



VIRTUAL INTERNSHIPS

In partnership with



CRCC Asia

Program Overview

For CCIS Members



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 from within your chosen career field
- When completing a remote internship **many of the same 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 exist much **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 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.





Explore your future

Virtual Internships give you the opportunity to learn more about career pathways and opportunities better preparing you to select your post-secondary pathway

A person is working at a desk in a bright, sunlit room. They are wearing a white shirt and are focused on their work. In front of them is a silver laptop with a black keyboard. Their right hand is holding a black pen, poised to write on a small, spiral-bound notebook that sits on the laptop. Their left hand is holding a silver smartphone. To the left of the laptop, a portion of a brown woven hat is visible. In the background, a small globe on a stand is positioned near a window that looks out onto a lush green landscape. The overall atmosphere is professional and productive.

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.



Overcoming Barriers

In creating the Virtual International Internship Program we identified common issues that arise in traditional internships and remote work to include:



Lack of direct engagement from supervisor along with active workload



Ensuring there is a sense of community and network amongst interns

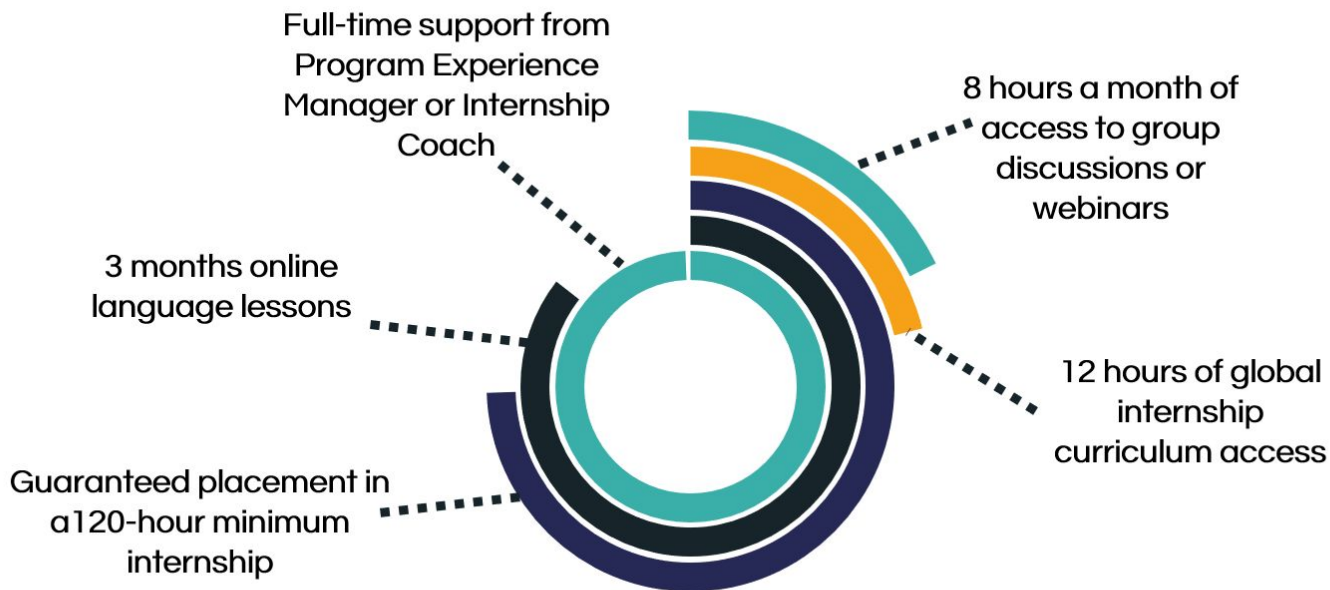


Delivering adequate academic support to unpack challenges and success to improve employability

Virtual Internships

Our program was designed to build full support around the internship and require weekly touchpoints with the employer and intern to ensure everyone was fully engaged and benefiting from the virtual internship.

Students wanting to gain global work experience can complete an internship from the comfort of their own home, working 20-30 hours per week for 1-3 months. All students are guaranteed an online internship placement in one of their career fields, and students can focus on one country or multiple countries for placement options.





