



## **IIP Host Organization Application**

*Thank you for your interest in working with the International Internship Program (IIP) at Princeton. We look forward to creating meaningful experiences for our interns together.*

*Please use this document to help prepare your application. Questions about this document and the application should be directed to [iip@princeton.edu](mailto:iip@princeton.edu).*

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# IIP Terminology

*Definitions for IIP specific language that appears in the application have been provided below.*

- Direct Employer
  - An employer who hires a student in an internship position within their organization. This employer may or may not provide or assist students with accommodations in the country.
- Host Organization
  - The organization where the intern will be employed for the duration of their internship.
- Provider/Third Party Provider
  - A company that places students in internship positions at organizations that are not their own. This company provides 24/7 support to interns, performs virtual pre-departure and in-country orientations, organizes cultural immersion and professional development activities. In most cases the Provider also arranges (or assists) with accommodation as requested by the University.
- Hybrid (Internship Format)
  - A type of internship format where interns are in-country but may spend at least two (2) days per week working virtually from outside the office/designated work space.
- Accommodations
  - Any reasonable modification or adjustment to an interview, internship position, work environment, housing, meals, or means of transportation that will satisfy the needs of the intern so they may adequately perform and participate fully while engaging in all aspects of their IIP. If Direct Employers/Providers cannot make accommodations as requested by IIP or the intern, it is their responsibility to communicate that to IIP immediately.
- Equal Opportunity Employer
  - An employer that pledges to not discriminate against employees based on race, color, religion, sex, national origin, age, disability or genetic information. IIP holds all employers we collaborate with to our [Equal Opportunity Policy](#). Any discrimination or harassment against an intern by an employer will result in the termination of the internship and other penalties outlined in the Agreements.
- Agreements

- Contractual agreements created and distributed by IIP on behalf of Princeton University that are negotiated and signed by the Direct Employer/Provider, IIP, and relevant departments at Princeton University. These include such documents as the Services Agreement and Statement of Work.

## Application Check-list:

*To prepare for the application, please collect the following materials in advance.*

## Contact Information

Throughout the year, the IIP Team will collaborate and communicate with several staff members from the organization depending on the administrative needs of the different stages during the internship cycle. We ask that you provide the contact information for staff members who work in the following roles:

- Primary Contact or Administrative Liaison
  - The team member who will be the primary contact for the IIP office in regards to program expectations, and all logistics for administering the internships on behalf of the student(s).
  - The primary contact will receive relevant newsletters and other communication that contains important information about IIP timeline and upcoming tasks for the organization; questions about the host organization application; and questions regarding internship placements or accommodations.
- Student Experience/Engagement Manager
  - The team member at the organization who will coordinate with interns before they begin their internship and for the duration of the program.
  - This team member will also be responsible for coordinating interviews for the students, discuss placement questions, offer visa guidance and share additional resources about accommodation and other in-country logistics.
- Application Reviewer
  - The team member IIP office will send intern application materials to, and the person who will communicate to IIP the organization's final decision regarding intern placements (or hiring decisions).
- Finance, Contracts, and Business Operations Contact
  - The team member at the organization who will receive, review, and sign the Agreements/contracts. Additionally, we kindly request that you provide the name

of the team member who can provide financial information for the organization or who oversees invoicing processes.

- You can list the primary contact for this area and have that person pass things like contracts or purchase order information to other responsible parties.
- Intern Supervisor
  - The person who will be the direct manager of the intern(s) and will supervise the intern on assigned projects.
  - This team member must take part in the interview process for the intern and be connected with the intern before they arrive in the host country.
  - The internship supervisor must ensure that they have determined the student's academic and technical skills in advance of their arrival in the host country.
  - During the initial week, the supervisor must set clear expectations and deadline(s) for projects assigned.
  - The internship supervisor is required to have the flexibility and availability to meet with the intern on a weekly-basis to provide the necessary guidance on all aspects of their internship. If the primary supervisor is not available, they must coordinate with another team member who is able to support the intern.

IIP asks that you share the full name, title, phone number (with international country code), and email address for these positions.

## Host Organization Information

Information you'll need to collect about the employer from the organization hosting the internship.

- Organization name
- Website
- Street Address
- Staff Contact Information
  - See "Contact Information" section above
- The organization's accommodation policy
  - See "Terminology" section above
- The primary industry that aligns with the mission or purpose of the organization
  - We've included a drop down list in the application for you to choose from
- A short description of the organization to be published for interns to see on IIP's website
  - See "Response Samples" section below

- Please be aware we may make slight edits to align the descriptions to align with IIP's mission and goals
- Confirmation whether the organization needs Princeton and/or the intern to sign contractual agreements before the start of the internship
- Information on any visa or work permit requirements the intern will need before beginning the internship
- Confirmation whether the intern will need to purchase work permits or receive special permissions from governing bodies to perform job responsibilities
  - If so, will the organization provide guidance or contribute financially

## Internship Logistics Information

Information about the intern experience directly from the organization hosting the internship.

