

# ASC Unpaid Internship Funding Program Info Session

## Part 1: About the Program & Applying to Opportunities

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# About the program

- This program provides a \$1500 over the course of the Spring Semester to students who are participating in unpaid internships related to African studies.
- There are three awards available each spring semester.
- If a student is awarded they are required to complete a pre-survey, monthly reflection (four total) and a post-survey.
- There will also be two check-ins with your internship supervisor, one at the midpoint of the internship and one at the end.

# Who, what and where?

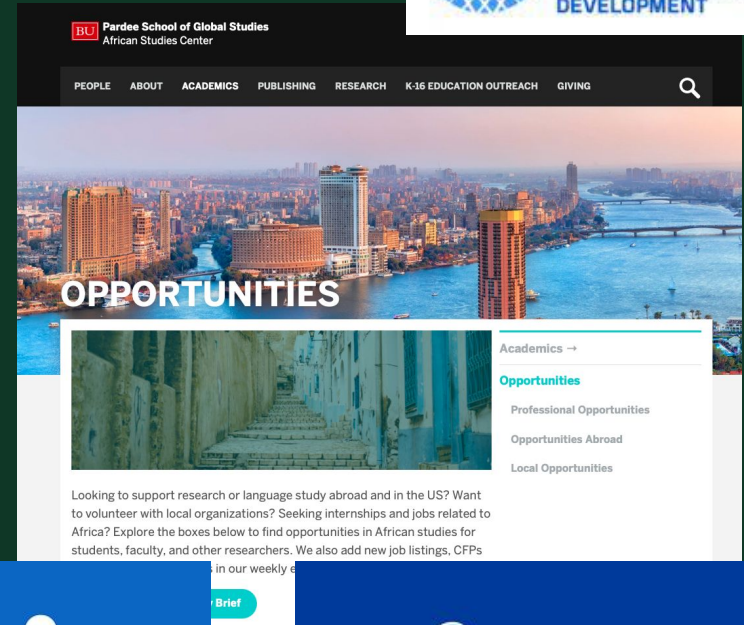
## Funding Eligibility

- Any undergraduate student who is enrolled full-time in the Fall 2023 semester
- International students are eligible
- Must have an unpaid internship that spans approximately 100 hours over the course of the internship period.
- Internship must be related to African Studies.
- The internship cannot be a BU internship, and must be for an organization or company, not an individual.
- In-person, remote and hybrid internships are eligible, however you should have an established schedule for hybrid or remote
- You must find the opportunity without the help of a paid service, and you cannot work for a family business or family member.
- You should have an internship that will provide you with hard skills or soft skills and networking opportunities that can help jumpstart or advance your career.

# How?

Where do I find opportunities?

- Reflect on your career goals and find opportunities that would match
- Check your department's website and newsletters
- Check websites of departments at other Boston area schools
- Ask Professors, graduate students or former employers
- Research on companies and jobs on LinkedIn and Indeed
- Boston Network for International Development



# How do I find an internship?

## Cold email or message.

- Email or message, but be studied.
  - Mention programs or projects you have read about and how your skills or knowledge would match the work
  - Mention skills you have that are directly or indirectly transferable
  - See if a professor you are taking a class with may know about the organization or type of work
  - If you have a reference letter or work samples attach them!
- Tips
  - Keep the email short- no more than 6-8 sentences.
  - Brief intro “My name is Natasha and I am a sophomore at BU studying health science.”
  - Make the ask clear: “I came across your profile on LinkedIn as I was doing some research on potential internships in \_\_\_\_\_ for the upcoming semester, and was wondering if you would be willing to share about your experience at \_\_\_\_\_.”
  - Suggest a time and venue- “Would you be free any time after 5pm EST this week to chat briefly by phone or zoom?”

# How do I find an internship?

## Alumni contacts.

- Use LinkedIn to see if you have an alumni connection
  - Benefit of “insiders” opinion
  - Prepare properly
  - May be able to refer you to a hiring manager
- Ahead of the meeting...
  - Read the website of the organization and read about any projects the alum may have worked on
  - Have a revised copy of your resume on hand. Visit the Center for Career Development or visit their website.



# How do I find an internship?

## Apply to a posted position.

- Always write a cover letter.
  - Connect your experience to the opportunity. “I am confident/certain that I can complete x task because I have done yz before.
- Make sure your resume is well formatted and concise.
  - Make an appointment with the BU Center for Career Development or use the resources on their website.
- Include work examples and reference letters if you have them.
- Have someone else read over your work.



Let's look at the  
application...