

EUTW Internship Program

In general, interns will assist with the administrative process of the Centre, manage the social media presence of EUTW by posting regularly, collaborate in the creation of the bi-weekly EUTW Newsletter, participate in European or EUTW related events, and other office duties. Find below the instructions for the main tasks:

1. Introducing his/herself on the Facebook account of EUTW

In your first couple of days upload a picture of yourself along with a few sentences to EUTW's Facebook page.

2. Improving EUTW Power Point presentations

Also in your first few days, revise the power point presentation about EUTW in your native language. Make sure it is grammatically correct and the sound files are correct.

If there is no presentation in your native language: (1) create a ppt in your language using as a template the one in English; (2) write a script for the sound files and record yourself, create one clip per slide; (3) insert the voice clips in their respective slides and put "Ode of Joy" as background music. You can find the Ode of Joy sound track in the EUTW Server.

3. Create educational videos to increase awareness about the EU among college students

One of the best ways to increase engagement in our Facebook page and to increase awareness about EUTW and the EU is to post content regularly. Videos are a great way to do that.

Choose a topic/series of questions and make an informative video about it. You can interview different students in NTU or find a European colleague or record yourself. The sky is the limit but it's important that the video serves a purpose. iMovie is a great editing tool so you can include explanations/definitions/... between the images.

Note#1: if you are recording people make sure they sign a consent form to post the video with them in it. You can also use this chance to get their Facebook name and tag them this would increase the engagement.

Note #2: avoid using images or videos with copyright or alternatively

put a bibliography at the end.

4. *EUTW sends out a bi-weekly Newsletter. Interns help to search for content.*
5. *The Interview Project centers on the idea of interviewing the several representatives of European countries in Taiwan. The steps to complete an interview are as follows:*
 - a. Research of current events in the European Union and Taiwan as well as the region of Asia in order to come up with questions for a country representative.
 - b. Conduct the interview with the European representative in Taiwan
 - c. Transcribe said interview word by word
 - d. Analyze the interview and write a press article
 - e. Successfully submitting and publishing of the described article on the website

All steps will be commenced in close cooperation with the supervisor. You can find past questions and completed articles on the server for your reference.

6. *EUTW organizes multiple events that vary immensely. As an intern you might be asked to help out with the logistics.*

Additionally, you might be welcome to join Marc at different events (i.e. opening ceremonies, receptions), don't miss on those opportunities

Here are some examples

Present your Country to a local senior high school

The intern has to develop a Power Point presentation aiming at introducing his/her country of origin as well as the concept of the European Union to a small audience. The audience will consist of senior high school students. Therefore the intern has to choose an appropriate visual as well as speaking style of presentation.

Tasks:

- Develop a Power Point presentation fitting for a younger audience
- hold the presentation in the office, receive feedback and implement changes
- present your country and the EU at a school

Dual Internship Programme with European Chamber of Commerce/ European Values Center for Security Policy

During the internship, the intern will have the opportunity to also work at Low

Carbon Initiative Action of European Chamber of Commerce and European Values Center for Security Policy

Regular Tasks

Besides the above mentioned projects, the intern will also have to take part in daily activities of the center. Some of them are as follows:

- Improving the introductory Power Point Presentation of your mother tongue
- Helping the administrative apparatus
- Managing the social media presence of EUTW
- introducing yourself on the Facebook account of EUTW
- regular posting of relevant articles in Facebook as well as Twitter
- reply to questions on Twitter and Facebook in an adequate manner

The intern is welcome to make his/her own suggestions for possible future projects during his/her occupation.

Extra

Participation of European or EU related events

Important:

Interns at EUTW are given freedom and flexibility to propose, design and generate their own initiatives. Any intern is welcome to make his/her own suggestions for possible future projects during his/her occupation.

Getting Around NTU

The office is located in room 636, 6F, College of the Social Sciences at National Taiwan University. The closest gate is that of Fuxin South road and Xinhai Road.