- The format the organization will use for interviewing the intern(s): Zoom/Google Meet/Other systems; Phone Interview.
- Information regarding the type of visa or work permit the interns will need and the type of supporting documents and/or guidance is available to obtain these documents.
- Description of any virtual and/or in-country orientations:
  - Direct Employers are required to schedule a call or communicate via e-mail about internship expectations.
  - Providers must host a virtual pre-departure orientation and a formal in-country orientation upon the students' arrival in their host country.
  - Any pre- and post departure materials that are sent to IIP interns should be shared with IIP in advance via email at [iip@princeton.edu](mailto:iip@princeton.edu)
- Descriptions of housing and transportation arrangements or recommendations:
  - Examples: neighborhood safety information, lodging descriptions, recommendations for the safest transportation in the city, auto insurance information if the organization arranges this for interns, etc.
- Estimates for an intern's daily expenses in the host city/country:
  - Expenses such as meals, transportation, housing, etc.
- A list of services or resources the organization will provide to interns outside of the internship placement and supervision.
  - Examples: phone/sim cards, software/hardware, transport to and from the airport, public transportation cards or credits, any meals, stipends/scholarships paid to the intern directly from the organization, airline tickets, guidance on choosing housing in-country, etc.

## Internship Position Information

Information about the internship position from the organization hosting the internship.

All internships must be for 8 consecutive weeks , and IIP interns must have meaningful work to fulfill full-time employment, 30-40 hours per week. The internship must align with the student's academic interest or personal goals while supporting in the organization's mission. In-country interns must be in the office/designated work space for a minimum of 3 days per week to constitute an in-country internship.

- Internship position title
- Department of internship
- Internship format
  - In-country, Remote, or Hybrid
    - See “Terminology” section above
- Location/address of internship
- The preferred class year (this generally determines a student's academic progress, or previous work experience)
- List of required software/hardware/supplies interns must purchase or bring to the internship and confirmation whether the organization will contribute financially to cover these if the student is unable to bring them
- Number of interns desired for each position
- Language requirements and expectations for interview and internship
- Supervisor contact information
  - See “Contact Information” section above
- Description of internship responsibilities and the skills necessary to fulfill the role
  - See “Response Samples” section below
- The dates interns expected to arrive and depart from host country
- The dates for the first and last days of work for the intern

## Response Samples

*The following samples should be used as a reference when creating and formatting the responses in the application.*

## Organization Description

Description of the organization hosting the internship that will be published to the IIP website for interns to view.

- Include the organization’s mission, history and the sector it serves to give interns an idea of the role it plays and the impact it has on the industry/sector.
- Should be at least 100 words
- Sample 1

“Osa Conservation is a non-profit that works to conserve the globally significant terrestrial and marine biological diversity of the Osa Peninsula of Costa Rica by implementing ecosystem stewardship, enhancing scientific understanding, providing education and training, and creating sustainable economic opportunities. To protect the unparalleled biodiversity of this region, Osa Conservation works from the seafloor of the Pacific Ocean to the peaks of the Talamanca Mountain range, alongside community members, volunteers, researchers, and local farmers and landowners to reconnect the AmistOsa biological corridor.”

- Sample 2

“Hanyang University was the country’s first college to offer engineering and architecture programs since 1939 and it has been one of the leading universities in South Korea, especially in STEM fields. IIP interns can expect to develop the professional skills of a historian while planning special fall exhibitions at Hanyang University Museum and receive academic research training at Asia-Pacific Research Center. Interns would join summer field research trips with history major students in Hanyang University and participate in archeological excavations for on-site field experience. IIP interns will be mentored by faculty members and museum professionals.”

## Internship Position Description

Description of the internship position highlighting the responsibilities and skills, technical and soft, that are required or preferred by the organization hosting the internship. This information will be published to the IIP brochure that interns review before applying to the internship.

**\*Please note: The format of the following samples is preferred by IIP, so please write the internship position descriptions in the same way. For project based internship positions, Sample 3 is provided as an example.**

*If you require assistance with developing the internship description please reach out to the IIP Adviser associated with the host organization.*

- Provide an overview of the responsibilities or expectations for the internship position
  - Include:
    - Required or preferred technical and soft skills
    - Required software/hardware/supplies
    - Examples of projects the intern would be engaged in
    - A description of the day-to-day activities of an intern
    - Information about the working environment

### **Sample 1 – Internship Position Description with Qualification Bullets**

Internship Position Title:  
Engineering Intern

Description:

The engineering intern will perform basic engineering tasks related to design, analysis, test, integration and systems engineering. Activities can include but are not limited to: data analysis, analysis methodology improvement projects, software improvement projects, creating or modifying tool designs, processing cause and corrective actions for non-conformances, maintaining production work instructions, supplier management, and component or integrated systems test.

