



UNIVERSITY OF
NOTRE DAME

Spring 2024
London Undergraduate Internship
Program

Information on our Program and Partner
Organisations

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**University of Notre Dame London Undergraduate Program
Internships Spring 2024**

Accreditation

- All internships count for 3 of the required 15 credits in the London Program. The internship takes the place of one 3-credit class.
- Placements in Catholic Schools and some non-profits (charities) are taken for graded credit, as part of a co-curricular class, which meets weekly for 75 mins. These credits typically won't count towards major requirements, as they are electives, but, depending on students' college, they **may** count towards GPA and graduation credit—please check with your advisor. These placements are identified in this brochure and on the Handshake placement posting.
- Internships in placements that do not have a co-curricular class will receive S/U credit. In addition to their placement, interns receiving S/U credit are normally required to do a brief oral presentation at mid-term and then submit a 5 page final essay through the Canvas course site.
- The College of Arts and Letters counts both graded and S/U internship credits towards graduation.
- The Colleges of Science and Engineering do count graded internship credits, but do not count S/U internship credits, towards graduation.
- The Mendoza College of Business counts both graded and S/U internship credits in London as “experiential credits”, so they may or may not count towards graduation totals depending on students' prior course choices.

Travel and Time Commitment

- All internships and placements are located in London at varying distances from the centrally-located Fischer and Conway Halls. Some are walking distance; others require travel by public transport. No interns are expected to commute distances that would be deemed unreasonable to ordinary working Londoners.
- The program contributes some funds towards internship travel costs. This amount varies depending upon location and placement. However, interns still have to pay for some of their own transportation. Mars Wrigley will contribute to their intern's travel cost for Spring 2024.
- **Interns are expected to spend one full day and one partial day with their host organisations. This should work out to students spending an average of 12 hours per week with their placement.**
- Students with placements and internships are allowed to register for classes before the main program to build a workable schedule. Internships and placements typically take place Monday through Thursday. **Students must build a class schedule that has one full day, plus a half day free** to spend at their placement
- The general experience of past interns has been that their internship experiences do carry a time commitment, but significantly enhance their time in London. They have been able to participate in the internship program and still travel broadly, and engage in London's cultural and social life.
- Some organisations may be operating at reduced staff capacity and so the days interns can attend in person will be dictated by the days their supervisor attends. **There is a possibility that internships may be partially or even entirely remote.** In-person attendance is optimal wherever possible, and placements with a significant remote component will be identified as such in the listings below.

Student Visa

- Unless students hold a British or Irish passport, they require a Student Visa in order to work as an intern. NB: If a student has a British or Irish passport, that student MUST enter the UK using that passport, every time during the course of the program.
- The Student Visa MUST be applied for and secured prior to departure from the country of residence. Visas cannot be obtained once inside the UK.
- NB: Application for visa involves mailing an actual passport to VFS New York. Please consider this, especially if you have plans to be traveling out of the country during the time of your visa application. You will be without your passport until your visa is approved and your documents returned.
- Students cannot apply for a visa more than 180 days prior to their arrival date in the UK.
- Omnicom/BBDO and Mars Wrigley will contribute towards their interns' visa cost.
- As of August 31st 2023 the cost of the visa is £363.
- Please pay close attention to all instructions regarding your Visa application. Once an internship is confirmed you will receive an email regarding the Student Visa process.

Funding For Student Visa

Visa funding is available for students on financial aid. If you are on financial aid and would like assistance with the visa funding please contact Judy Hutchinson jhutchinson@nd.edu . Once all students have been placed in an internship, funds will be distributed. Limited amount of funds available and only those who are on financial aid are eligible.

The following pages present the organisations which host Notre Dame interns on a regular basis. It is possible that some of these organisations are unable to offer an internship next semester due to unforeseen circumstances. The complete list of available opportunities, along with job descriptions, will be posted on Handshake.

Schools Co-Curricular Graded Class

These placements are part of the graded 3-credit course **Catholic Education and the Common Good (ESS 34355, THEO 34711 or SOC 44520)**

This class will integrate experience of working in Catholic schools with a reflection on practice informed by contemporary scholarship.

