

International Internship Program

Summer 2012

Instruction Packet

**Bids must be completed and application materials uploaded
by 6:00 p.m. on Monday, January 23, 2012.**

****Please note that two Public Sector opportunities have an *early deadline* of 6:00 p.m. on
Thursday, January 12, 2012. See below for details. ****

OVERVIEW & KEY DATES

Welcome to the 2012 International Internship Program, which provides Georgetown law students with the opportunity to obtain internships with international organizations in both the private and public sectors. This is a “pre-screened” program, which means that participating organizations select the student(s) to whom they wish to offer the internships. In most cases their decisions are based upon application materials alone, although a few organizations conduct telephone interviews.

Important Information

- You can begin researching sponsors in Symplicity on Thursday, January 5, 2012, after 5:00 pm.
- Bidding for employers will end on Monday, January 23, 2012 at 6:00 pm. The system has been known to get extremely bogged down on the deadline day. You are encouraged to keep this in mind and bid early.
 - **Please note that two Public Sector International Internship Opportunities have an *early deadline of 6:00 pm on Thursday, January 12, 2012*.** These employers are Timap for Justice and International Bridges to Justice.
- You must carefully consider whether you are interested in a particular employer and would accept a position, if offered, before you submit your bids. Georgetown has assured sponsors that students have considered the financial, housing, and logistical issues associated with international internships and are likely to accept the positions if offered.
- A number of sponsors have indicated their interest in participating in this year’s International Internship Program but have been unable to confirm their participation. To ensure that you have considered the full range of internship opportunities, please check Symplicity for an updated list of internships prior to submitting your bids. We will continue to post sponsors on Symplicity as they are confirmed.

We use Symplicity to administer the Program. Detailed instructions on how to use Symplicity are contained in this packet. The key six steps are:

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| Step 1: | Log into Symplicity |
| Step 2: | Update your profile |
| Step 3: | Upload your application materials |
| Step 4: | Review employers’ profiles and hiring criteria |
| Step 5: | Bid for PRIVATE sector employers by 6:00 pm on 1/23 |
| Step 6: | Bid for PUBLIC sector employers by 6:00 pm on 1/23 |
| Step 7: | Respond to Offers and Interview Requests |

Dates to Remember

- Thursday, January 5, 2012 at 5:00 pm: Sponsor information is available on Symplicity.
- Monday, January 23, 2012 at 6:00 pm: Bidding must be completed by 6:00 pm. You may bid on up to 15 private sector employers and 10 public sector employers. In order to complete your bids, you must upload a **resume for private sector employers** and **both a resume and cover letter for public sector employers**.

PRACTICAL CONSIDERATIONS

Before you apply, you MUST consider practical matters

- 1. Finances:** Consider cost of living expenses, housing arrangements, airline tickets, visa requirements, etc.
 - **NOTE for J.D. students:** All public sector internships qualify for Georgetown's guaranteed summer funding through the Equal Justice Foundation (details will be provided in February 2012). Students must meet the other eligibility requirements of EJF. Private sector internships (even those that are uncompensated) do not qualify for EJF funding.
 - **NOTE for LL.M. students:** Georgetown does NOT have funding for LL.M. students to participate in the International Internship Program, nor do we know of any external sources of funding for LL.M. students. Unless an internship posting specifies that compensation is provided, these jobs are UNPAID. LL.M. students should carefully consider the financial aspects of any International Internship Program *prior* to applying. DO NOT APPLY if you are unable to fund your own internship.
- 2. Safety Issues:** Certain countries may be less safe than others.
 - Students contemplating accepting an international internship in a location that is covered by the State Department Travel Warnings (http://travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html) are **required** to request and obtain **advance permission** from the Office of Transnational Programs. Failure to comply in a timely manner with this requirement will result in a forfeiture of the internship and any Georgetown funding received for it. Additional information and application procedures can be found at: <http://www.law.georgetown.edu/otp/TravelWarningInformation.htm>.
 - Note that very few of the countries represented in the International Internship Program are under a State Department Travel Warning. The Office of Career Services and the Office of Public Interest & Community Service will work with students hoping to accept an internship in a travel warning country. Our goal will be to help students interested in these internships, but our first responsibility will be the safety and well being of all students.
- 3. Internship Dates:** In previous years, sponsors have been flexible regarding internship dates; however, there are some who have very specific time frames established. The Office of Career Services and the Office of Public Interest & Community Service notify sponsors that students generally are not available until late May/very early June and are not available after early August. The Office of Career Services, the Office of Public Interest & Community Service, and participating employers have agreed that internships be a minimum of 6 weeks (with very few exceptions).
- 4. Language Ability:** Some employers specify that a language or languages are required. We reserve the right to **remove your resume from consideration** if it appears that you do not

