

# HSE – ST PETERSBURG VIRTUAL INTERNSHIPS PROPOSAL



by HSE SPB CENTER FOR INTERNATIONAL EDUCATION  
& VIRTUAL INTERNSHIPS®

# What is it?

## **HSE SPb VIRTUAL INTERNSHIPS STANDS FOR:**

- ✓ **Guaranteed Remote Internship for 1- 3 months**
- ✓ **Wide selection of a career field or country for your choice**
- ✓ **Transferred credits**
- ✓ **Pre-start orientation and post-completion meetings with HSE SPb International office**
- ✓ **360° Student Support through online curriculum, weekly check-ins, and events with personal supervisor**
- ✓ **Career training including resume creation, interview prep, time management, remote work, and more**
- ✓ **Three months of Online Language Lessons**
- ✓ **Sense of community and network amongst interns**
- ✓ **Full End of Program Report including supervisor evaluation, student assessment, and GCMP**



# Unpacking the Virtual Internship Inclusions

## 1 to 3 month Guaranteed Internship Placement

Namely 10 -30 hour a week internship placement in the country or career field of choice. All internships require a minimum of 120 hours of work to meet academic requirements and are project based with a clear plan from the start to ensure there is enough work to complete each week.

## Project-Based Work

All host companies must provide clear project-based work descriptions that plan beyond the first few weeks, ensuring that the program is structured, the intern is engaged, and the work produced is valuable. This is complemented by the intern-supervisor feedback loop, in which both sides are giving feedback on their preceding week with an insight on the project for the following week.

## Academic Credit

The program is designed to meet the HSE SPb University requirements, and offers students a transcript with 3, 6, or 9 transfer credits for their internship. We also work with individual students and universities to identify the best method for a student to gain academic credit and can support by providing job descriptions, participation confirmation letters, and a supervisor evaluation.



# Virtual International Internship Supports

## Assigned Intern Experience Manager

Each student is assigned an Intern Experience Manager (IEM) who assists with the admissions, placement, and internship process. Each week, the IEM will check-in regarding project completion, general feedback, and offer support. The intern can also reach out to their IEM directly should there be any concerns.

## Assigned Internship Coach

Outside of weekly check-ins with their IEM, all students have an assigned internship coach to schedule a midpoint and final coaching call. The final call allows the student to reflect on the entire internship, unpack the supervisor evaluation, and create a Global Career Management Plan.

## Supported Supervisors and Host Companies

In the same method that our interns are supported to unpack best practices in remote work and international internships, all supervisors and host companies receive guides and training on how to manage remote international interns. Upon the internship conclusion, supervisors provide an evaluation with feedback for the intern. All supervisors are required to check-in with their interns regularly and schedule one call or virtual meeting each week.



# Internships Focuses and Host Company Career Fields

## International Focus

The International Focus guarantees interns an internship placement in the country of students' choice, allowing a selection from **China, Japan, South Korea, Vietnam, India, or The United Kingdom**. In guaranteeing the country of choice, we request that applicants select 3 Career Fields ranking them 1-3. During the placement process, we attempt to get a placement in the first choice option and move to the second only after all options are exhausted.

## Career Field Focus

The Career Field Focus, guarantees interns an internship placement in the career field of their choice, allowing a selection from over 18 different identified Career Fields. In guaranteeing the career field of choice, we request that applicants select 3 countries ranking them 1-3. During the placement process, we attempt to get a placement in the first choice career field and move to the second only after all options are exhausted.

# 3500 Host Companies

50%

are Small and  
Medium-sized Enterprises

10%

are Large Companies or  
International Corporations

40%

are Start-up &  
Entrepreneurial Companies

## 18 Internships Career Fields



Business



Engineering



Entrepreneurship  
& Startup



Real Estate



Marketing



International Dev,  
NGOs, Charities



Computer Science  
& IT



Finance



GreenTech, Sustainability  
& Environment



Legal



Hospitality, Tourism  
& Event



Urban Planning  
& Architecture



Creative, Design  
& Fashion



Logistics & Supply  
Chain



Healthcare &  
Pharmaceuticals



Health, Wellness,  
& Sports Mgmt



Media, Comms,  
& Publish



Recruitment & HR

# Company Examples

Companies with 100+ Employees		
Company	Country	Industry
<b>Carrefour</b> , second largest retail group in the world	France* <small>*Placements are with China offices</small>	Business
<b>PingAn</b> , second largest insurer in the world	China	Finance & Technology
<b>EventBank</b> , international software company	Singapore	Computer Science & IT
<b>3sixty Factory</b> , image editing company	Norway	Marketing, Medica, Communications & Publishing
<b>Hyperloop</b> , international engineering and infrastructure	US	Engineering
<b>Dongsung Bio Pharm</b> , pharmaceutical company, with a vision to provide 'Health from Nature'	South Korea	Healthcare & Pharmaceuticals
<b>Yusen Logistics</b> , solutions utilizing high quality infrastructure, modern warehouse facilities, and proven IT	Vietnam	Logistics & Supply Chain

