

# Startup Internship Seminar

Prof Mike Malloy

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443-694-1545

<https://linktr.ee/georgetownstartupinterns>

# Students' Career Paths

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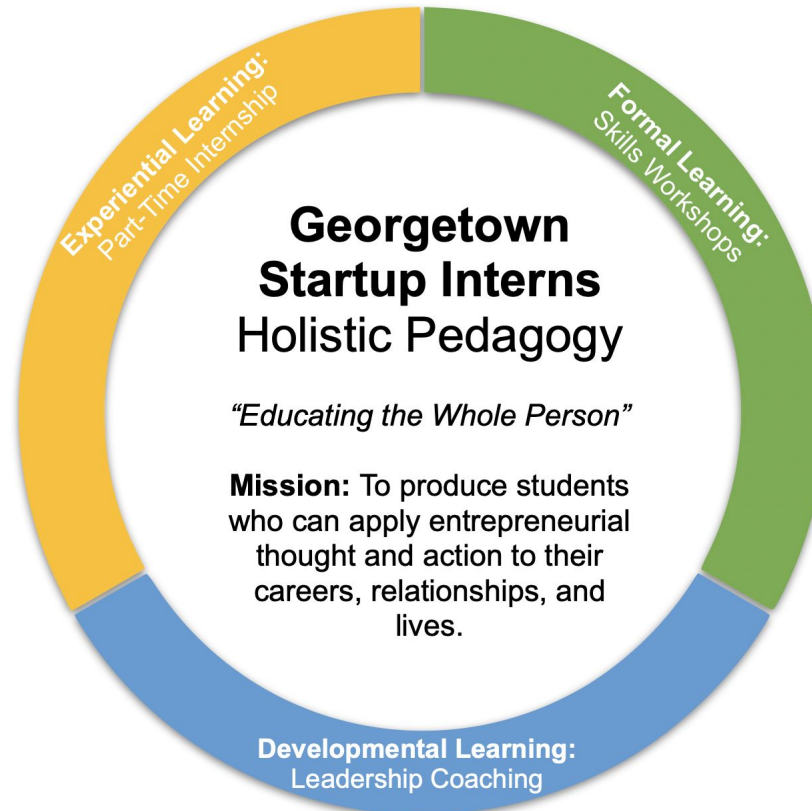
**Goldman  
Sachs**

**Deloitte.**



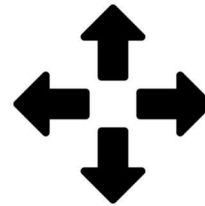
**start**  
**upLand**

# Startup Internship Seminar



# 4 Sided Marketplace

students



# Community of Practice

Interns read their classmates' reflections and add at least 2 threaded replies to share best practices, experiences, or lessons learned for multi-directional career mentoring and peer learning.

<https://docs.google.com/document/d/1n9KmkGETekEySZOfrcHEZLcZjf7L6THPeNYaOCn24Q/edit?usp=sharing>

↩ Reply  (1 like)



Hi - thanks for sharing such in-depth reflection on your informational interviews! I appreciated what your colleague Ricardo noted about being "vocal" about your goals. This resonated with me because I have been working to advocate for myself in professional contexts. Especially as younger woman, using your voice to stand up for yourself is crucial in workplaces! I also agree with the secondary benefits of articulating your goals out loud to take steps towards achieving them.

↩ Reply  (1 like)



You made a great point that reaching out and learning from former interns can be useful. I found former interns generally are very happy to help. Like you said, doing this would allow you to go in with the best position and an incredible amount of knowledge.

↩ Reply  (1 like)

# 1 LinkTree to Rule Them All

<https://linktr.ee/georgetownstartupinterns>



## Georgetown Startup Interns

Marketplace to connect startups and growth-stage companies to student interns

Georgetown Startup Interns (GSI) Program Website

STUDENT: Step 1 - Sign up and upload resume

COMPANY: Step 1 - Sign up

STUDENT: Step 2 - Review open internship postings

COMPANY: Step 2 - Post your internship

STUDENT: Step 3 - Apply on Handshake and schedule interview

COMPANY: Step 3 - Register your internship posting

STUDENT: Step 4 - Finalize your internship

# Intro to Automation Tools

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# Bring Your Own Internship

We offer a “Bring Your Own Internship” option to enroll in UNXD 290/590 Startup Internship Seminar, so you can find additional startup internships at:

- [Google](#)
- [Internships.com](#)
- [Indeed](#)
- [LinkedIn](#)
- [Startup Internships](#)
- [VC Firm Job Boards](#)
- [WayUp](#)
- [Wellfound](#)
- [YC](#)

If you find your own internship at a startup or growth-stage company (1-499 employees) and want to enroll in the course, please email Prof Mike Malloy <[mike.malloy@georgetown.edu](mailto:mike.malloy@georgetown.edu)> with details about the internship for approval. There are a few students each semester who bring their own internships and then enroll in the Startup Internship Seminar. As soon as you receive an internship offer letter, you need to finalize your internship and make sure you have self-enrolled in UNXD 290/590 via MyAccess.