satisfy the language requirement(s). *If you do satisfy the language requirement(s), be sure to indicate that **on your resume**.*

- We define **PROFICIENCY** to mean that a student is able to read and understand basic vocabulary (i.e., that found in newspapers), and is able to comprehend and participate in most social discussions, though a dictionary would likely be required for more technical conversations.
- **FLUENCY** is assumed to mean that a student is able to speak and write a language at an advanced level. Employers recognize that even students who are fluent in a language are not likely to be familiar with legal terminology in that language.

REQUIRED PRE-DEPARTURE MATERIALS

All students going abroad for an internship *must complete pre-departure materials* (<http://www.law.georgetown.edu/otp/IntlInternshipPredeparture.htm>).

CONTACT INFORMATION

The Office of Career Services (OCS) administers the internships with private sector employers and the Office of Public Interest & Community Service (OPICS) administers the internships with public sector employers. Therefore, you may receive emails from either or both offices, depending upon the employers for which you bid and receive offers.

Feel free to contact either office with questions:

Private Sector Internships:

- Marilyn Tucker
Director, Alumni Career Services & International Internships
Office of Career Services
tucker@law.georgetown.edu

Public Sector Internships:

- Nicole Vikan
Assistant Director, Public Interest & Government Careers
Office of Public Interest & Community Service
nav6@law.georgetown.edu

HOW TO APPLY

Step 1: Log into Symplicity

1. Access Symplicity from the OCS website at <http://www.law.georgetown.edu/career> or the OPICS website at <http://www.law.georgetown.edu/opics/>.
2. Your user name is your Georgetown NetID, as used to log into your e-mail account.
3. Your password is the password you use to access your Georgetown e-mail account.
4. To access the 2012 International Internship Program:
 - a. Choose “OCI” from the tool bar across the top of the screen;
 - b. Scroll down to Search Filters;
 - c. To review private sector employers that are participating in the program, select “**International Internship Program 2012 – Private Sector**” from the “Sessions” drop-down menu. To review public sector employers that are participating in the program, select “**International Internship Program 2012 – Public Sector**” from the “Sessions” drop-down menu.
 - d. For private sector employers, you must upload only a resume (see below for instructions).
 - e. For public sector employers, you must upload both a resume and an employer-specific cover letter (see below for instructions).

Step 2: Update Your Profile

Please make sure that your YEAR IN SCHOOL is correct in Symplicity. It is especially important for joint degree students as well as evening students who have switched to the day program to make sure the student year is correct. You may only bid for employers who are interviewing your class year.

Your class year is based on when you will graduate. 3Es, for instance, graduate the same year as current 2Ls. 4Es graduate at the same time as 3Ls. If you are a joint degree student and are in the third year of your program, but the second year of law school, you may need to update your year in school. If your year in school is not correctly reflected in Symplicity, please contact Kathryn Parente at kep62@law.georgetown.edu to have it corrected.

Step 3: Upload Your Application Materials

Choose “Documents” from the tool bar across the top of the screen. When you upload a new resume, you can select it as the default option. Your resume and cover letters must be created in Word or WordPerfect. You can eliminate many formatting problems by avoiding software with resume templates.