The Virtual Experience Process

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

1

The Admissions Process

2

The Placement Process

3

Completing your Internships

4

Receiving Feedback & Planning Ahead

Program Timeline

8 weeks Prior

All interested applicants can complete their initial form application and submit resumes/CV

6 weeks Prior

Applicants must have completed the Virtual Video Application and confirmed participation

1-5 weeks Prior

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

1 Week Prior

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

Program Start Date

All internships begin on a Monday with fortnightly start dates beginning May 25th, 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 Admissions Process

1



Choose Your Focus

2



Submit an Application

3



Record your Video App

4



Await Your Official Offer

5



Confirm your Acceptance



Choose Your Focus

Choose a Focus

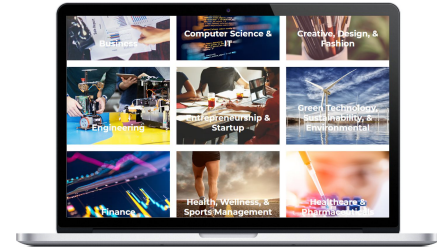
TRACK ONE: INTERNATIONAL FOCUS



By selecting the **International Focus Track**, we guarantee you a internship in the country of choice, allowing interns to select from **China, Japan, South Korea, Vietnam, India, or The United Kingdom**.

This option is perfect for anyone focused on building networks and experience in a specific country.

TRACK TWO: CAREER FIELD FOCUS



By selecting the **Career Field Focus Track**, we guarantee a internship in the career field of choice, allowing interns to select from **over 18 different identified Career Fields**.

This option is perfect for anyone wanting global experiences throughout the world, but has a focused career goal.



Initial Application Form

All applications begin with
a basic form found at
www.virtualinternships.com

Key Application Details:

1. Contact Details
2. Program Start Date
3. Placement Focus (explained below)
4. Placement Preferences based on Placement Focus choice
5. Requested Program Duration and Weekly Hours worked
6. Resume / CV Uploaded

VIRTUAL INTERNSHIPS How it Works ▾ Career Fields ▾ Partnerships ▾ About Us Blog

APPLICATION FORM

Name *

First Last

Email *

Skype *

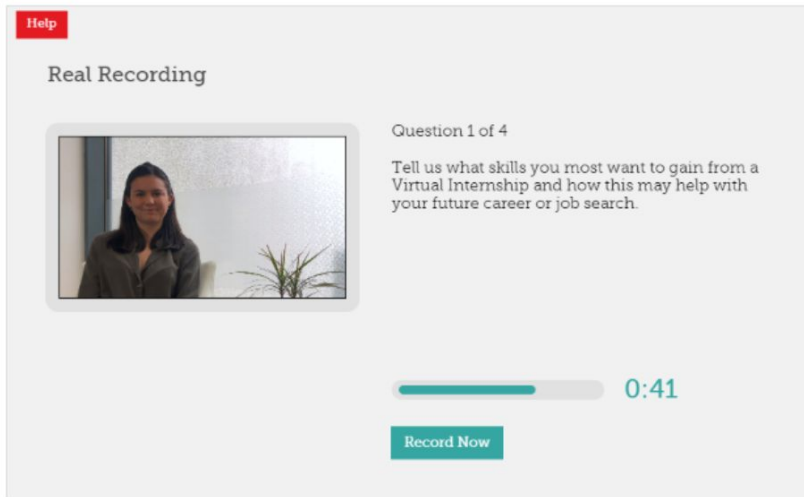
Degree Subject/Major *

Country of Residence *

Please Select ▾



Record your Virtual Video Application



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

Virtual Video Application Questions:

1. Why is the student interested in completing a virtual internship?
2. Why has the student chosen their specific focus, either Career Field or International?
3. What challenges does the student expect to encounter and overcome during a virtual internship?
4. How has the intern successfully worked in a team before?
5. What skills and experiences does the intern bring to the table and how will they apply them to their internships?

Await Your Official Offer

4



Await Your Official Offer

All completed Virtual Video Applications will be reviewed within two business days after being submitted.

All applications are reviewed against a set rubric and scored out of 5 points for each question. All successful applicants will receive an official offer letter via email.

The official offer letter will confirm program details and should the you have any additional questions allow you to schedule a call with your assigned **Program Experience Manager.**

Confirm Your Offer Acceptance



Confirm your Acceptance

Any student will need to confirm their acceptance of the official offer no later than 6 weeks prior to the start date.

Acceptance is confirmed once you have paid your acceptance fee of 50% of the full program fee with the final payment of the remaining 50% only being owed once you have committed to a host company placement.