# Students Identify Connections

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GEORGETOWN  
Entrepreneurship

Major/Minor/Coursework

Entrepreneurship

Strengths

Skill Sets

Potential Professional Trajectories

Avoid Industries

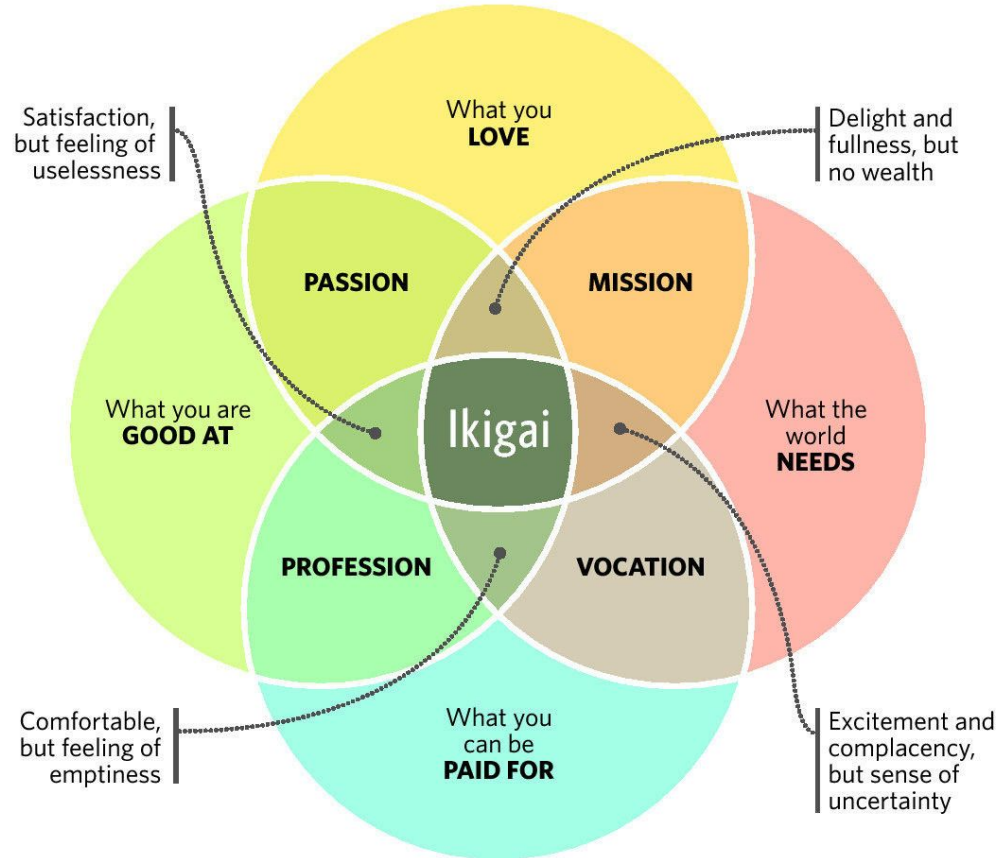
Avoid Departments

Avoid Roles/Responsibilities

# **Practical Professional Skills No One Else Is Teaching Students**

# Self-Awareness & Reflection

- CliftonStrengths
- Habits
- Your Personal Brand
- Intern Well-Being
- Ikigai
- Principles (NEW)

