

# Insights on International Internship Procurement for students of Business

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The Citibank logo, featuring the word "citibank" in blue lowercase letters with a red arc above the "i".



## Opportunities abroad:

- With for profit & non profit
- With multinational & local company



**L'ORÉAL**  
PARIS



# For profit companies host internships!



Graduate programs

London, UK

source: [www.baml.com/campusemea](http://www.baml.com/campusemea)



## Non profits host internships

Students can apply business skills  
and develop in country network!

## Non – Profit ... Government

**The U.S. Commercial Service**, International Trade Administration, of the U.S. Department of Commerce (DOC) is a corps of American and foreign employees dedicated to helping American companies expand sales in overseas markets.

**The Overseas Work-Study Internship Program** is developed in accordance with the authority of Section 301 of the Civil Service Reform Act of 1978 (5 U.S.C. §3111), Chapter 7 of the Federal Personnel Manual, and Department of Commerce specific guidelines on voluntary and uncompensated service implemented in DAO 202-311. The purpose of the program is to provide college or university juniors, seniors, and graduate students of Economics, Business Administration and related fields with "hands-on" experience working in the Commercial Section of a U.S. Embassy. The **program is uncompensated** and designed to encourage students to consider careers in the commercial field. Internships in the Work-Study Program are considered to be adjunct to an applicant's education. Students must be currently enrolled and taking at least one-half of a full-time academic workload. They must also plan to continue their education immediately upon termination of their internship.

**Interns typically serve for one semester or quarter during their academic year**, or for a minimum of 10 weeks during the summer, U.S. citizenship and good academic standing are required, along with the successful **completion of a security assurance check**.

Source: <http://trade.gov/cs/employment.asp>

Non – profit:



Visiting Fellows Program (NEW!)

We are pleased to announce that in 2010 CARE USA will host a Visiting Fellows Program offering a small number of graduate students and practitioners with support from outside sources the opportunity to work with projects and conduct research in various CARE Country Offices. The fellowship assignments developed by host offices may include working for program areas such as Signature Programs (Access Africa, Mothers Matter, Power Within), Core Programs (Agriculture, Education, Economic Development, Emergency Response, Health, HIV/AIDS, and Water and Sanitation), Advocacy and External Relations, Program Support (HR, IT, Procurement) and other program areas critical to CARE. Fellowships also address organizational needs such as leading organizational development processes or global initiatives such as partnership or change management strategies. We welcome and encourage highly accomplished graduate students who are supported by an academic institution, foundation, corporation, or other agency to apply for our CARE Visiting Fellowships. Visiting Fellowship assignments generally range in duration from a period of three months to nine months.

Source: <http://tbe.taleo.net/NA5/ats/careers/jobSearch.jsp?org=CAREUSA&cws=8>



# Objective of internship?

Undergraduate

Graduate

Linguistic

# The Process of internship

- Preparation & Research
- Confirmation, Execution and Evaluation



# Preparation

- Prepare your student!
  - He or she must prepare a resume
    - The resume should state the objective
      - Hint: avoid “ I want an internship”
        - » “Contribute to type of project” more effective....
  - The candidate must prepare a cover letter
    - The letter should request to be contacted
      - Hint: do not encourage “ to whom it may concern”
      - Hint: avoid letter in language not mastered...
        - » State when available for assignment
        - » Provide e-mail and request to be contacted

# Effective cover letter

- Say something nice about entity
- Specify time frame available for assignment
- Provide some qualification background
  - Language skills
  - Material covered in school
- Request reply via e-mail indicating:
  - Day, Time, and phone number for conversation
  - Who is best person to contact and their details
- Request a positive reply
  - Hint: Avoid “ I look forward to hearing from you...”

# Interview

- Prepare your candidate to interview!
  - By phone
    - Ask the interviewer questions
      - What kind of assistance could he or she use
      - Will the time period work
      - Are there specific steps in the selection process
      - Request decision in writing within time frame
  - By skype
    - Dress appropriately

## Confirmation

- “Talk is cheap”, get it in writing!
- What needs to be confirmed?
  - Start and finish dates
  - Location
  - Resources
    - Supervision
    - Tools (access to information technology/phone)
  - Task(s)
  - Method or basis for evaluation

# Evaluation



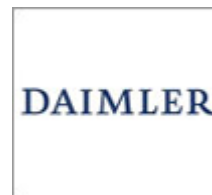
## *Visiting an intern in Mexico City...*

University of South Carolina graduate student of law and International Master of Business Administration with specialty of Spanish language

# Some International Examples

- Germany
- France
- Mexico

# Germany: internship = Praktikum



**SIEMENS**

Important considerations:

Visa  
Labor Law

**Resource:**

<http://www.cdsintl.org/internshipsabroad/germany.php>

# France: Internship = stage



Important consideration: “Convention de Stage”

<http://www.directetudiant.com/>

<http://www.kapstages.com/>



# Mexico: Internship = Practica Profesional



**BANCOMEXT**  
Banco Nacional  
de Comercio Exterior, S.N.C.



Important considerations:

Visa  
Labor Law  
Labor Unions

Resources:

<http://www.universiaempleo.com/>

[http://www.amipp.org/IAESTE\\_para\\_estudiantes.html](http://www.amipp.org/IAESTE_para_estudiantes.html)



## Some words of caution

- Risk
- Law

# Risk

- Insurance
  - Health
  - Liability
- Political situation
  - Stability ( think Egypt, Tunisia, Venezuela)
- Geography
  - Natural disasters ( Japan, Chile, Australia)

# Law

- Compliance
  - Immigration
    - Appropriate visa
  - Labor
  - Housing

## Some resources

- Brazil:
  - [www.nube.com.br](http://www.nube.com.br)
- China:
  - <http://www.abroadchina.net/>
- Europe:
  - [www.entrypark.com](http://www.entrypark.com)
- Peru:
  - [www.nexosvoluntarios.org](http://www.nexosvoluntarios.org)
- USA:
  - <http://www.facebook.com/internships.com>



Your questions!

Thank you

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