Overview:

Local alumni are a tremendous resource for undergraduates looking for summer internships. This project outlines the steps necessary to establish the connections between alumni and current students.

Process:

In the late summer or early fall, contact club leadership for alumni listings. The club president or secretary can identify alumni in various careers such as business, government (local, state, or national), medicine, academia, the arts, etc. who may be interested in offering a summer position. However, if you know an alum or you have an opportunity approach club leadership with the suggestion.

Contact the alum and explain that internships offer the opportunity to introduce their businesses to promising students who are returning to the area for the summer or students who, although may not be local, are exploring career options. These summer positions are excellent recruiting tools for exceptional students. Internships typically begin in early June and should last at least eight weeks but may continue into August. Students return to Yale in late August for the fall semester.

Connect the alum with Office Career Strategy: http://ocs.yale.edu and/or have them e-mail careerstrategy@yale.edu with questions. UCS will work directly with the alum to post the opportunity. Alumni can post positions on their own on the Symplicity database https://yale-csm.symplicity.com/ The initial contact should be made in September because the posting must be ready by late fall.

Yale students access internship opportunities through Symplicity, a password protected database. The database collects applications from students interested in the position and alumni receive an e-mail after the deadline with all applications in one PDF. From there, employers interview (via phone and/or Skype) and make an offer to the student(s) they feel are the best fit. Students are able to apply for internships until early February of the current academic year.

Once an internship is established through UCS, further communication and annual reposting of the opportunity are handled through UCS.