Students who are successful in applying for placements with Catholic secondary schools in London will spend 10-12 hours per week on-site in their school, working with staff and students in a variety of ways. They will also meet weekly, as a class, to discuss their experiences and to explore the broader context of their experiences,

Beginning with an introduction to the English Catholic school, its history and relationship with the State, the programme will include: The Catholic school and the common good; teaching and learning in the UK tradition; controversy in the face of religious pluralism, secularization and the question of the separation of Church and State; Catholic school ethos; spiritual capital and leadership of the Catholic school.



Blessed Hugh Faringdon Catholic Secondary School is an oversubscribed, high performing, co-educational school of 870 pupils which includes a thriving Sixth Form. In 2014 the school was designated a high performing school by the Specialist Schools and Academies Trust. In 2015 the school's excellent progress placed it in the top 17% of schools in England. Blessed Hugh Faringdon Catholic School has been on the Sunday Times published list of the top 500 state schools in 2013, 2014 and 2015.

Blessed Hugh Faringdon has also been the Reading Secondary School of the Year for Sport in 2014 and in 2015 - in part a recognition of the excellence that exists in rugby at the school - they hold the RFU "Gold" standard and enthusiastically take part in their "All Schools" programme.

The intern will be required to assist with the Headmaster's professional duties, to provide assistance to members of the Senior Leadership Team and to undertake at least one piece of critically reviewed action research ['legacy'] which will be assessed by senior staff and Governors.

- **Co-curricular requirement**
- **Commute time from Conway Hall: 1 hour 22 mins public transport**



St John Bosco College is a Catholic High School in South London serving a diverse population. It exists within a joint trusteeship of the Salesian Order and the local Roman Catholic Diocese of Southwark. The students receive a free Catholic education up to age 18. Saint John Bosco College was founded in September 2012 and currently has 500 students on roll, 41 teaching faculty and 27 ancillary staff.

Nearly half the students speak English as an additional language and a similar number have special educational needs. Whilst the school is strongly Catholic in identity, less than 50% of the students are Catholic themselves. Many of the students live in some of the poorest areas of South West London.

The school is host to a vibrant extra-curricular programme, which caters for students across all year groups, including a range of sporting activities, choirs and other music ensembles, and a drama group.

- **Co-curricular requirement**

- **Commute time from Conway Hall: 36 mins public transport**



St Thomas More Language College

St Thomas More Language College is a mixed Catholic Comprehensive School of 600 Students located in Chelsea / Sloane Square. The College is a lively Catholic community with staff and students drawn from across London and Europe. We

have a number of languages spoken within the College and we are aware of the global nature of our city and our rich cultural diversity. Internship roles are available in a number of curriculum areas of the College.

- **Co-curricular requirement**
- **Commute time from Conway Hall: 25 mins public transport**



St. Joseph's Catholic Primary School is a small, top performing (ranked outstanding) primary school in the heart of Chelsea/Sloane Square, and directly next door to St. Thomas More College. The school is a voluntary aided school with deep Catholic roots and currently has 216 students on roll from age 3-11 years. It is a vibrant, multi-cultural school united by its faith, and where many different cultures are celebrated under one roof. Their motto is: "Through Christ we achieve our personal best."

St. Joseph's is the only primary school in the University of Notre Dame School portfolio.

- **Co-curricular requirement**
- **Commute time from Conway Hall: 25 mins public transport**

Charities and Non-Profits: Catholic Social Teaching and the Charitable Sector **Requiring Co-Curricular, Graded Class**

These placements are part of the graded 3-credit course : **Catholic Social Teaching and the Charitable Sector (THEO 34712)** Any independent internship that falls into a non-profit charitable category can also be considered for inclusion in this class.

This class serves as a companion to internships in the non-profit social action sector. Regardless of whether these institutions are Catholic in name, they are shaped in some way by the principles found in Catholic Social Teaching. Designed to enrich the internship through analysis and reflection, this course meets once weekly and is taught in a seminar style so that fellow interns can share in and help to positively influence each other's experiences.



Addressing food poverty is the main activity of **the Soup Kitchen at the American International Church**. They provide 17,000 free hot meals a year, on 5 mornings a week to 75 guests daily, but they also regularly distribute free clothing and toiletries, as well as giving basic advice. The Soup Kitchen offers a unique opportunity to meet with some of the most underprivileged in British society in a

safe environment; to get to know a little about them as individuals; and to understand more about inequalities, how they come about and what we can do to address them. Users range from hardened rough sleepers to council house tenants who cannot afford to pay all their bills and pensioners who are isolated and lonely. Typically, the placement appeals to students who are interested in sociology, politics or just want to give back to society. Previous tasks have included conducting surveys among our users, designing fundraising ideas, securing monetary donations and funding from grant making bodies, writing our newsletter, shopping for the guests and helping prepare meals. Interns become part of the small and friendly staff team of both the soup kitchen and the church.