The upload process converts your resume and cover letters into pdf documents. The conversion may take a minute or two to complete depending on student traffic. Be sure to

view and print the pdf version after the conversion is complete. It is your responsibility to review your materials to ensure that they appear as you want them to appear. Note that to accurately view your resume, your computer must be equipped with the latest version of Adobe Acrobat 6.0, which can be downloaded for free from www.adobe.com.

Symplicity allows you to upload application material customized for different employers.

- For private sector employers, upload **only a resume**. **Do not** upload a cover letter, writing sample, transcript or list of references. If you do, these items will be pulled and will not be sent to employers.
- For public sector employers, upload **only a cover letter and a resume for each employer**.

You may revise and re-upload your resume and cover letters any time before the close of bidding on **Monday, January 23, 2012 at 6:00 pm**. Please note that any resume you upload will not automatically attach to any bids you have previously placed. In order to update your resume across bids, you must attach the new resume to each bid individually or “Update All” bids with your newly uploaded resume. You must “Update All” separately for “International Internship Program 2012 – Private Sector” and “International Internship Program 2012 – Public Sector.”

Step 4: Review Employers’ Profiles and Hiring Criteria

You may review employer profiles and hiring criteria by clicking the “review” button on the far left of the list of participating employers in Symplicity (refer to step 1 above).

For additional information, please review the Summer Evaluations, searchable from your homepage on Symplicity, and the International Internship Program binders, which contain student surveys completed by student participants in the program prior to Summer 2008. The binders are located in the Office of Career Services.

Step 5: Bid for PRIVATE sector employers

1. **Select** up to **15** employers that are of the most interest to you and whose language requirements you meet.
2. **Rank** your bids 1-15, with 1 being your first choice.
3. **Assign** a resume to each bid. If you do not assign a resume, the default resume (indicated at the top of the bidding screen) will automatically attach to all bids without an assigned resume.
4. **Change** your bids and ranks as often as you like until the deadline. If you choose to remove a bid from your bid list, select the blank space from the bid rank pull down box, as there is no “Delete” option.
5. **Print** out a copy of your bids for your records when bidding is completed.
6. **Note on separate applications:** Some (very few) sponsors may require a separate application form.

Step 6: Bid for PUBLIC sector employers

1. **Select** up to **10** employers that are of the most interest to you and whose language requirements you meet.
2. **Rank** your bids 1-10, with 1 being your first choice. The ranking is a system requirement and will not affect your application.
3. **Assign** a resume and **employer-specific cover letter** to each bid. If you do not assign a resume, the default resume (indicated at the top of the bidding screen) will automatically attach to all bids without an assigned resume.
4. **Change** your bids as often as you like until the deadline. If you choose to remove a bid from your bid list, select the blank space from the bid rank pull down box, as there is no "Delete" option.
5. **Print** out a copy of your bids for your records when bidding is completed.
6. **Note on separate applications:** Some (very few) sponsors may require a separate application form.

Step 7: Respond to Offers and Interview Requests

Sponsors will contact you directly, either by email or phone, to...

a. Offer you the internship

Most sponsors do not interview students but make their selection based solely on your application material on Symplicity. You will have approximately **72 hours** to respond to an offer. Once an offer has been extended, you may contact OCS or OPICS to receive the name(s) of students who accepted the internship last summer. Again, we expect you will have done your thinking about this program ahead of time. If the employer does not hear from you within 72 hours, they will extend the offer to their next preferred candidate.

**** Important note: You must copy OCS / OPICS on your email to the sponsor accepting an offer!** This is a crucial step in the process that allows us to ensure that sponsors are extending offers to candidates that are still seeking internships. **

b. Schedule a telephone interview

A very small number of employers will conduct phone interviews. These employers will schedule their interviews independently (i.e., not in coordination with OCS or OPICS). You may contact OCS or OPICS to request a quiet space for a scheduled telephone interview.

Additional Postings May be Forthcoming

Please be aware that additional international opportunities may become available after the bidding process closes. When these opportunities become available, we will include them in Hoya Headlines (the OCS/OPICS blog) and post them on Symplicity.