one time, but will always be looking at each opportunity linearly.



The Internship

Experience



The Linear Placement Process

1

Receive an Interview Request

Your Program Experience Manager will reach out to schedule an interview with your host company. Your potential host company will have already seen your resume/CV and potentially 1 or more of your recorded video answers.

2

Complete the Interview

Your interview will occur over the selected platform of your Host Company which can include Zoom, Skype, WeChat, Phone or more. During the interview it will be important to articulate your motivation for the experience, understanding of the challenges of remote work, and the skills you bring to tackle these challenges as well as the proposed project.

3

Review the Opportunity

After completing the interview should the host company want to officially offer you a placement this should happen within one week. If you would like to confirm then you will receive your official placement plan, if you have any reservations please reach out to your Program Experience Manager with specific skills that you would not receive in the experience.



Program Support

To build a strong community between all interns and to reduce any feelings of isolation, Virtual Internships has created multiple touchpoints to facilitate networking between fellow remote interns and staff:

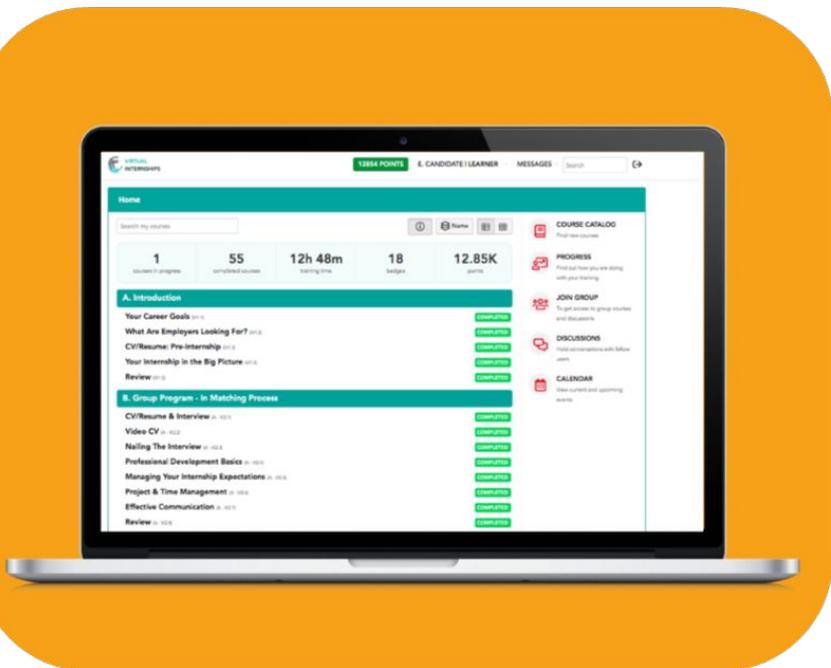
- **Dedicated Program Experience Manager** - book in a time (once a week) to speak with them
- **Assigned Internship Coach** - they'll help at key points with your career goals
- **Weekly Group Discussions** - get to know your Virtual Internship colleagues
- **Fortnightly Business Webinars**- engage with key speakers of topics of interest
- **Access to CareerBridge** - our online curriculum focussed on internships



CareerBridge, Our Global Internship Curriculum

CareerBridge is a professional development hub used to deliver Virtual Internships International Internship Curriculum.

It's designed to enhance your overall program by targeting personal and professional growth within the NACE career readiness competencies.



Online Curriculum

10-12 hours of curriculum completed entirely online with a flexible schedule for completion.



Holistic Support

Wrap around curriculum that follows your progression from the admissions stage, your internship, to the end of your program and beyond.



Increased Skills

12 courses aligned with our 5 key learning objectives and the NACE career readiness competencies.

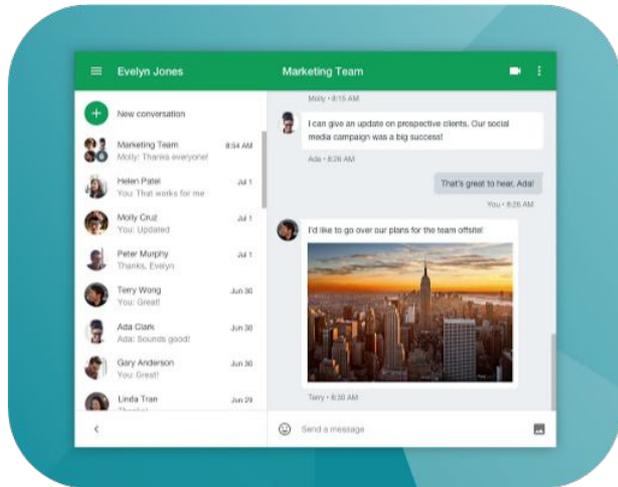
Additional Supports

Weekly Group Discussions

All students will be able to join a weekly google hangout discussion where the moderator will guide group discussions as well as open the floor to any inquiries or concerns.

Business Webinars

Webinar topics can include: Bringing Initiative into the Workplace, Creating smart goals, Starting a Global Career, or a Keynote speaker series with global experts around the world.





Unpacking the

Experience

Internship Coaching

Professional Development Guidance

Upon beginning your international internship, you'll be assigned an Internship Coach.

- **The Midpoint Check-In** is a formal conversation that will review your midpoint self-assessment taken in CareerBridge, as well as asking some guiding questions about your internship and steps you could take to make the second half a success.
- **The Final Coaching Call** is a longer conversation designed to look at your experience with this internship to highlight skills gained, professional pathways, and best practices for future career management. At the end of the call you will walk away with a *Global Career Management Plan*, noting key steps to take immediately and in the future in order to leverage this experience for future success.

Internship Coaching Calls

While some questions will directly reference the supervisor evaluation, a your CareerBridge inputs and more, others will look at skills and attitude, for example:

1. On a scale of 1 -10 where 10 stands for completely confident in your career development, and 1 stands for the opposite, not at all confident, what number would you say you are right now?
2. Followup: "What does a 6 (or number they say) look like to you?"
3. Followup: What would it take to move you from a 6 to a 7? (or a 6 to an 8-10).



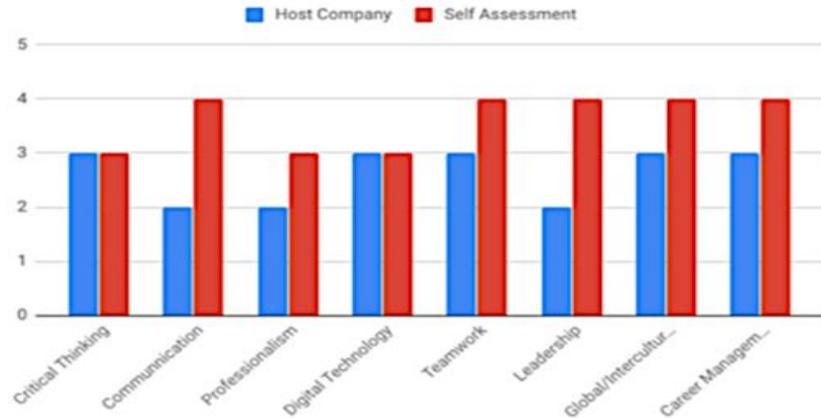
End of Program Report



All students will receive an end of program report that will unpack your experience and next steps.

The Program Report will include:

- Supervisor Evaluation
- CareerBridge Completion Report
- Student Assessment
- Global Career Management Plan





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[CLICK HERE TO APPLY NOW](#)

Deadline: Sunday, 17th May 2020