How to find a Summer Internship

Are you looking for a Summer internship (or vacation scheme) this year? This leaflet gives you pointers about how to start your search, mainly for those schemes which are structured and advertised. In some areas of work, you may have to be more proactive and look directly for experience, which may not be so well structured and in some cases unpaid. If you are considering working unpaid, you should consider the financial implications of doing so. You may also be eligible for one of our bursaries, see below for further details. There are a range of leaflets within Careers Network about finding work experience in a variety of areas – if in doubt, please ask.

There is no one source of information about internship schemes and the best way to find out about them is to use a variety of Websites and personal approaches.

Attend relevant Careers Fairs and talk to employers

There are a number of careers fairs in the Autumn term, where employers will be advertising their internship programmes.

See www.intranet.birmingham.ac.uk/careers/events for full details.

Come along to an Internship and Work Experience Drop-In

Many Colleges are holding informal drop-in sessions, where you will be able to talk through your ideas and options for gaining work experience and accessing bursaries, with one of our Internship Officers. Check your College’s page on our website for more information:

www.intranet.birmingham.ac.uk/careers

Search the Careers Network online vacancy database

Go to https://bham.targetconnect.net/student/login.html and select ‘Jobs Online’ to find the Careers Network online vacancy database. Register as a user and search for summer internships. You can also set up an email alert that matches your search requirements and informs you when new vacancies come online.
Websites and organisations advertising Summer Internships

Below are just a few examples of places to find internships. Check out the careers pages of particular companies you are interested in too.

- The Prospects Website [http://www.prospects.ac.uk/work_experience.htm](http://www.prospects.ac.uk/work_experience.htm) gives information and advice about finding work experience and internships.

- **TargetJobs** advertises a range of schemes in a variety of sectors. See [http://targetjobs.co.uk/work-experience](http://targetjobs.co.uk/work-experience) for a searchable database of schemes.

- [http://www.ratemyplacement.co.uk/](http://www.ratemyplacement.co.uk/) A fun website which offers advice and information about a variety of schemes, including reviews from previous students.

- **Inside Careers** Website, [www.insidecareers.co.uk](http://www.insidecareers.co.uk) gives helpful careers advice and information to those seeking permanent jobs, internships and vacation scheme opportunities in a variety of sectors. You can also find copies of their booklets at the Careers Network.


- Indeed.co.uk - a collection of internship positions from a range of job boards/agencies across the UK

- Guardian Jobs – search and apply for internships across the UK! [http://jobs.theguardian.com](http://jobs.theguardian.com)

- Inspiring Interns – [www.inspiringinterns.com](http://www.inspiringinterns.com) - internships and graduate jobs

- **Graduate Advantage** – [www.graduateadvantage.co.uk](http://www.graduateadvantage.co.uk) - Student Placement Programme advertises ‘graduate level’ paid work experience for undergraduates in the West Midlands during the summer vacation

- GO Wales [http://www.gowales.co.uk/en/Graduate/placements](http://www.gowales.co.uk/en/Graduate/placements) – GO Wales advertises a diverse range of with organisations in Wales.

- **GraduateTalentPool** A government initiative to help recent graduates find suitable internships. Please note that this is a scheme for graduates, not penultimate year students. – [http://graduatetalentpool.direct.gov.uk/cms/ShowPage/Home_page/plecaaefg](http://graduatetalentpool.direct.gov.uk/cms/ShowPage/Home_page/plecaaefg)

- Placement UK - [www.placement-uk.com](http://www.placement-uk.com) – placement and internship opportunities across the UK.

- Step – [www.step.org.uk](http://www.step.org.uk) – A national scheme advertising project based work experience for students and graduates in small and medium sized businesses.

- TopInternships.com – [www.TopInternships.com](http://www.TopInternships.com) - Advertises a wide range of summer internships from well known graduate recruiters. Schemes are open to graduates and students.