Program Fee is \$1595 USD

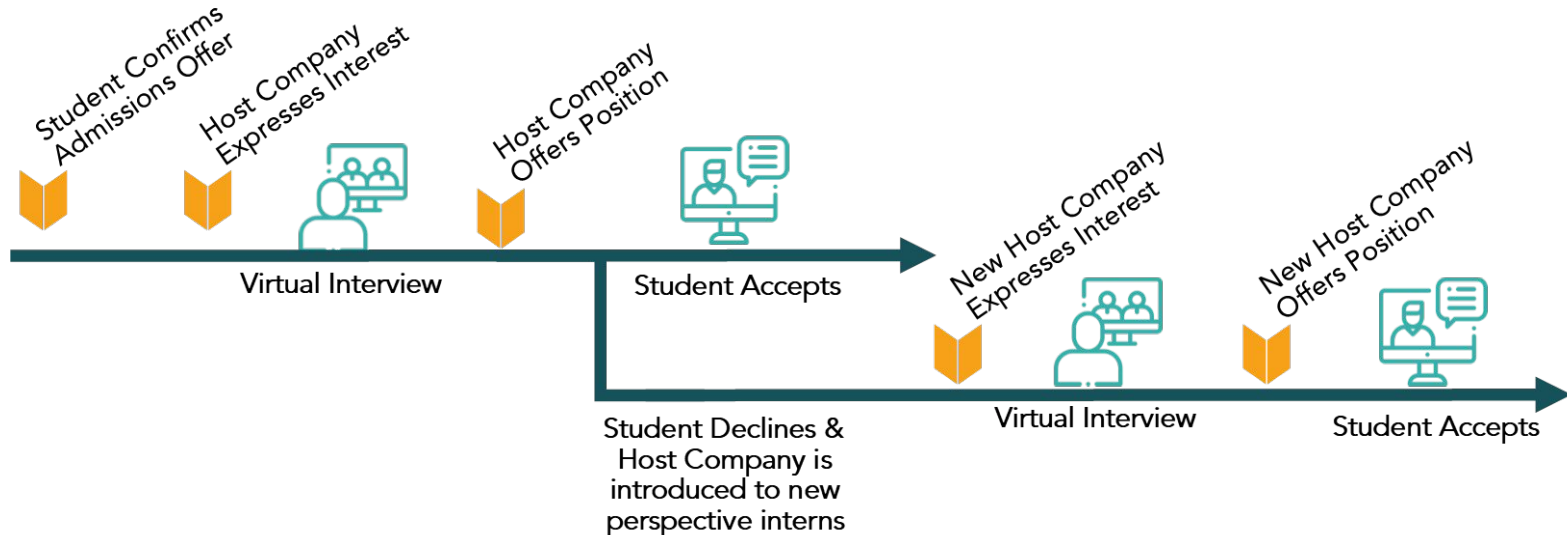
The Linear

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 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.



The Internship

Experience



Program Support

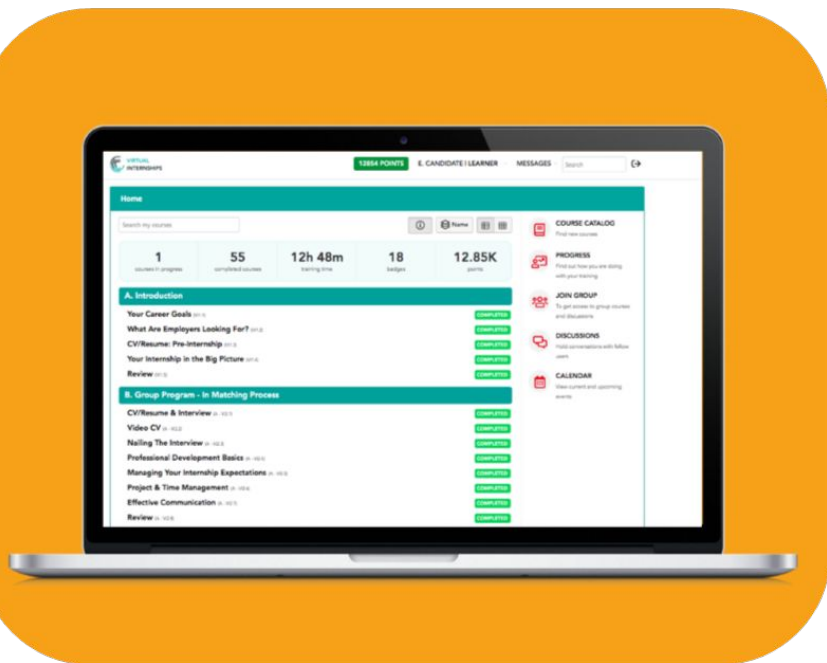
Completing a remote internship presents a risk of feeling isolated or disconnected, and therefore Virtual Internships has created multiple touchpoints to connect fellow remote interns and build a community.