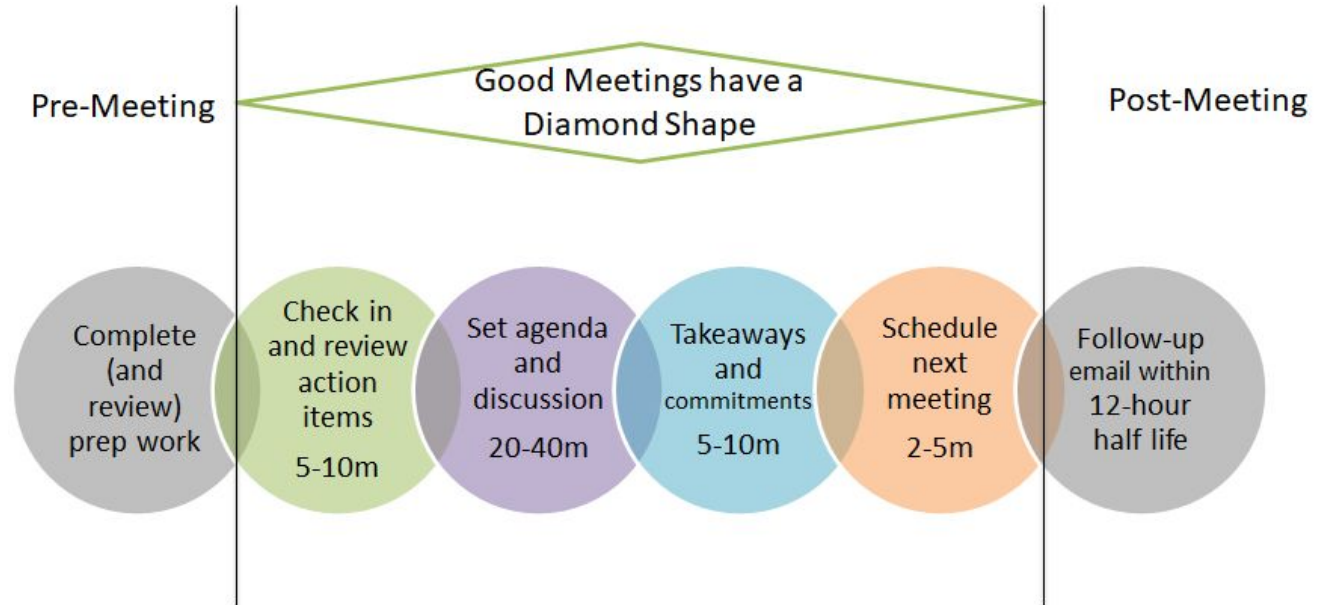


# Core Professional Skills

- How to Work Remotely
- Emails (with [Templates](#))



- Typing
- Meetings



# Example Learning Module

## Meetings Resources

### Videos

You need to watch each video in its entirety.

- ▶ **Video 1/2 - Meetings**
- ▶ **Video 2/2 - How to Effectively Run a Meeting**

### Required Readings

1. [Becoming So Good They Can't Ignore You](#) ➞
2. [How to Run a Meeting](#) ➞
3. [15 Rules for Good Meetings](#) ➞
4. [Adios, PowerPoint. This Simple Document Template Makes Meetings Shorter, Sweeter, and Smarter](#) ➞
5. [Book Report - Crucial Conversations - Tips for Talking When the Stakes Are High](#) ➞
6. [Stanford researchers identify four causes for 'Zoom fatigue' and their simple fixes](#) ➞

### Resources

1. [Template Meeting Agendas](#) ➞ - you and your team can make copies of any of these templates for internal and external meetings
2. [Effective 1:1s – A Field Guide](#) ➞ - you can read this and share lessons learned with your manager
3. [Meetings Slides](#) ➞ - for your reference from the video

### Assignments

1. [Meetings Quiz](#)

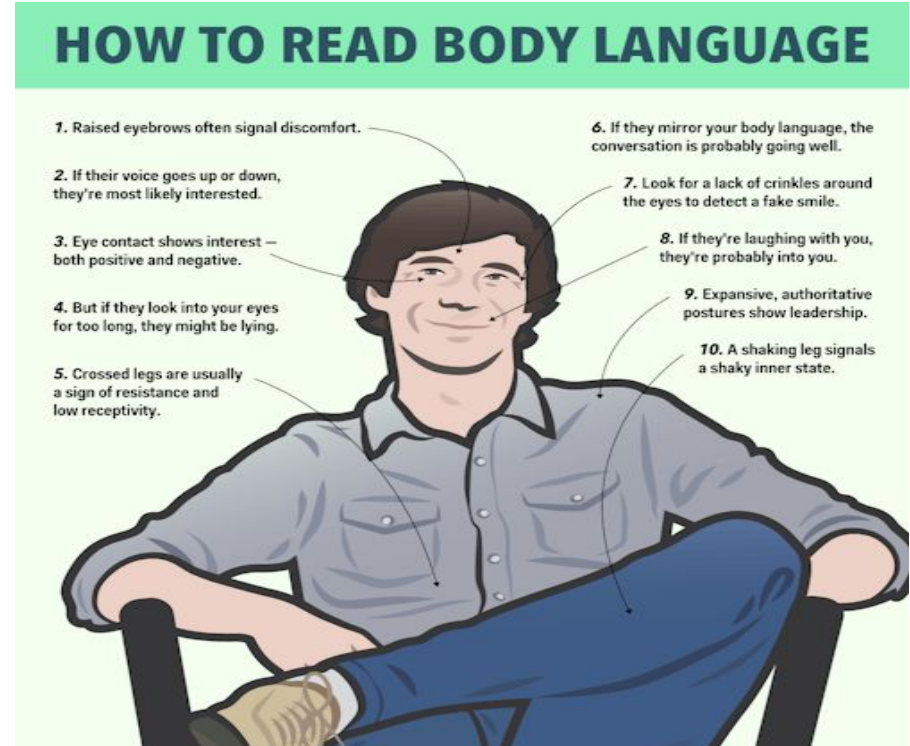
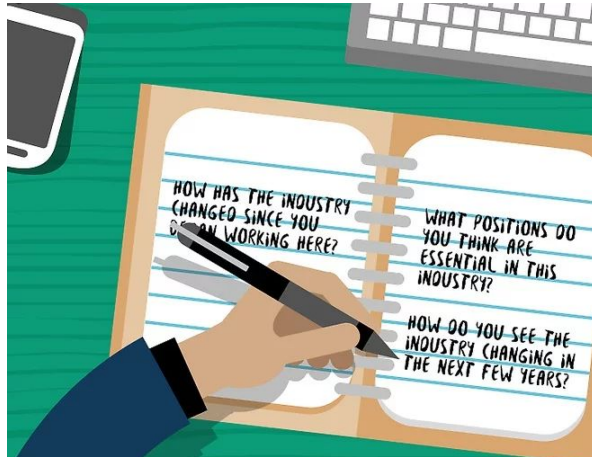
1 module due by  
Sunday at midnight  
each week

