

Student Guide for the MBA2022 Summer Internship Program

CEIBS MBA Summer Internship Program

Objectives:

To better prepare yourself for the job market and enhance your marketability by

- Taking your interest for a test-drive before you commit to a career
- Understanding the day-to-day operations of the business
- Strengthening your professional expertise and business acumen

Duration: Jun. 21st to Aug. 27th, 2021 (10-weeks full-time)

- It is also possible for students to start before, or continue after, the official internship period, based on the mutual agreement of both parties.

Online Internship Resume Book

You are responsible for writing your CEIBS-format resumes and opting in the Online Internship Resume Book via CSM. Your resumes are visible to the intern recruiting companies from Feb. 8th, 2021 onward.

Internship Recruiting Process

The recruiting process will be similar to that of the full-time employment

Timetable:

Oct. 12 th , 2020 - Jun. 14 th , 2021	Intern jobs posted in CSM
Oct. 2020 - Jun. 2021	Company Presentations and Interviews
Jan. 14 th , 2021	MBA Recruitment Fair (on-line)
Jun. 21 st - Aug. 27 th , 2021	Official full-time internship period
Sep. 3 rd , 2021	Deadline for students to send thank-you note to employers
Sep. 3 rd , 2021	Deadline for students to complete <u>MBA2022 Student Evaluation of Internship</u> on CSM
Sep. 1 st – Sep. 30 th , 2021	Companies fill out the online <u>MBA2022 Employer Evaluation of Internship</u>

Applications:

- Submit each application after careful consideration. Once submitted, you are obligated to attend the 1st round interview if invited by recruiting companies (unless you have already accepted an internship offer).

Interviews:

- Always go into an interview having researched the company/industry. Being prepared also means being on time, dressing appropriately, and preparing questions in advance.
- No-show without prior notice is highly unprofessional. If you have to reschedule or cancel a confirmed interview, please notify both the employer and the CDC consultant by email at least 24 hours before the scheduled time. Please refer to “Professional Behavior and Discipline” in Career Development Handbook 2020 (p.32).
- You are expected to demonstrate utmost professionalism as you represent the CEIBS MBA Program every time you meet with a recruiter. To display your professionalism, you are expected to promptly send a thank you note after each interview.

Internship Offers:

- An offer is considered accepted once the student and the employer have jointly agreed to the terms of employment, verbal or written. After you accept an internship offer, you should keep your commitment.
- If you want to decline the offer, you should do so in a professional manner before the deadline. Please show professionalism by responding via email or telephone.
- Breaching a signed offer or applying for other positions after accepting an offer is unprofessional and unethical. Students who renege on an accepted offer will be subject to disciplinary actions. Please refer to “Professional Behavior and Discipline” in Career Development Handbook 2020 (p.32-33).

Additional Information

- Details about working hours, length of internship, intern compensation or allowance, and other specifics are normally negotiated between recruiters and yourself.
- For overseas internships, please remind the recruiting company to allow sufficient time for VISA application and processing.
- For international students taking internship in mainland China, please abide by the International Student Internship Policy issued by Shanghai Entry and Exit Administration Bureau and remind the recruiting company to allow sufficient time for approval by the authority. Please refer to “Policy Highlights” in Career Development Handbook 2020 (p.20).

Please do not hesitate to contact your assigned consultant or project manager Lynn Qian (Email: qlynn@ceibs.edu; Phone: +86 21 2890 5045) if you have any questions, suggestions or ideas.