- **Dedicated Program Experience Manager**
- **Assigned Internship Coach**
- **Weekly Group Discussions**
- **Fortnightly Business Webinars**
- **Access to CareerBridge, our online curriculum**
- **3 months premium Rosetta Stone access studying the language of your choice**

CareerBridge, Our Global Internship Curriculum

CareerBridge is a professional development hub used to deliver Virtual Internships International Internship Curriculum and enhance a participant's overall internship 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 a curriculum that follows the participant's progression from the admissions stage, through their internship program, to their return home, and beyond.



Increased Skills

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

Additional Supports

Weekly Group Discussions

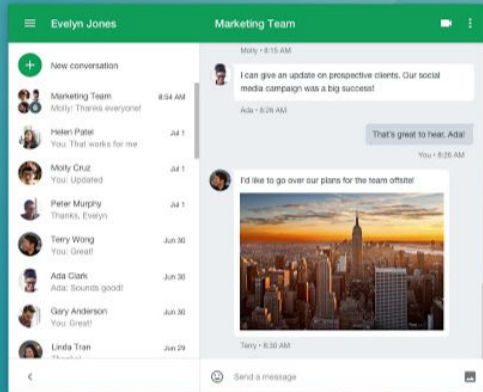
All students will be able to join a weekly google hangout discussion where the moderator will guide group discussions as well as open the floor to any inquiries or concerns.

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.

Online Language Lessons

To help bridge cross-cultural exploration at a distance all students will be given 3 months access to Rosetta Stone's online language lessons to complete prior to, during or after your internship.





Unpacking the

Experience

Internship Coaching



Professional Development Guidance

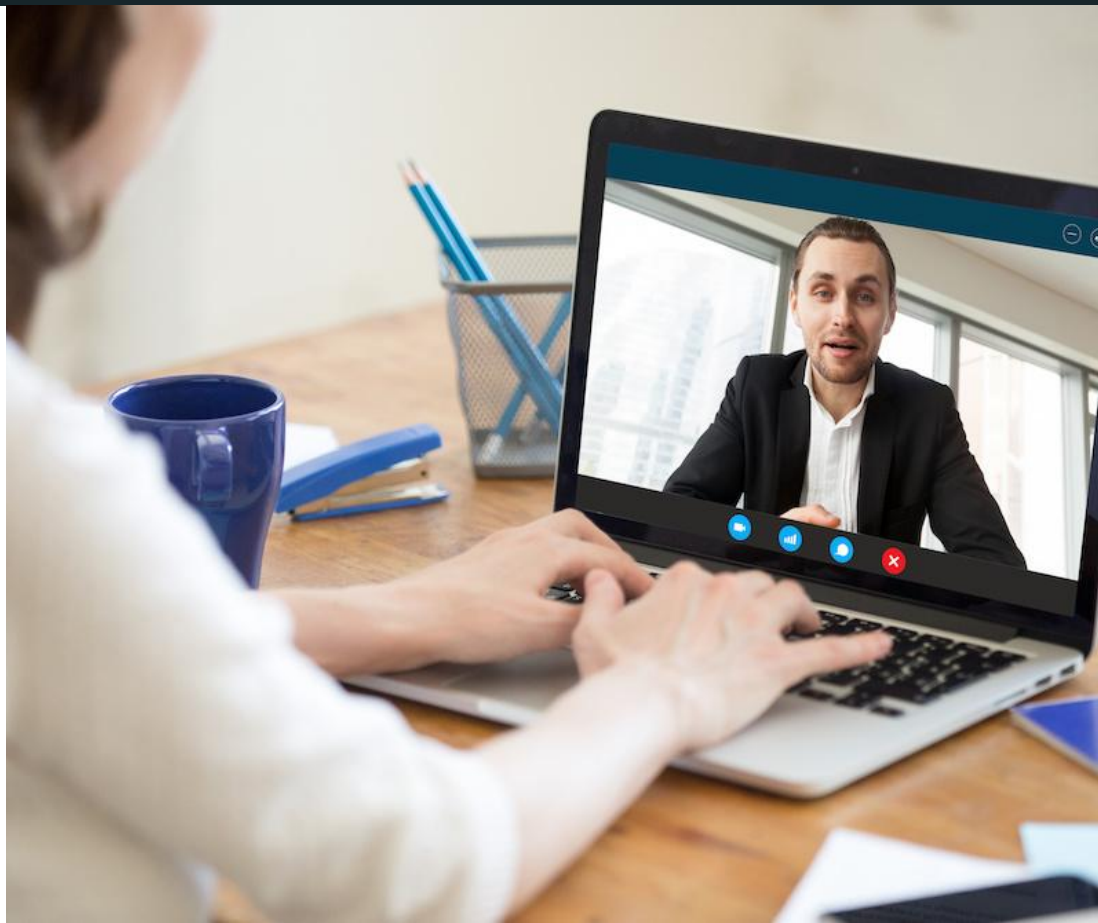
Upon beginning their international internship, a student will be assigned an Internship Coach.