2 modules due by  
Sunday at midnight  
each week for Mod B

2 comments due by  
Wednesday at 12pm  
each week

# Relationship Building Skills

- Networking (1 event + 3 business cards/week + 5x7 + 92)
- Emotional Intelligence
- Informational Interviews



# Advanced Professional Skills

- Sales
- Marketing
- Presentations



Career  Experience

= Tenure + Skills + Personal Brand + Executive Presence



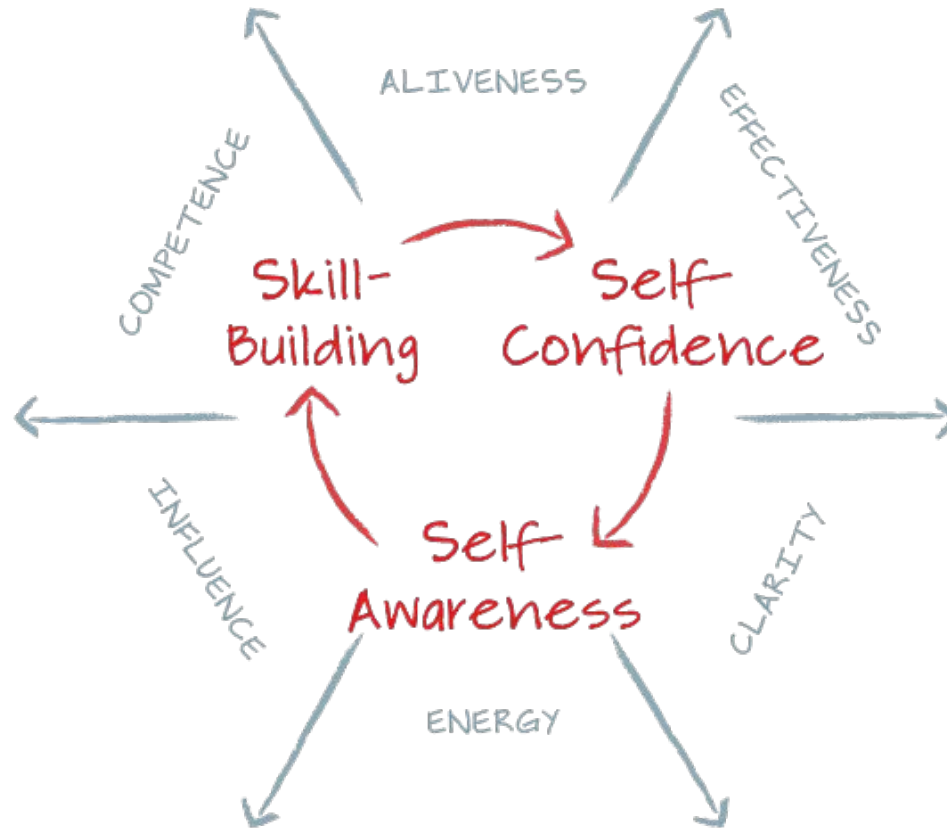
# Now You Will Always See →

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# Leadership Coaching



# LinkedIn Badge

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# Questions?

Prof Mike Malloy

[mike.malloy@georgetown.edu](mailto:mike.malloy@georgetown.edu)

443-694-1545



# Appendix



## Georgetown Startup Interns (GSI) Company Recruitment Form



Thank you for your interest in hiring Georgetown student interns! We appreciate you sharing details about your company and intern recruiting needs.

You will receive an automated email with full instructions to add your internship postings on Handshake today and begin recruiting interns.

You need to finalize your hiring decisions by 1/13/23 (Spring), 3/19/23 (Spring Mod B), or 5/20/23 (Summer) and tell us who you decide to hire.

Email Mike Malloy <mike.malloy@georgetown.edu>, Aveline Argo <aveline.argo@georgetown.edu> with any questions.

## Automated Email →

We are delighted that you want to recruit Georgetown Startup Interns (GSI) for Washington Area Community Investment Fund! Your next steps are all outlined in this email and available at <https://eship.georgetown.edu/gsi-company>.

