

## **Mistletoe Foundation Internship Program 2018**

The Mistletoe Foundation is pleased to offer a summer internship program for high school students and undergraduate students. Offering interns the opportunity to engage in meaningful experiential learning experiences alongside professionals aligns with our work and mission: building bridges between the academic, entrepreneurial, and civic communities to create a more human-centered and sustainable future through technology.

The Mistletoe Foundation is the philanthropic partner of Mistletoe, Inc., the social venture community founded by Japanese serial entrepreneur, Taizo Son. Founded in 2017, the mission of the Mistletoe Foundation is to build bridges between the academic, entrepreneurial, and civil communities to create a more human-centered and sustainable future through technology. The foundation makes no investments; it is a California nonprofit public-benefit corporation promoting social entrepreneurship by initiating philanthropic programs and research partnerships that help researchers and startups advance the state of science and technology for the public good. The Mistletoe Foundation's flagship program, which is in its inaugural year, is the Mistletoe Research Fellowship for early-career scientists. Fellows will be part of a collaboration in which they can use their expertise to help frontier startups further the development of products with a high potential for social and humanitarian impact.

### **The Internship Program Experience Overview:**

For the summer of 2018, we are hoping to take on two upper-level high school interns and one undergraduate intern. While all interns will work collaboratively with each other and the foundation team, one high-school intern will focus primarily on Event Planning while the other high-school intern will focus on Media and Production. We aim to select interns that have different yet complementary skills and some prior experience, whether in extracurricular or school-based activities. It is our goal that each intern will have opportunities to apply their skills and knowledge towards a series of small authentic projects and working under the direct guidance and mentorship of the Executive Director and head of Programs and Partnerships.

We are particularly interested in students who are:

- Mature
- Responsible
- Dependable
- Collaborative
- Creative
- Passionate about making the world a better place

**Time Frame:** Monday, May 28th - August, 2018

During the above period (about 12 weeks) is when we are able to accommodate interns. A Mistletoe Foundation intern does *not* have to work with us for that entire time. During the virtual interview, we will discuss your ideal schedule with you in order to best accommodate the needs of each intern.

**Location:** Interns will work out of the Mistletoe Foundation office located at: 2595 East Bayshore Rd. Suite 150, Palo Alto, California. Parking is available onsite. Interns will not have their own key to the building but someone will be on hand to let them in during any working hours.

### **Learning Opportunities for all Mistletoe Foundation interns:**

All Mistletoe Foundation Interns will come away from this program having:

- Learned more about how nonprofit organizations work.
- Learned more about multiple potential career paths (e.g. academia, startups, and nonprofits) and direct experience working in the nonprofit career path.
- Specifically learned about how a foundation program defines and measures its performance and societal impact.
- Learned about the tasks and teamwork that go into good programmatic development.
- Gained experience collaborating with team members, devising action plans, presenting their work, and giving/receiving constructive peer feedback.

All Mistletoe Foundation Interns will have the following learning opportunities:

- Participate in two skills workshops led by the Mistletoe Foundation's Executive Director, Jaclyn Selby. Both of these workshops will provide the intern with invaluable practical knowledge that they will be able to apply directly in their future studies.
  - Self-Branding workshop
  - Productivity Tools workshop
- Contribute to the design and creation of the Mistletoe Research Fellowship Program Handbook.

### **High School-Level Internships**

At the Mistletoe Foundation one of our principles is human-centered design. To the best of our abilities, we put that belief into practice when thinking about the design of learning activities. Therefore, part of this internship program involves working with each intern in order to co-design a series of learning experiences that best meet the needs and interests of the individual student while also contributing value to the foundation. The Foundation team is a small, close knit group of professionals. As an intern you will work with and learn from everyone on the team. We are proud to report that everyone on the Mistletoe Foundation team is an experienced and passionate mentor. At this time, the Mistletoe Foundation can only offer unpaid internships for high school students. High school interns will be given a transportation stipend and other perks.

### **Potential Opportunities for Mistletoe Foundation high school interns:**

- To apply **video** creation knowledge and skills towards the production of original video content (e.g. About the Mistletoe Foundation and Fellowship program, videos that present relevant topics to members of the Mistletoe Foundation Fellowship community).

