



Memorandum of Understanding

About Us

Stint Ireland was founded in 2013 to facilitate tailored internship experiences in Dublin for international students and graduates. Most of our interns are from North America, and all are fluent in English. We are looking forward to working with you to find suitable intern candidates for your organisation. Stint Ireland is made up of a small dedicated team with extensive travel, study, and work abroad experience between us. Our efforts are focused 100% on Dublin, Ireland where our team and office are based and where we aim to facilitate excellent internship opportunities, and an amazing Irish experience for all of our interns. We are also able to meet all of our host partners in person, and maintain ongoing contact to make sure all is going smoothly with the internship placement. We also work closely with our internship partners to match suitable candidates to internship projects as they arise.

Our Internship Partners

We pride ourselves on being connected with organisations in a broad range of fields in Dublin. We really aim to match organisations' specific projects and opportunities with intern candidates with the right skills and goals. We have a brilliant network of partner organisations, and we are constantly expanding our network in response to students' interests, and our organisations' requests. Areas we have facilitated placements across include: communications, PR, fashion, design, theatre, research, environment, healthcare, education, human rights, business, marketing, and tourism. Examples of some of our partners in Dublin include: Adelaide & Meath Hospital, Dublin City Council, various research departments at DIT and Trinity, Irish Heart Foundation, Plan Ireland, and World Trade Centre Dublin.

The Process

- The intern submits an online application and a copy of their CV.

- We will then schedule a call to answer all of their questions, and to find out more about their motivation, and the type of internship they are ideally looking for.
- The student also submits a cover letter, 2 letters of reference and an updated copy of their CV based on our feedback (if required).
- We will then share placement ideas with the student, and send their profile and estimated dates out to potential organisations. The student's feedback in this process is vital.
- We will then arrange telephone interviews between the intern and organisations who have expressed an interest in their profile.
- Once the student and the company are happy to go ahead with an internship offer, the company provides a letter of offer from the relevant supervisor, and we confirm the placement.
- We will then arrange a meeting with the organisation to introduce ourselves, and answer any questions in preparation for the intern's arrival.

Internship Expectations

Internships are unpaid (see visa note below), and students are responsible for covering their living costs in Dublin. Internships are typically full-time Monday to Friday between 9 – 5pm, but this varies based on the specific company's requirements. Students are either carrying out the internship for their own career development experience, or they are completing the internship as part of their university studies. When completing an internship as part of their studies, there may be written evaluations, stipends or site visits by university faculty members required that we will inform organisations of in advance. In all cases, the intern's professional development is very important.

The organisation needs to provide guidance, supervision, and feedback throughout the internship, and the intern needs to be flexible, motivated, and understand that responsibilities are earned not given.

Timelines & Visas

We have no set deadlines with internships available throughout the year, but interns typically apply 4 – 6 months in advance of arriving in Dublin. We recommend a minimum duration of 6 - 8 weeks to get the most from the experience. Stays in Ireland are for a maximum of 90 days due to a visa restriction. No visa application is required for United States passport holders to visit Ireland, and they are permitted to work as unpaid volunteers on a tourist visa given on entry into Ireland for a maximum of 90 days.

For stays over 90 days, there is a Working Holiday Visa that students can apply for from within the United States. This visa allows interns to stay in Ireland for up to 12 months and permits them to carry out paid work. We do not guarantee paid internship

placements though, and payment in these cases is entirely at the discretion of the organisation.

Housing

We believe that housing plays an extremely important role in an intern's experience of living in Dublin. We carefully select housing where interns are within walking distance of the city centre and living together as part of a community. Our housing provides a home away from home living with another Stint participants. Our properties are fully serviced with all bills, Wifi internet, bed linen and towels, and a weekly cleaning and linen change service included.

Pre-Trip Arrangements

We want to take away a lot of the stress and uncertainty involved with making a trip abroad which is why we confirm internship placements and start dates, and allocate housing ahead of all our interns' arrivals in Dublin. We also arrange comprehensive medical and travel insurance with Stucard, confirm the student's flight arrival and make arrangements for their airport pick-up. We also provide an information pack outlining lots of useful information for their trip to Dublin. In order to instil a sense of community and excitement, we also create a Facebook group so that students can start getting to know their fellow Stint participants ahead of their arrival.