You can add your internship postings on Handshake today!

- [Posting on Handshake is easy with these instructions](#)
- You can [watch this 5-minute GSI How to Post a Job on Handshake Loom video](#)
- You can [read this Scribe on How to Post a Job on Handshake](#)
- You can [login or create a Handshake account here](#)
- Each Handshake posting must begin with: \*\*\*This internship is affiliated with Georgetown Startup Interns (GSI). Learn more at [eship.georgetown.edu/GSI](https://eship.georgetown.edu/GSI)\*\*\*
- You are strongly encouraged to offer some sort of compensation (hourly, stipend, salary, etc.) to be competitive with the other internship options
- You can post as many internship postings as you need
- Email Patrick Denenea <[phd25@georgetown.edu](mailto:phd25@georgetown.edu)> when your posting is finalized to approve it on the back-end and for any Handshake tech support questions
- [Register Your Internship Posting for GSI](#) to immediately publish your Handshake posting link on our website
- Students can discover your internship posting on Handshake, on our website at <https://eship.georgetown.edu/apply-to-gsi> and via targeted emails sent to students seeking internships
- You are responsible for reviewing candidates who apply in Handshake, scheduling interviews, and deciding who to send offer letters to before the deadline
- You need to finalize your hiring decisions by 1/13/23 (spring), 3/19/23 (spring mod B), or 5/20/23 (summer) and tell us who you decide to hire
- Interns are expected to work approximately 8-12 hours/week during the semester and full-time during the summer

Please email Mike Malloy <[mike.malloy@georgetown.edu](mailto:mike.malloy@georgetown.edu)>, Aveline Argo <[aveline.argo@georgetown.edu](mailto:aveline.argo@georgetown.edu)>, Patrick Denenea <[phd25@georgetown.edu](mailto:phd25@georgetown.edu)> if you have any questions throughout the process. We are excited to find great interns for Washington Area Community Investment Fund!

Always Be Recruiting.

Mike, Aveline, Patrick, and the Georgetown Entrepreneurship Team





## Company Instructions to Add Your Internship Posting

- [Posting on Handshake is easy with these instructions](#)
- You can [watch this 5-minute GSI How to Post a Job on Handshake Loom video](#)
- You can [read this Scribe on How to Post a Job on Handshake](#)
- You can [login or create a Handshake account here](#)
- Each Handshake posting must begin with: **\*\*\*This internship is affiliated with Georgetown Startup Interns. Learn more at [eship.georgetown.edu/GSI](mailto:eship.georgetown.edu/GSI)\*\*\***
- You are strongly encouraged to offer some sort of compensation (hourly, stipend, salary, etc.) to be competitive with the other internship options
- You can post as many internship postings as you need
- Email Patrick Denenea <[phd25@georgetown.edu](mailto:phd25@georgetown.edu)> when your posting is finalized to approve it on the back-end and for any Handshake tech support questions
- [Register Your Internship Posting for GSI](#) to immediately publish your Handshake posting link on our website
- Students can discover your internship posting on Handshake, on our website at [eship.georgetown.edu/apply-to-gsi](https://eship.georgetown.edu/apply-to-gsi), and via targeted emails we send to students seeking internships
- You are responsible for reviewing candidates who apply in Handshake, scheduling interviews, and deciding who to send offer letters to before the deadline
- You need to finalize your hiring decisions by 8/24/22 (Fall), 1/13/23 (Spring), or 5/20/23 (Summer) and tell us who you decide to hire
- Interns are expected to work approximately 8-12 hours/week during the semester and full-time during the summer

Register Internship Postings

# Scribe



## GSI How to Post a Job on Handshake

Created by Mike Malloy | 57 steps | 4 minutes

Google Docs + Google Contacts

1 Navigate to [joinhandshake.com](https://joinhandshake.com)

2 Click "Log in"





## Register Your Internship Posting for Georgetown Startup Interns

Thank you for your interest in hiring Georgetown students! Please submit the link to your internship posting, so we can promote it for you and encourage more students to apply. By registering your posting, it will be immediately published on our website and included in all email marketing to students.

You need to finalize your hiring decisions by 1/13/23 (Spring), 3/19/23 (Spring Mod B), or 5/20/23 (Summer) and tell us who you decide to hire.

Email Mike Malloy <mike.malloy@georgetown.edu>, Aveline Argo <aveline.argo@georgetown.edu> with any questions.