- **Co-curricular requirement**
- **Commute time from Conway Hall: 16 mins public transport**



Catholic Agency for Overseas Development

CAFOD is the official international aid and development agency of the Catholic Church in England and Wales, mandated by the Bishops to deliver its mission on poverty and injustice. CAFOD is an agency of the Catholic Bishops' Conference of England and Wales and is part of the Caritas International Federation which operates in over 200 countries and territories worldwide. We are also a member of the DEC Disasters Emergency Committee and the British Overseas Aid Group. CAFOD's aims are to promote long-term development; respond to emergencies; raise public awareness of the causes of poverty; speak out on behalf of poor communities; and promote social justice in witness to Christian faith and gospel values.

- **Co-curricular requirement**
- **Commute time from Conway Hall: 12 mins walk**



Caritas Westminster is the social action agency of the Catholic Church in the Diocese of Westminster, and works with churches to encourage them to make a difference in their local communities through setting up outreach projects. They run services for women who have been trafficked, adults with learning disabilities, and for the Deaf community, as well as offering grants to those in crisis, and work and training opportunities through our SEIDs employment

initiative.

The Caritas Intern will have the opportunity to gain experience in all facets of Caritas activities in London and England and Wales, including; communication campaigns, events, and social media, assisting those looking to volunteer, supporting the team in planning of events and following up with attendees who are potential volunteers or donors. Interns work on specific Caritas projects such as Food Resilience, Human Trafficking, Social Care, Migrants and Refugees, Debt Relief, Grant Making, fundraising.

- **Co-curricular requirement**
- **Commute time from Conway Hall: 20 mins public transport**



Working in the Archdiocese of Westminster for forty years, **Caritas St. Joseph's Pastoral Centre** supports people with intellectual disabilities, their families and friends. It is an agency in the Department for Pastoral Affairs and the Centre Manager, Gail Williams, is supported by an operations team, including Finance, Fundraising, Administration and Catering. The Activity

Centre offers courses – therapeutic, vocational or leisure – to over 200 adult students of all faiths or none in the attractive Centre at Hendon.

- **Co-curricular requirement**
- **Commute time from Conway Hall: 55 mins public transport.**



Emmaus Greenwich is a charity that provides a home and work for 33 ex-homeless men and women ("companions"), helping them to rebuild their lives. To help fund the community and to give the companions meaningful work, Emmaus collects and sells furniture, clothes and other items in their four shops in London. The goal is to help homeless people regain their self-respect and in due course move back into mainstream society. Emmaus also helps to protect the environment by reducing unnecessary landfill and helping people less fortunate than the companions through acts of "solidarity".

- **Co-curricular requirement**
- **Commute time from Conway Hall: 46 mins public transport**



Parayhouse School supports students from across London, who either come to us via referrals from Local Authorities or because families pick us as their school of choice. We are a small school with between 46-56 students at any time. We place our students in one of five classes according to their specific learning needs and styles; meaning their ages are mixed.

Located on the site of West London College, we benefit from occupying a dedicated, secure part of the building, surrounded by greenery, and with its own entrance. Laid out over the ground floor, our students are able to move independently around the building. We also have a separate 'creative hub', where music and art lessons take place, and our students can enjoy outdoor break times and sports activities. We would be happy to accept all applications although those with an interest in Education or Speech therapy would be favoured.

- **Co-curricular requirement**
- **Commute time from Conway Hall: 30 mins public transport**



Peace Direct is an international charity dedicated to stopping wars, one person at a time. In conflict zones around the world, we support local people to stop violence and build long term peace. They believe passionately in non-violence and the power of local action. Peace does not last if imposed from the outside.

They provide support (which comes in the form of financial, technical and profile-building support) to incredible people and organisations dedicated to peace, currently in 12 countries around the world. Intern with their programmes and research team lending your skills, or assist on the finance team.

- **Commute time from Conway Hall: 39 mins public transport**
- **Co-curricular requirement**



The Winchester Project (The Winch) is a registered charity operating in north Camden since 1972 facilitating community-led change for children, young people and families, regardless of their circumstance, helping them achieve their potential.