Life in Ireland

An amazing Irish experience is fundamental to the Stint program. Students are picked up from the airport on arrival and brought through to their housing. We will be there to meet them for a welcome orientation, give them a goody bag with their local smartphone sim card and emergency contact card. We talk them through their housing, getting around Dublin, and their internship, and answer any questions they might have. We always allow a few days to settle in and the students use this time to find their feet. We provide detailed directions from their housing to our office, and to their place of work and make sure they make these journeys during their orientation period. We arrange regular social evenings in Dublin, as well as weekend excursions, and overnight adventures to some of our favourite, but lesser known spots in Ireland. We also have brilliant discounts with some of our favourite Irish and European tour operators for our interns to enjoy in their own time. The housing and our Facebook group are also great ways to keep in touch with others on the program.

Transport

Whilst walking to work is often possible, we inform our interns of all the modes of transport they will need in Dublin, and for their internships. We also advise them on the

best transport apps for their phone to ensure they find their feet and way around Dublin with confidence and ease.

Career Support & Mentorship

An international internship is a fantastic career development opportunity, and we are here to help all of our interns maximise this potential. We get to know each of our interns personally during their stay. We pre-arrange individual support sessions with our interns throughout their stay at our office. We use these sessions to get feedback on how their internships, and overall stay in Dublin is going, and assist with CV guidance, and interview tips for their future careers.

Feedback / References

To better inform our support sessions, we do ask for feedback from our internship partners on the intern's progress and achievements. Unless specifically requested not to, we will share this feedback with our interns to assist in their personal and professional development. A written reference, as well as a LinkedIn recommendation from their place of work is very valuable for our interns and we encourage them to request these prior to their departure. Whilst not a requirement from our internship partners, and dependent on the ability and success of the intern, we do encourage both positive and constructive feedback as part of the intern's learning experience.

Health & Safety

We are partnered with Stucard to provide each of our interns with fully comprehensive medical and travel insurance for their stay in Ireland. We issue each student with an emergency contact card, and local smartphone on arrival. Our personally managed shared housing, and regular contact with our interns and their host organisations helps to ensure their wellbeing during their stay. If our partner organisations have any concerns about our interns' wellbeing, we ask that they contact our team immediately. Our local team are on call 24/7 to handle emergencies.

Insurance / Garda Vetting

For workplace insurance, interns are usually covered by our internship partners' public liability insurance. However, if any additional insurance requirements are necessary, please let us know so we can make the necessary arrangements. Where Garda vetting is required, our interns can come with police clearance certificates from their home countries.

Workspace / Laptops

Our internship partners will need to provide our interns with a desk space to work from, but they are often able to bring their own laptops if this is helpful. We will need to know this in advance in order to inform the interns of this requirement.

Specific Workplace Obligations

Requirements specific to an organisation in terms of workplace conduct, confidentiality, working hours, leave, and illness are between the organisation and the intern. Organisations are free to request signed understandings from our interns as required.

Resolving Problematic Placements

Whilst our tailored screening process means we endeavour to match suitable intern candidates with our internship partners, we understand that things might not always work out as planned. We maintain strong lines of communication with our interns and internship partners and if either party are not happy with the placement, we will act as mediator to try and resolve any issues. However, in extreme cases where there is no workable resolution for both parties, the intern would become our responsibility, not our internship partners'.

Pricing

We charge our interns a program fee for our services. What's Included?

- Tailored internship placement.
- 8 weeks accommodation in our Stint housing.
- Medical and travel insurance.
- Airport pick-up on arrival.
- Welcome orientation and pack.
- A sim card with €10 credit.
- Arrangement of regular social events and excursions (costs not covered).
- Support of local Stint Ireland team.
- 24 hr emergency contact.

There is no cost to the internship partner for hosting an intern, other than work related expenses that might arise. However, it is important that the intern is gaining valuable working experience.

Requirements of a Stint Ireland applicant:

- A positive and flexible attitude.
- Availability for telephone interviews.
- Feedback on internship opportunities.

- Ample lead time to arrange internship and logistics (2-6 months).
- A minimum age of 18 yrs old
- Sufficient funds to cover program fee, flights, rent, and living costs in Ireland.
- No physical or psychological medical conditions or background that would render an individual unfit for an experience abroad.
- A well written CV, cover letter, and 1 academic and 1 professional reference letter.

Requirements of a Stint Ireland internship partner:

- Provision of internship role with key deliverables.
- Supervisor and ongoing instruction and guidance.
- Desk space and necessary materials to carry out required work.
- Feedback on intern's progress and achievements.
- Availability for telephone / Skype interview with intern.
- Availability for meeting with Stint team member.

We would love the opportunity to work with you. If you are happy to proceed as a Stint Ireland internship partner, please sign below. Whilst all internships are unpaid, it is at the company's discretion to make a financial contribution towards an intern's travel to/from work and lunch (and any other work-related expenses).