Internship Posting Link \*

Ex. <https://app.joinhandshake.com/stu/jobs/5703061>

**Airtable immediately publishes new postings on the website**

## Student View?

Here is what students see on the [Apply to GSI](#) webpage after you register internship postings:

	Hide fields	Filter	Group	Sort	...	
	Position Title	Link to Internship...	Deadli...	Company	Industry	
1	Data Scientist Intern	<a href="https://app.joinhandshake.com/stu/jobs/5703061">https://app.joinhandshake.com/stu/jobs/5703061</a>	11/11/2022	Go Together, Inc.	Education	Technology
2	Growth Marketing Intern	<a href="https://app.joinhandshake.com/stu/jobs/5703061">https://app.joinhandshake.com/stu/jobs/5703061</a>	11/11/2022	Go Together, Inc.	Education	Technology
3	Marketing & Social Media Intern	<a href="https://app.joinhandshake.com/stu/jobs/5703061">https://app.joinhandshake.com/stu/jobs/5703061</a>	11/30/2022	KettleSpace	Technology	
4	Campus Ambassador / Marketing Intern	<a href="https://app.joinhandshake.com/stu/jobs/5703061">https://app.joinhandshake.com/stu/jobs/5703061</a>	11/30/2022	OffWeGo	Technology	Education
5	Project Controls (Finance & Accountin...	<a href="https://app.joinhandshake.com/stu/jobs/5703061">https://app.joinhandshake.com/stu/jobs/5703061</a>	12/1/2022	ENGIE North America Inc.	Energy & Resources	
6	Venture Fellow	<a href="https://app.joinhandshake.com/stu/jobs/5703061">https://app.joinhandshake.com/stu/jobs/5703061</a>	12/7/2022	Beyond The Billion	Finance & Venture Capital	
7	Sales and Marketing Intern	<a href="https://app.joinhandshake.com/stu/jobs/5703061">https://app.joinhandshake.com/stu/jobs/5703061</a>	12/10/2022	GreenIsland Bakery	Retail & Consumer Goods	
8	Operations and Marketing Intern	<a href="https://app.joinhandshake.com/stu/jobs/5703061">https://app.joinhandshake.com/stu/jobs/5703061</a>	12/10/2022	Storage Scholars	Industry & Manufacturing	
9	Health and Fitness Marketing Intern	<a href="https://app.joinhandshake.com/stu/jobs/5703061">https://app.joinhandshake.com/stu/jobs/5703061</a>	12/12/2022	E60 Fitness Studios LLC	Health, Pharma, & Life Sciences	
10	Private Equity Intern	<a href="https://app.joinhandshake.com/stu/jobs/5703061">https://app.joinhandshake.com/stu/jobs/5703061</a>	12/16/2022	Sage Succession	Finance & Venture Capital	
11	Startup Consulting Project Manager	<a href="https://app.joinhandshake.com/stu/jobs/5703061">https://app.joinhandshake.com/stu/jobs/5703061</a>	12/22/2022	Malloy Industries	Consulting	



## STUDENT: Step 1 - Sign up and upload resume



### Georgetown Startup Internship Seminar Interest Form

Please fill out the form to receive info about startup internships and share your response with companies that want to hire Georgetown Startup Interns. They may reach out to you directly about internship opportunities.

To enroll in UNXD 290/590 Startup Internship Seminar, you can apply to open positions on Handshake that are posted here: <https://eship.georgetown.edu/apply-to-gsi/>

You need to finalize your internship offer by 1/13/23 (Spring), 3/20/23 (Spring Mod B), or 5/20/23 (Summer) and email Prof Mike Malloy <mike.malloy@georgetown.edu> for approval to enroll in UNXD 290/590.

## → Automated Email →

Thank you for your interest in the Georgetown Startup Internship Seminar!

You can start applying today! You can see all the open positions on Handshake if you search "Georgetown Startup Interns". Companies are posting new internships every day, so you can always find the latest list of GSI internships here: <https://eship.georgetown.edu/apply-to-gsi/>

We will periodically send you an email with new internship postings for you to apply. You need to **finalize your internship with GSI** by 1/13/23 (spring), 3/19/23 (spring mod B), or 5/20/23 (summer) semesters. Please tell us who you are interning with to add you to the course.

If you find your own startup, growth-stage company, or international social enterprise internship and want to enroll in the course, please email us with details about the internship for approval. Historically, there are a few students who secured their own internships and then enrolled in the Startup Internship Seminar course.

Please email Mike Malloy <mike.malloy@georgetown.edu>, Aveline Argo <aveline.argo@georgetown.edu>, Karima Ladhani <kl1037@georgetown.edu> with any questions or concerns.