- CV Library – [http://www.cv-library.co.uk](http://www.cv-library.co.uk) - Advertises a range internships, graduate internships and jobs
- **www.w4mp.org** A very helpful website for those looking for experience in politics, public affairs, charities and NGOs.
Overseas Internships

There are many overseas organisations offering internships, here are just a few examples:

- **AIESEC** - [www.aiesec.org](http://www.aiesec.org) - AIESEC is the world’s largest student organisation with branches in over 1,110 Universities in over 100 countries. AIESEC offers a range of opportunities to get involved in the organisation. These include international internships from 2 to 18 months long with a range of different employers and in different occupations. There is an application fee and students must pay their own flight costs. Internships are paid to cover local living costs, excluding development internships. To find out more, contact your local AISEC office, here at the University. The Guild will give you the contact details - see the Guild Website, [http://www.guildofstudents.com/](http://www.guildofstudents.com/) for more information.

- **Europlacement** – [www.europlacement.com](http://www.europlacement.com) – Advertises a range of paid and unpaid internships/placements amongst others, including community development, marketing, medicine and engineering.


  - **International Association for the Exchange of Students** – [www.iaeste.org](http://www.iaeste.org) – Provides second year students enrolled on full time science, engineering, technology and applied arts courses with paid 8 to 12 week placements abroad. Students must pay their own travel expenses and pay a £60 (+VAT) arrangement fee. Employers pay for the local cost of living including food, accommodation and travel to/from work.

- What to consider when undertaking an overseas internship. Please see: [http://www.birmingham.ac.uk/generic/internships/documents/overseas-opportunities.pdf](http://www.birmingham.ac.uk/generic/internships/documents/overseas-opportunities.pdf)

**Equal Opportunity Work Experience Schemes**

- **EmployAbility** - [www.employ-ability.org.uk](http://www.employ-ability.org.uk) – Advertises 8 to 10 week internship opportunities for undergraduates with disabilities in the financial services industry.

- **TARGETchances** - [www.targetchances.co.uk](http://www.targetchances.co.uk) – Internships and careers events for female, ethnic minority, lesbian, gay, bisexual and transgender students interested in Investment Banking, City Law, professional services, technology, real estate and the public sector.


- **National Bureau for Students with Disabilities** - [www.skill.org.uk](http://www.skill.org.uk) – Look under Policy and Volunteering for information on Volunteering.
Create your own internship

If you can't find the internship you want being advertised, you might want to think about creating your own through speculative approaches to organisations. Before you approach an organisation about potential work experience make sure you have already thought about:

- What type of experience you are seeking
- Why you are approaching this organisation
- What skills and experiences you can bring
- When you are available

You will also need to develop a good CV and covering letter. Careers Network offers take-away information, a CV checking service and workshops on CVs/applications to support you through this process. See our website for more information [www.intranet.birmingham.ac.uk/careers](http://www.intranet.birmingham.ac.uk/careers)

As well as undertaking internet searches, you can search for organisations using business directories, which for Birmingham include:

- [www.birminghamforward.co.uk](http://www.birminghamforward.co.uk) - under the members’ section
- [www.birmingham-chamber.com](http://www.birmingham-chamber.com) – search the Birmingham Business Directory

Similar directories exist for other parts of the country. Your local library should be able to help. See also [www.yell.com](http://www.yell.com)

Work Experience Bursary Scheme – Funding for summer work experience

The Work Experience Bursary Scheme was set up by the University to support students with the costs of undertaking low paid or unpaid work experience over the University’s summer vacation period.

There are different bursaries that undergraduate students (excluding final years) can apply for, to support a work experience placement:

- Global Challenge Bursary (apply for one of our sourced opportunities). Deadline 14\textsuperscript{th} February 2015
- Gateway Bursary – up to £2000 available. Deadline 17\textsuperscript{th} April 2015
- International Bursary – up to £800 available. Deadline 3\textsuperscript{rd} April 2015
- UK Professional Bursary – up to £800 available. Deadline 3\textsuperscript{rd} April 2015
- Research Experience Bursary – up to £500 available. Deadline 3\textsuperscript{rd} April 2015

The funding can help you pay for:

- Accommodation costs
- Travel expenses
- Living costs and utilities bills
- Insurance
- Equipment or resources

For more information see the website at [www.birmingham.ac.uk/internships/funding](http://www.birmingham.ac.uk/internships/funding) or email: [internships@contacts.bham.ac.uk](mailto:internships@contacts.bham.ac.uk)