- **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 their internship and steps to 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 student's 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).



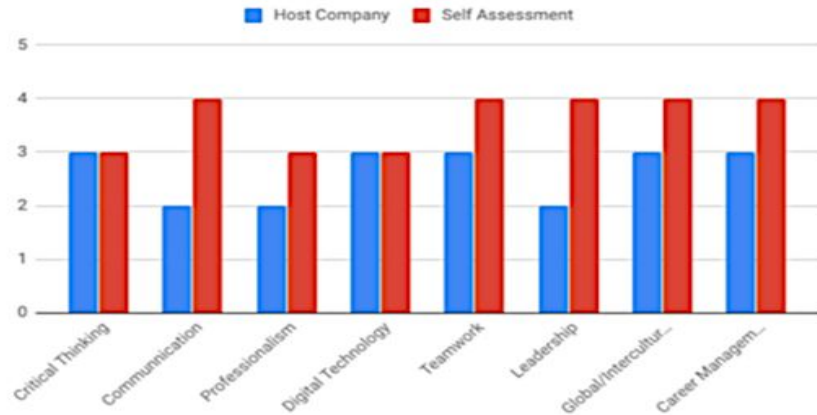
End of Program Report



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

The Program Report will include:

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



Placement Case Study

Lizzie Argirou (Birmingham University, UK)

Career Field: **Marketing** | Location: **United Kingdom**

Lizzie was placed with Xarista Ltd, a tech company able to tailor consumer access to certain websites. Lizzie worked on their first product, the Vegan Filter, assisting with industry specific press releases, content creation and researching relevant awards which all helped in getting the product used by a major supermarket.



Placement Case Study



Gideon Caturla (Queensland University of
Technology, Australia)

Career Field: **Legal** | Location: **California,**
USA

Gideon was placed with Partners Law Group in California and worked on projects centered around forming partnerships and strategic alliances, alongside additional projects on patent and trademark docket strategy.

Placement Case Study

Sahar Shabani (Queen Mary University, UK)

Career Field: **Non-Profit** | Location: **Thailand**

Sahar was placed in a charity operating in the UK and in Thailand called the Karen Hilltribes Trust – helping Karen hilltribe people from the poorest province in Thailand. Sahar was tasked with creating and planning a new fundraising outreach plan for a recently started arm of the charity focusing on child education.



"I learnt how to prioritise my time and effort, and how to make the most out of contact time with my manager. These are skills I have used time and again through my subsequent career as a consultant."

CHRIS PERCY, STRATEGY CONSULTANT, Former Virtual Intern

"After having a new baby, the flexibility of my virtual internship allowed me to gain valuable experience whilst having another job as well."

ELSON TEIXEIRA, NOVEMBER 2018, BIRMINGHAM UNIVERSITY

"My virtual interning has allowed me to take advantage of opportunities in places I could never visit and meet people that will help me achieve my goals in life."

JULIA WAINWRIGHT, JUNE 2018, DENISON UNIVERSITY



18 Internship Career Fields



Business



Entrepreneurship
& Startup



Hospitality,
Tourism, & Events



Marketing



Computer
Science & IT



Finance



International Dev,
NGOs, Charities



Media, Comms,
& Publishing



Creative, Design,
& Fashion



Green Tech,
Sustainability, &
Environment



Legal



Real Estate



Engineering



Healthcare &
Pharmaceuticals



Logistics &
Supply Chain



Urban Planning
& Architecture



Health, Wellness,
& Sports Mgmt



Recruitment
& HR



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Apply at www.ccisabroad.org

Reach out to Violeta Rivera at Broward College for more
information: vrivera@broward.edu