Entrepreneurially,

Ma, and the Georgetown Entrepreneurship Team



gsican; → <https://bit.ly/GSIcandidates> → for companies

List of GSI Candidates for Companies   Use this data									
1 hidden field   Filter   Group   Sort   ...									
<input type="checkbox"/>	Name	Student Status	Major or Degree Program?	Resume	Interested Semesters	Interested Industries	Interested Types of Internships	International CPT	Created
1	William...	Grad Student	Master of Science in Foreign Se...		Spring 2023 Summer	Technology Governm	I am open to new professional ...		10/27/2022
2	Marcela...	Grad Student	Masters of Science in Foreign S...		Fall 2022 Spring 2023	Consulting Energy &		✓	10/25/2022
3	Alexis G...	Freshman	Undecided		Spring 2023	Consulting Non-Profit			10/25/2022
4	ruhan h...	Grad Student	communication, culture, and te...		Spring 2023	Any Industry		✓	10/24/2022
5	Sebasti...	Freshman	Philosophy		Spring 2023 Fall 2023	Consulting Non-Profit			10/24/2022
6	Marissa...	Freshman	Marketing, Operations and Ana...		Spring 2023 Summer	Consulting Education			10/24/2022
7	Nichika ...	Senior	Pharmacy		Spring 2023 Summer	Consulting Health, Ph		✓	10/24/2022
8	Khushi ...	Sophomore	Economics, English		Spring 2023 Summer	Energy & Resources	I'm looking for internships focu...	✓	10/23/2022
9	Kavya S...	Grad Student	MBA and MSFS		Spring 2023	Education Entertainment			10/23/2022
10	Julia St...	Junior	History		Summer 2023 Fall 2023	Entertainment, Medi...	I am open to a wide range of in...		10/23/2022
11	Julia Ya...	Sophomore	Computer Science		Spring 2023 Summer	Technology Consultin	I am interested in software dev...		10/23/2022
12	Nourha...	Grad Student	Masters of Science in Foreign S...		Spring 2023 Fall 2023	Non-Profit & Philant...	I would love to be considered f...		10/20/2022
13	Tala Ka...	Grad Student	Master of Science in Foreign Se...		Summer 2023 Fall 2023	Consulting Education		✓	10/20/2022
14	Penny Li	Sophomore	Economics/Computer Science		Fall 2023	Finance & Venture C...		✓	10/19/2022
15	Sofia M...	Grad Student	Engaged and Public Humanities		Summer 2023	Consulting Education	Looking for the ability to do so...		10/18/2022
16	Dhriti G...	Grad Student	Communication, Culture and Te...		Summer 2023	Entertainment, Medi...	Technology Policy roles essenti...	✓	10/9/2022
17	Amber ...	Grad Student	Master of Science in Foreign Se...		Fall 2022 Spring 2023	Non-Profit & Philant...			9/30/2022
18	Sebasti...	Freshman	International Economics		Summer 2023 Spring	Consulting Education			9/21/2022
19	Vishwa...	Grad Student	Biotechnology (Bio-Business Tr...		Fall 2022 Spring 2023	Health, Pharma, & Li...		✓	9/21/2022
20	Minato ...	Freshman	Major: Marketing & OPAN. Min...		Spring 2023 Fall 2023	Consulting Education	I'm interested in marketing and...	✓	9/15/2022

102 records

## STUDENT: Step 2 - Review open internship postings



https://eship.georgetown.edu/apply-to-gsi/



About ▾ News Events ▾ Student

## Apply via Internship Posting Links

Thank you for your interest in applying for the Georgetown Startup Internship Seminar! You can see a list of internships at startups, growth-stage companies, and international social enterprises here. Access to exclusive, virtual opportunities international social enterprises are new this year. Please click each Internship Posting Link to apply before the deadline.

Hide fields Filter Group Sort ...					
<input type="checkbox"/>	Position Title ▾	Link to Internship ... ▾	Deadline ▾	Company ▾	Industry
1	Data Scientist Intern	<a href="https://app.joinhands...">https://app.joinhands...</a>	11/11/2022	Go Together, Inc.	Education
2	Growth Marketing Intern	<a href="https://app.joinhands...">https://app.joinhands...</a>	11/11/2022	Go Together, Inc.	Education
3	Marketing & Social Media Intern	<a href="https://app.joinhands...">https://app.joinhands...</a>	11/30/2022	KettleSpace	Technology
4	Campus Ambassador / Marketing Intern	<a href="https://app.joinhands...">https://app.joinhands...</a>	11/30/2022	OffWeGo	Technology
5	Project Controls (Finance & Accounting)...	<a href="https://app.joinhands...">https://app.joinhands...</a>	12/1/2022	ENGIE North America Inc.	Energy & R
6	Venture Fellow	<a href="https://app.joinhands...">https://app.joinhands...</a>	12/7/2022	Beyond The Billion	Finance &
7	Sales and Marketing Intern	<a href="https://app.joinhands...">https://app.joinhands...</a>	12/10/2022	Greensland Bakery	Retail & Co
8	Operations and Marketing Intern	<a href="https://app.joinhands...">https://app.joinhands...</a>	12/10/2022	Storage Scholars	Industry &
9	Health and Fitness Marketing Intern	<a href="https://app.joinhands...">https://app.joinhands...</a>	12/12/2022	E60 Fitness Studios LLC	Health, Pha
10	Private Equity Intern	<a href="https://app.joinhands...">https://app.joinhands...</a>	12/16/2022	Sage Succession	Finance &
11	Startup Consulting Project Manager	<a href="https://app.joinhands...">https://app.joinhands...</a>	12/22/2022	Malloy Industries	Consulting