Our Cradle to Community strategy addresses a time of overlapping and often interconnected crises. Poverty, inequality and mental health hold so many children back. We want to live in a more connected, supportive neighbourhood.

- **Commute time from Conway Hall: 20 mins public transport**
- **Co-curricular requirement**



The Von Hügel Institute is an active research institute operating within St Edmund's College at the University of Cambridge. The VHI is inspired by Catholic thought and culture, linking up with a broad range of academic disciplines and non-academic areas of expertise to address contemporary global challenges. The VHI does this as an integral part of one of the most vibrant, international, and diverse communities in the University, and in collaboration with various partners at the University of Notre Dame.

Interns will be responsible for a variety of tasks, which may include: conducting interdisciplinary research,

supporting events and programming, assisting with editorial and communications tasks, and imagining the future of the VHI alongside team members. Tasks will vary according to the skills and interests of the intern and include opportunities to connect to the wider Cambridge community, both socially and academically.

- **Commute time from Conway Hall: approximately 1.5-2 hours via tube and train to Cambridge. Support for commute costs will be discussed as needed before the start of the internship. (Hybrid position with one full day in Cambridge, one half day working remotely).**
- **Co-curricular requirement**



The Catholic Archdiocese of Southwark is led by Archbishop John Wilson and is home to St George's Cathedral, 175 parishes and 169 schools, serving people and the Roman Catholic Church in South London, Kent and a part of Surrey. We spend our £29m income on a huge range of activities, from supporting the mission and ministry of our parishes and schools, to hundreds of projects helping those most in need in society.

In Spring 2024 the Archdiocese of Southwark will have internships listed separately with the following teams:

- **Fundraising & Gift Aid team**
- **Communications team**

You may apply for one or both teams.

- Commute time from Conway Hall: 12 mins walk
- Co-curricular Requirement

Parliamentary Work Experience



The Parliamentary Work Experience Program offers several students the opportunity to work in the offices of British MPs. We hope to offer placements with MPs from various Political Parties, and potentially Peers sitting in the House of Lords.

As British MP offices have very small staff, the internship offers a great opportunity to interact with the MP and to gain insight into the British political system. Student responsibilities vary depending on the MP and the current issues at hand. They include; researching areas of interest to the MP, addressing constituency concerns via phone calls or letters, attending meetings and occasionally visiting the constituency office. This opportunity is counted as an internship, with students still expected to work 12 hours per week across a 15 week semester. Students will be required to take the 3 credit Government and Politics of Britain Class in addition to their internship.

- **Class requirement (S/U Credit + 3 credit Government and Politics of Britain class = 6 credits total)**
- **Commute time from Conway Hall: 23 mins walk**

Charities and Non-Profits

S/U credits

These placements are taken for S/U credit, as a fully experiential learning opportunity, with no classroom component.



**BENJAMIN
FRANKLIN
HOUSE**

36 Craven Street, London

Benjamin Franklin House is the world's only remaining Franklin home. For nearly sixteen years between 1757 and 1775, Dr Benjamin Franklin – scientist, diplomat,

philosopher, inventor, Founding Father of the United States and more – lived behind its doors. Built circa 1730, it is today a dynamic museum and educational facility. The team runs a vibrant volunteering programme at Benjamin Franklin House, which includes ‘front-of-house’ positions focused largely on visitor engagement, ‘school visits volunteers’ who assist in the development and delivery of the Schools Programme and four ‘dedicated volunteer’ positions which provide an opportunity to gain in-depth experience in a particular area of working in a museum/historic house.

- **Commute time from Conway Hall: 15 mins walk**



RESPUBLICA
society · prosperity · virtue

ResPublica is a leading Westminster-based think tank and strategy house working at the heart of UK national public policy. Using ideas, innovation and rigorously evidenced policy interventions, ResPublica achieve significant impact on policy-makers and public debate, through working closely with private, public and charitable partners to further their mission. ResPublica values diversity and promotes equality. They encourage and welcome applications from people of all backgrounds.

- **Commute time from Conway Hall: 16 mins walk**

Businesses and Corporations

S/U credits

These placements are taken for S/U credit, as a fully experiential learning opportunity, with no classroom component.



BBDO is the third largest global agency network with 287 offices in 79 countries and more than 15,000 employees worldwide and the largest agency network within the **Omnicom media group**, the world’s largest global marketing and corporate communications company. BBDO EMEA is headquartered in London, has approximately 7,700 employees in 36 countries and 185 offices. The agency network serves many clients across countries around the world. The top clients include Pepsi-Cola, Mercedes, Mars, and P&G.