Qualifications:

- French is a plus but not required
- A background in engineering and/or computer science and experience with JS development (front end and/or back end) are required.
- Easy-going and self-motivated, autonomous and eager to learn and work in collaboration with others in a fast-paced dynamic environment.
- Intellectual curiosity and interest in international development issues and a commitment to social justice.



*Continue to next page for Sample 2*

## **Sample 2 – Internship Position Description with Qualification & Responsibility Bullets**

Internship Position Title:

Business and Consulting Intern

Description:

IIP interns will be working in a dynamic and global team of 6-7 students conducting research and preparing an insights presentation for X on a topic that is integral to their business. Research will be focused on global education best practice, ocean literacy programs, and how behavioral science is employed to shift how we treat and interact with our planet.

The exact responsibilities will depend on the clients' needs at the time but will include qualitative and quantitative analysis and research, stakeholder engagement, developing and administering surveys, and developing an insights presentation. Interns will work in teams, gain support from their mentors, and apply their learnings from their consulting training to ensure they deliver innovative and sustainable solutions.

Interns will have the opportunity to be immersed in a week-long program during their initial week to learn more about the organization and cultural context. This week-long program will be offered remotely prior to the interns arriving in South Africa.

Research Lead Qualifications:

- Candidates with background and interest in Education, Outreach and / or Conservation
- Candidates who possess excellent research, presentation and written skills
- Candidates who have excellent qualitative and quantitative skills
- Candidates who have a keen interest in solving organizational challenges and are able to think critically in a cultural context
- Candidates who have demonstrated themselves as a young leader in their community, university, country or organization
- Candidates must have excellent analytical and problem solving skills
- Are able to work collaboratively in a team environment.

Research Intern Roles and Responsibilities:

- In charge of leading the research and discovery phase of the project (a key component of the project), this includes sourcing, collecting, analyzing and manipulating the quantitative and qualitative data component in the discovery phase

- Ensure the team is researching efficiently and effectively, combining desktop research, stakeholder and subject matter interviews, best practice, qualitative and quantitative data in a sophisticated manner
- Accountable for synthesizing, analyzing and packaging findings into the discovery presentation

*Interns must bring a laptop for this internship.*

*Continue to next page for Sample 3*

### **Sample 3 – Project or Research Specific Internship Description**

Project 1 title:

Meta-analysis of chemistry YouTube channels to understand global trends in science communication.

Project Description:

Working alongside Dr. X, your summer studentship will systematically survey chemistry YouTube to provide a first-of-a-kind snapshot of how chemistry is being communicated to the world via TVs, smartphones, and other devices. The specific aims of this project are:

- To develop a search routine to identify as many YouTube channels producing English-language Chemistry content as possible.
- To ascertain the number of videos produced by each channel.
- To catalogue and analyse video metadata: e.g. views, video length, likes/dislikes, publication dates, etc to understand trends in video production over time.
- To ascertain who is producing chemistry YouTube videos, determine country of origin, and the producer's expertise/qualifications.
- To ascertain the target audience of channels (e.g. young children, school pupils, general public, etc).
- Conduct further data quantification and analysis as required to support the project.
- To compile the above results into a database. The data generated is expected to contribute to an academic publication at a later date.

Qualifications:

- A keen interest in science communication.
- Some background knowledge of chemistry.
- Some data analysis and presentation skills.

Project 2 title:

## Sustainable homogeneous catalysis mediated by alkali metal compounds

### Project Description:

Many of the World's chemical syntheses rely on the availability of precious metals, notably the platinum group metals (Pd, Pt, Rh, Ir, Ru, Os). This makes them essential for accessing a myriad of important chemicals from agrochemicals, functional materials, and pharmaceuticals through to numerous other specialty chemicals. In general, main group metals are more earth abundant, more economical and are less toxic than precious metals. Therefore, an emerging hot area of chemistry today is the development of base metal chemistry knowing that future supplies of precious metals may be under threat because of low earth abundance and/or geopolitical reasons.

This project will contribute towards this aim of a future more sustainable catalysis using alkali metal compounds. Our group has shown that such compounds on their own and when paired with other abundant metals such as magnesium or aluminium which can switch on beneficial cooperative effects, can be effective catalysts in hydroboration, hydrophosphination and transfer hydrogenation of unsaturated organic molecules. In this limited length project, the student will focus on developing one particular system from the heavier metals Na, K, Rb, and Cs, due to their propensity for bonding to the  $\pi^*$ -faces of unsaturated organic substrates, which can be a key factor in stabilisation of transition states and intermediates in catalytic cycles of important organic transformations. Valuable experience will be gained in inert-atmosphere synthesis, glove box manipulation, interpretation of NMR data, analysis of crystal structures, and shared laboratory etiquette.

### Qualifications:

The project would suit an enthusiastic student with a strong interest in organometallic chemistry and/or homogeneous catalysis, who has performed well in preparative laboratory classes.