## Key Dates

### Spring Internships

- **October 17 – January 13:** Ongoing applications and interviews to secure spring internships
- **October 24:** First set of spring/summer internship postings available to apply on [Handshake](#)
- **November 4:** First day to enroll in spring classes and save space in your schedule for UNXD 290/590
- **November 14:** Second set of spring/summer internship postings available to apply on [Handshake](#)
- **December 5:** Third set of spring/summer internship postings available to apply on [Handshake](#)
- **January 11:** First day of the spring semester
- **January 13:** Deadline to [finalize your internship with GSI](#) and enroll in UNXD 290/590
- **January 20:** Last day to add/drop UNXD 290/590
- **January 21 – March 19:** Ongoing applications and interviews to secure spring internships for Mod B term
- **March 19:** Deadline to [finalize your internship with GSI](#) and enroll in UNXD 290/590 for spring Mod B term
- **March 20:** First day of the spring Mod B term
- **March 24:** Last day to add/drop UNXD 290/590 for spring Mod B term

### Summer Internships

- **October 17 – May 20:** Ongoing applications and interviews to secure summer internships
- **February 6:** First day to enroll in summer classes and save space in your schedule for UNXD 290/590
- **May 20:** Deadline to [finalize your internship with GSI](#) and enroll in UNXD 290/590
- **May 23:** First day of the summer semester
- **May 25:** Last day to add/drop UNXD 290/590

Finalize Your Internship with GSI

## STUDENT: Step 3 - Apply on Handshake and schedule interview





## Finalize Your Internship with Georgetown Startup Interns

Each student intern must fill out this form. We need this information for Georgetown's registrar office to enroll the student in UNXD 290 or UNXD 590 Startup Internship Seminar and to give access to all the training modules on Canvas.

Finalized hiring decisions are due by 1/13/23 (Spring), 3/19/23 (Spring Mod B), or 5/20/23 (Summer).

Email Mike Malloy <mike.malloy@georgetown.edu>, Aveline Argo <aveline.argo@georgetown.edu> with any questions.

→ Collect everything needed to approve enrollment

→ Collaborate with registrar

→ Collaborate with dean to approve overloading credits

→ Collaborate with OGS for international student visas

Student Full Name \*

# Template Meeting Agendas

- [meetag; → https://bit.ly/MeetingAgendasFromMI](https://bit.ly/MeetingAgendasFromMI)
- [GSI + DGS Meeting Agenda Template](#) = 12/14 Yes

## Agenda

- Can you tell me more about your program?
  -
- How many faculty members do you have?
  -
- How many students do you have?
  -
- What % of your students are international and would require CPT authorization to work with a US company?
  -
- How many semesters or credits does it take to complete your program?
  -
- Do you currently offer any internship courses or opportunities?
  -
- What's your role in approving electives for students?
  -
- Do you have any unique approval processes that we should be aware of?
  -
- Mike's presentation

# LinkedIn Badge

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# How to Fund the Program

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- Pitch to successful entrepreneur alumni donors
- “We teach street smarts in our entrepreneurship program.”
- 6-figure donation to change the lives and career trajectories for dozens of students + enhance university impact and influence in startup ecosystem



# Startup Internship Seminar

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- Twelve-week ~10 hour/week **remote internship program** with a startup or high-growth company
- Access to in-depth **asynchronous workshops** for students to level up their intern skills and earn their “Startup Ready Certification” badge for LinkedIn
- Unique **leadership coaching program** teaching students how to navigate their careers and lives through entrepreneurial values



# Learning Goals

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- Acquire fundamental professional skills through async skills workshops and direct work experience in an entrepreneurial environment
- Gain real world work experience to build student's resume
- Explore career opportunities in a fast-paced organization with exposure to a new industry
- Develop personal leadership skills
- Reflect critically on internship experiences in the context of Georgetown's Jesuit values and mission
- Synthesize learning from internship, training program, and written reflections in the context of student's whole self

# Learning Outcomes

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- Identify connections between:
  - Major <> minor <> entrepreneurship <> coursework <> personal strengths <> skillsets <> possible professional trajectories <> areas to avoid
- Creative thinking on how to combine personal values, professional goals, and fast-paced entrepreneurial setting
- Develop a strong personal narrative to articulate your strengths, skills, and personal brand to employers
- Design & deliver professional written/oral communications
- Level up leadership & awareness of emotional well-being
- Reflect on internship experience to inform life and career planning beyond graduation

# Learning Assessment

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- Bi-Weekly Reflection Papers (20%)
- Quizzes (20%)
- CliftonStrengths Assessment (20%)
- Personal SWOT Analysis (10%)
- Individual Career Development Plan (10%)
- End of Internship Reflection Paper (20%)