BBDO and other organisations in the Omnicom group typically advertises separate internships under the following:

- **Special Projects Intern, BBDO EMEA Regional HQ**

BBDO EMEA’s Regional HQ wishes to recruit an intern to join its Corporate Team in London. The Corporate Team comprises finance and legal professionals and senior operations executives, tasked with supporting and advising BBDO network agencies in the EMEA region and also ensuring the effective stewardship of BBDO’s investments on behalf of its US parent.

The intern will work with team members on a variety of projects depending on the particular issues facing the business at the time they join the team. They will benefit significantly from seeing at first hand ‘a day in the life’ of a team of motivated professionals in a regional headquarters of a global and highly awarded advertising network as well as having the opportunity to apply their own experiences, learnings and insights, adding real value to the day-to-day business of BBDO EMEA.

- **BBDO Knows Internship**

BBDOKNOWS is a knowledge and planning service exclusively for BBDO advertising agencies and clients. They exist to help their agencies win, grow and keep clients. The BBDOKNOWS intern will be given a variety of tasks allowing them to gain an understanding of the advertising business. Interns will be tasked with preparing and presenting a research project, writing articles and posting on LinkedIn, assisting with agency requests, assisting on ongoing research projects and ad hoc administrative duties. This placement is suitable for those interested in

advertising, marketing or research, and candidates with good writing skills such as Journalism or English students are welcome to apply. NB: Those applying for BBDO EMEA should not apply for this internship.

- **Commute time from Conway Hall for all BBDO internships: 11 mins walk**
- **Visa reimbursement for all BBDO interns**

Mamma™

Launched February 2019. **Mamma** envisions a world where people are completely empowered and enlightened in their health choices, and where wellness is accessible and easy to find and book. Whether you're looking for something for mind, body or spirit, this online platform helps to discover practises near you. This is a great internship for someone with a passion for the wellbeing industry who wants to help this startup organisation as a marketing executive. Candidates should be confident in Canva or Keynote applications and be visual. Graphic design background is very helpful.

- **Note: As of 2023 this position is fully remote.**

MARS WRIGLEY

Mars is a family-owned business with more than a century of history making diverse products and offering services for people and the pets people love. With over \$35 billion in sales, the company is a global business that produces some of the world's best-loved brands: M&M's®, SNICKERS®, TWIX®, MILKY WAY®, DOVE®, PEDIGREE®, ROYAL CANIN®, WHISKAS®, EXTRA®, ORBIT®, 5™, SKITTLES®, UNCLE BEN'S®, and COCOAVIA®. Mars also provides veterinary health services that include BANFIELD® Pet Hospitals, Blue Pearl®, VCA® and Pet Partners™. Headquartered in McLean, VA, Mars operates in more than 80 countries. The Mars Five Principles – Quality, Responsibility, Mutuality, Efficiency and Freedom – inspire its more than 115,000 Associates to create value for all its partners and deliver growth they are proud of every day. In 2019, Mars UK was ranked the #5 Great Places to Work in the UK and #1 Great Places for Women to Work.

Mars Wrigley is the world's largest confectionary business including some of the UK's top brands like MALTESERS®, GALAXY® and EXTRA®.

- **Commute time from Conway Hall: 40 minutes by public transport**
- **Mars will cover the majority of work related travel costs**



Powerstation Studios is a full-service creative agency with a philosophy that the power of unconstrained ideas can truly make the impossible possible. They work with some of the biggest entertainment brands on the planet including Disney, Activision, Mattel, Nickelodeon and Rovio! (Just to name a few!) Powerstation's work reaches all corners of the globe and they are always on the hunt for new challenges. Interns are assigned a special project: to pick a well-known brand to explore and find new ways of being creative with it across marketing materials and product application.

- **Commute time from Conway Hall: 23 minutes by public transport**



**PUBLICIS
MEDIA**

SPORT & ENTERTAINMENT

Publicis Sport and Entertainment is a sponsorship research and consultancy agency, part of the Publicis Media group, working closely with all Publicis Media agencies (Starcom, Spark, ZenithOptimedia, Blue 449, Digitas).

PSE clients are diverse and range from major sports rights holders (UEFA, FIFA, IOC, NFL) to high profile brands (Samsung, EA SPORTS, VISA, Toyota, KFC).