- To apply **graphic design** knowledge and skills towards the production and improvement of the Mistletoe Foundation website, forms, reports, and design mockups.
- To gain experience in **event planning** by applying organizational and math skills. Interested interns will have the opportunity to learn how a budget is created and develop an understanding of the process of how you plan for and execute a large international event.

**The following are some of the skills and experience that we are looking for in an intern:**

(There is no expectation that any one person would have all of these skills.)

- Video production/editing
- Animation
- Social media outreach
- Graphic design for offline (e.g. agenda/programs/handbook)
- Graphic design for online (e.g. website, online platforms)
- Event planning experience
- Writing skills
- Proofreading skills

**Application Process for High School Students:**

- Prospective interns must apply by sending the following documents to Jen Steiner Tonks (Online Communities and Learning Design - acting point of contact for interns) via email [jtonks@mistletoefound.org](mailto:jtonks@mistletoefound.org):
  - A **resume**.
    - Examples of experience to include:
      - Girl Scouts or Boy Scouts
      - Volunteer or community/civic experience involving planning/outreach
      - Head of a school club or leader on a project
      - Independent study with a teacher
  - A **cover letter** that expresses 1) why you would like to be an intern at the Mistletoe Foundation, 2) what you hope to gain from this learning experience, and 3) why you are a good fit for this program and what knowledge, skills, passions, and prior experiences do you offer? In the process of addressing the three question above, tell us about a specific project you have done and how you went about accomplishing that project.
- After reviewing your materials, Jen will follow up with all students who inquire.
- Virtual video interviews will be offered to a select number of prospective interns with the following aims:
  - To get a better sense of who you are as a person.
  - To have an open brainstorming-like discussion on how YOU might want your internship program to be focused.
  - Assess fit between student learning goals and realistic opportunities at the Mistletoe Foundation.
- Accepted interns will receive notification via email.

- After an intern has been accepted into the internship program an intern will be required to sign an agreement that will formalize expectations of the internship and a non-disclosure agreement protecting our startup partners.

## Undergraduate-Level Internships:

At the Mistletoe Foundation one of our principles is human-centered design. To the best of our abilities, we put that belief into practice when thinking about the design of learning activities. Therefore, part of this internship program involves working with each intern in order to co-design a series of learning experiences that best meet the needs and interests of the individual student, while also contributing value to the foundation. The Foundation team is a small, close knit group of professionals. As an intern you will work with and learn from everyone on the team. We are proud to report that everyone on the Mistletoe Foundation team is an experienced and passionate mentor.

### What we are looking for in an undergraduate-level intern:

- Japanese language skills
- Knowledge of Japanese culture
- Writing skills
- Proofreading skills
- Research experience
- Communication skills
- Collaborative
- Professional
- Mature
- Passionate
- Initiative and follow through

### Application Process for Undergraduate-level interns:

- Prospective interns must apply by sending the following documents to Jen Steiner Tonks (Online Communities and Learning Design - acting point of contact for interns) via email [jtonks@mistletoefound.org](mailto:jtonks@mistletoefound.org):
  - A **resume**.
  - A **cover letter** that expresses 1) why you would like to be an intern at the Mistletoe Foundation, 2) what you hope to gain from this learning experience, and 3) why you are a good fit for this program and what knowledge, skills, passions, and prior experiences do you offer? In the process of addressing the three questions above, tell us about a specific project you have done and how you went about accomplishing that project.
- After reviewing your materials, Jen will follow up with all whom inquire.
- Virtual interviews will be offered to a select number of prospective interns with the following aims:
  - To get a better sense of who you are as a person.
  - To have an open brainstorming-like discussion on how YOU might want your internship program to be focused.
  - Assess fit between student learning goals and realistic opportunities at the Mistletoe Foundation.
- Accepted interns will receive notification via email.

- After an intern has been accepted into the internship program an intern will be required to sign an agreement that will formalize expectations of the internship and a non-disclosure agreement protecting our startup partners.