# Proposed Program Timeline for summer 2021

ACTIVITY	BEFORE/AFTER START DATE WEEKS	PROGRAMME LENGTH WEEKS	START ON 5 JUL	START ON 19 JUL	START ON 2 AUG
<b>Application Deadline</b> Hard deadline for applications to Virtual Internships	8	-	10 MAY	24 MAY	7 JUN
<b>Invoicing HSE SPb</b> Partner is Invoiced for Full Program Fee	8	-	10 MAY	24 MAY	7 JUN
<b>Virtual Video Application Deadline</b> All students must have completed their Virtual Video Application.	7	-	17 MAY	31 MAY	14 JUN
<b>Participant Confirmations</b> All participants must have confirmed the acceptance of their place on the programme. Placement Process begins.	6	-	24 MAY	7 JUNE	21 JUN
<b>Payment Due</b> All participants must have completed the payment	5	-	24 MAY	7 JUNE	21 JUN
<b>Payment Due for HSE SPb</b> Full program invoice due to Virtual Internships	4	-	7 JUN	21 JUN	5 JUL
<b>Placements Confirmed</b> Deadline for all students to receive a confirmed placement	1	-	28 JUN	12 JUL	26 JUL
<b>Pre-start orientation</b> Meeting with HSE SPb IO	1	-	25 JUN	16 JUL	30 JUL
<b>Internship Begins</b> Virtual Internship Program Begins	0	-	5 JUL	19 JUL	2 AUG
<b>Coaching Call #1</b> All Midpoint Internship Coaching Calls completed by	2 5 7	4 8 12	19 JUL 9 AUG 23 AUG	2 AUG 23 AUG 6 SEP	16 AUG 6 SEP 20 SEP
<b>Internship Ends</b> Final day for the internship	4 8 12	4 8 12	30 JULY 27 AUG 24 SEP	13 AUG 10 SEP 8 OCT	27 AUG 24 SEP 22 OCT
<b>Coaching Call #2</b> All end of program Coaching calls completed by	6 10 14	4 8 12	13 AUG 10 SEP 8 OCT	27 AUG 24 SEP 22 OCT	10 SEP 8 OCT 5 NOV
<b>Partner Report Submitted to HSE SPb</b> Final End of Program Report received by the Partner institution	8 12 16	4 8 12	27 AUG 24 SEP 22 OCT	10 SEP 8 OCT 5 NOV	24 SEP 22 OCT 19 NOV
<b>Post-completion meeting</b> Meeting with HSE SPb IO, discussion and feedbacks sharing	8 12 16	4 8 12	30 AUG 27 SEP 25 OCT	13 SEP 11 OCT 8 NOV	27 SEP 25 OCT 22 NOV

# Programme Fee: \$1000 USD

## What is included?

### ✓ **Guaranteed Virtual International Internship**

Virtual Internships guarantees a project-based remote internship in the country or career field of the student's choice. The internship can be 120 - 300 hours in length.

### ✓ **Dedicated Support with Intern Experience Manager and Internship Coach**

All students are supported by HSE St Petersburg and Virtual Internships® staff from the application process to program completion including a mid-program check-in call and final coaching call with their dedicated Internship Coach support all students.

### ✓ **Online Language Lessons**

To help bridge the cross-cultural exploration at a distance all students are given 3 months of online language lessons to complete prior to or during their international internship.

### ✓ **CareerBridge, our Global Internship Curriculum**

To support student learning and development, all students complete our 10-12 hour wrap-around curriculum. CareerBridge supports students throughout the preparation process, during their internship, and upon completion of their work experience.

### ✓ **Weekly Group Discussions or Business Webinars**

To increase group interaction and learning, Virtual Internships runs weekly Slack Chats as well as Business Webinars that address varying topics to include beginning an international career, tips for working remotely, understanding different cultures, professional communication, and more.

### ✓ **Full End of Program Report**

All students and universities receive a full internship report noting the supervisor evaluation, student assessments, and CareerBridge outcomes.

## How to apply?

Fill out our [APPLICATION FORM](#) until May, 15 2021

For more information, contact us at [outgoingspb@hse.ru](mailto:outgoingspb@hse.ru)