**2017 Summer Engineering and Technology International Internship (SETII) Program**

**School of Engineering, Stanford University**

The Stanford School of Engineering offers Global Engineering Programs that are designed to enhance engineering education by providing undergraduate and graduate students with opportunities to have an immersive experience in culturally diverse and international environment. We do this, in part, because we understand that engineers are expected to work globally and we want to prepare our students appropriately.

We have been running the Summer Engineering and Technology International Internship (SETII) Program for a number of years. The program provides students with an opportunity to learn about China and India's rapidly expanding role in global business and technology and to gain real-world work experience in a culturally diverse environment. More than 50 companies have hosted our interns in a dozen cities in China and India such as Beijing, Shanghai, Shenzhen, Bangalore and Pune. The hosting organizations range from multinational to local companies, from giant corporations to small start-ups. In an effort to serve as many Stanford students as possible, we strive to cover a wide range of engineering fields including Aeronautics and Astronautics, Bioengineering, Chemical Engineering, Civil and Environmental Engineering, Computer Science, Electrical Engineering, Management Science and Engineering, Materials Science and Engineering, Mechanical Engineering, and Product Design.  Both undergraduate and graduate students are eligible for this program.

These are intended to be paid internships, although we convey to students upfront that the pay will not compete with Silicon Valley companies.  We ask that the pay provide enough so that students can live comfortably, travel a small amount (on weekends), and be safe.  In many cases, companies provide housing as part of the package.  In some cases, they also cover airfare.

Below is our process and timeline for the 2017 SETII Program:

*November 2016:*  Companies provide position descriptions to Stanford, which we post on our website.  These describe the company, the position, the required skills/qualifications, housing, etc.

*December 2016/January 2017:*  Students apply through our program website to the positions in which they have an interest.

*February 2017:* A committee composed of faculty and the internship program staff interview students and determines who to nominate for each position.  We do this based on fit for the position as well as confidence that the student will be a good ambassador for Stanford and be able to fare well in an overseas internship.  We then send each student’s materials (application, resume, letter of recommendation, transcript, etc.) to the company to which we are nominating that student.  We nominate only one student for each position to provide better coverage across positions.

*Early-mid March 2017:*  Companies have approximately 2-3 weeks to decide if they will accept the student we have nominated, including the option to conduct an interview with the student.

*Late March 2017:*  If the nomination is accepted, the student is then given a few days to accept or decline the offer.  Note:  We work hard at every stage to ensure that students only get to this point if they are sincerely interested, but we still get attrition at this point because students are often choosing between several attractive offers.

*April-May 2017:*  We work with students and companies on travel arrangement, vaccination/shots, visa application, orientations, etc. in preparation for the students’ departure.

*June 26-September 8, 2017:*  Students work as interns. We ask students to commit to work full time and complete the entire 11 weeks of the internship program.

Attached please find a position description form for interested hosting organizations to fill. If you have any questions, please feel free to contact [ming@stanford.edu](mailto:ming@stanford.edu).

**2017 Stanford SETII Program Job Description Form**

If your organization is interested in hosting a Stanford University intern for the summer of 2016, please complete this form to the best of your ability. We understand you may not have a definite description of internship job duties, but providing as much complete information as you can will help us identify the most suitable candidate for your organization. Please email the completed form to Ming Luo at <ming@stanford.edu> by Nov 30, 2016.

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| *Host Company* will assign a work mentor to the intern.  *Host Company* will provide documentation needed to assist the student’s visa application process.  *Host Company* reserves the right to ask the student to sign a confidentiality agreement prior to providing the visa supporting documents.  *Host Company* also agrees in good faith to assist the intern in the event of a medical or other emergency. (There will be no financial responsibility on the part of the host organization). | | | | | | | | | |
| **Host Company:** | |  | | | | | | | |
| **Website:** | |  | | | | | | | |
| **Brief organization profile:**  Include size of organization, industry, current endeavors, and competitive edge. | |  | | | | | | | |
| **City:** | |  | | | | | | | |
| **Contact person name & title:** | |  | | | | | | | |
| **Email Address:** | |  | | | | | | | |
| **Office Telephone:** | |  | | | | | | | |
| **Cell Phone:** | |  | | | | | | | |
| **Fax:** | |  | | | | | | | |
| **Office Address:** | |  | | | | | | | |
| **Number of Position(s):**  For each position, please provide the job description, desired qualification, language requirement, etc. You can either duplicate the relevant sections below, or fill a separate form for each position. | |  | | | | | | | |
| **Work Hours:**  (e.g., Five days a week, June 26 – September 8, 2017) | |  | | | | | | | |
| **Housing availability?** | | □ Yes | Details: | | | | | | |
| □ No | Details: | | | | | | |
| **Monthly intern stipend:** | |  | | | | | | | |
| **Round-trip flight tickets?** | | □ Yes □ No | | | | | | | |
| **Dress code:** | |  | | | | | | | |
| **Department:** | |  | | | | | | | |
| **Department Profile:** | |  | | | | | | | |
| **Departmental contact person name and title:**  Please indicate if this person will be the mentor/ supervisor | |  | | | | | | | |
| **Email Address:** | |  | | | | | | | |
| **Office Telephone:** | |  | | | | | | | |
| **Cell Phone:** | |  | | | | | | | |
| **Work description:**  Please indicate details of the work the intern may be expected to perform during summer 2017. Please be as descriptive as possible. Our experience tells us the students work the best with specific projects. | |  | | | | | | | |
| **Intern qualifications:**  Please describe the required or desirable skills, education, personality, or other qualities you feel would best fit the position and your organization’s needs. | |  | | | | | | | |
| **Desired intern seniority** | | □Undergraduate □Graduate □ Either | | | | | | | |
| **Chinese language level needed**  **(please check one):** | □ | Not needed, can perform job with minimum language skills | | □ | Basic reading, writing, and speaking  (one-year level at Stanford) | □ | Intermediate reading, writing, and speaking  (two-year level at Stanford) | □ | High levels of fluency needed in reading, writing, and speaking  (three-year level and above) |
| **Additional comments:**  Please indicate if you have other particular wish, concern, consideration or plan about the program. (e.g., multiple interns working as a team, long-term recruit, etc.)  Please also let us know anything special about your company’s positions & culture (e.g., long hours, travel involved, diversified culture, etc.) |  | | | | | | | | |