The London Internship Program at PSE aims to develop students interested in the sports, marketing and research fields. The program represents an opportunity to understand how media agencies operate and interns will be given an introduction to various parts of the business from influencer marketing, media buying, programmatic and SEO. Interns will also be introduced to a series of software and tools, including social listening and social, digital and print monitoring.

Students who complete the London internship program will be given special consideration for future internships or full-time work at agencies within the Publicis Groupe like Saatchi & Saatchi, Starcom Worldwide etc.

- **Commute time from Conway Hall: 31 minutes by public transport**



Sestini & Co is a fast growing business and international tax consultancy firm providing tax compliance and advisory services to individuals based in the UK and overseas.

Founded in 2013, Sestini & Co has rapidly built a reputation for offering clear guidance in complex situations.

- **Commute time from Conway Hall: 10 minutes by public transport**



The PIE is a small, independent media, recruitment and events company for professionals working in international education. Our flagship website The PIE News is a widely read and highly trusted source of news and business intelligence about the global international education industry. Our readership and client base includes people working for educational institutions, education agents, service providers and government bodies around the world.

Our intern will be assisting our London-based editorial team, getting involved in researching stories, sourcing comments and pictures, in order to gain work experience in a successful educational publication. We request that the intern works from our office in Brockley, south east London, (SE4), every Tuesday. www.thepienews.com

- **Commute time from Conway Hall: 30 minutes public transport**



The Tablet is a Catholic weekly journal that has been published continually since 1840. It reports on religion current affairs, politics, social issues, literature and the arts with a special emphasis on Roman Catholicism while remaining ecumenical. It is committed to the teaching of the Second Vatican Council.

Contributors to its pages have included Evelyn Waugh, Graham Greene, Pope Benedict XVI, as Cardinal Joseph Ratzinger, and Pope Paul VI, as Cardinal Giovanni Battista Montini. More recently theologians such as Fr Hans Küng, Professors Eamon Duffy and Nicholas Lash, and Dr Rowan Williams and Jane Williams have written for the publication, along with figures such as Tony Blair, Gordon Brown, John Cornwell, Stephen Hough and David Willcocks. It was launched in 1840 by a Quaker convert to Catholicism, Frederick Lucas, and is the second-oldest surviving weekly journal in Britain after The Spectator.

- **Commute time from Conway Hall: 25 Minutes by public transport**



US Tax & Financial Services provides tax advice, planning, and compliance services (US tax returns, UK tax returns and forms preparation) for individuals, partnerships, corporations, trusts and estates, subject to the US tax system, wherever they may live or operate in the world.

A well-established firm, we have offices in London, Zurich and Geneva with clients in more than 32 countries. Our strong, multilingual team of US tax accountants, UK tax accountants and US attorneys bring together expertise from the Big 4 accounting firms and Fortune 500 companies.

- **Commute time from Conway Hall: 25 Minutes by public transport**

Application Process

- Internship and placement positions will be listed on the Career Center's Handshake site. You will be notified when they go live.

- **You may apply for a maximum of 4 internship positions. The current deadline for applications is noon September 22nd.**

- Go to "University of Notre Dame London Internships" on Handshake. You will find job postings identified as LONDONPROGRAM – Spring 2024 Internship.

- You should read each job description thoroughly.

- In order to submit applications, you must activate your Handshake account and update your profile

- You should submit a cover letter and a resume. In some cases, they require a .ppt or portfolio.

- Most companies will shortlist and then interview after reviewing applications and documents, however some organisations will choose strictly from the application documents, without interviewing.

- Companies will decide at different times over the next few weeks and months. You need to be prepared to accept or reject an offer. You will have 48 hours from the time an email offer goes out to respond with acceptance or rejection.

- Therefore, prioritise, know your preferences, and do your research on each organisation prior to application.

- You may apply for **UP TO FOUR** internships, but be sure that you are interested before applying: be selective. **If you apply for more, we will randomly eliminate applications.** The Parliamentary Work Experience counts as one application.

- The time to talk to past interns is NOW – before submitting an application, or before being interviewed, and NOT once you've received an offer. Contact mtucker6@nd.edu for past interns contact info.

- Interviews take place throughout September & October. Interviews are typically conducted by Zoom or Microsoft Teams. Please check your ND email regularly to make sure you don't miss an email with the interview link.