IU ICO Student Internship Program

IU ICO has student internship opportunities, available during summer and the school year, for students interested in professional development related to Intellectual Property, Marketing and Communications, Licensing and Startups. Three types of opportunities are available for undergraduate, graduate, and post-graduate students.

**Internship Program**

ICO’s Internship Programs (Licensing or Patent tracks) are paid positions that also provide education and hands-on experience for graduate students and post-graduates. The internship program balances formal training in innovation and commercialization, marketing, intellectual property protection, licensing, and contracts with projects that expose the intern to the day-to-day workings of a University innovation and commercialization office. The training and education received will help prepare students for career alternatives outside of a traditional research lab in areas like innovation and commercialization, business development, economic development, and patent law.

**Undergraduate Student Program**

ICO also engages undergraduate students with writing and video experience as work-for-hire employees to assist our team with our marketing and communications program (MarComm track). These are paid opportunities that enable students to work with our team and apply their classroom experience, hone their skills, get real-world experience, and build their portfolio for future professional opportunities. These typically require a student to be at least a junior and are available at the start of each fall or spring semester.

Below you will find additional details for each of these tracks.

**Licensing Track**

This track will assist the Licensing Team in its innovation and commercialization process. Projects include preparation of non-confidential (marketing briefs) summaries, market research, and technology assessments.

**Program Goals:**

- To provide educational opportunities to gain exposure to the process of intellectual property management, particularly in a university setting.
- To provide opportunities for interns to improve analytical and writing skills.
- To provide guidance on a potential career in innovation and commercialization.

**Candidate Qualifications:**

- Have a minimum of a bachelor’s degree in a life science, the physical sciences and/or engineering.
- Written and verbal fluency in English.
- Must be pursuing or have received an advanced degree in law, science or engineering.
- Have an interest in intellectual property as a career goal.

If interested in the licensing track send a resume or CV and a writing sample with cover letter expressing interest in the licensing track to:

<table>
<thead>
<tr>
<th>Jennifer Scott</th>
<th>IU Innovation and Commercialization Office</th>
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<tbody>
<tr>
<td><a href="mailto:jensscot@iu.edu">jensscot@iu.edu</a></td>
<td>518 Indiana Avenue, Indianapolis, IN 46202</td>
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Patent Track
The internship program will assist the IU ICO Patent Team in their ongoing intellectual property evaluation and patent process procedures. Projects include conducting patent research, assisting in the evaluation of university technologies for patentability, and assisting in the preparation of patent applications and prosecution.

Program Goals
- To provide educational opportunities to gain exposure to the process of intellectual property management, particularly in a university setting.
- To provide opportunities for interns to improve analytical and writing skills.
- To provide guidance on a potential career as a registered patent agent or attorney.

Candidate Qualifications
- Have a minimum of a bachelor’s degree in a life science, the physical sciences and/or engineering.
- Written and verbal fluency in English.
- Must be pursuing or have received an advanced degree in law, science or engineering.
- Have an interest in intellectual property as a career goal.

If interested in the patent track send a resume or CV with cover letter expressing interest in the patent track to:

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<tr>
<td>jen <a href="mailto:SSCot@iu.edu">SSCot@iu.edu</a></td>
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MarComm Track
This track will assist ICO in its Marketing & Communications efforts to promote individual technologies, products, the office and innovation and commercialization program in general. Projects include interviewing and preparing (written or video) featured innovations, blog pieces, general writing and research, and general video work.

Program Goals
- To provide opportunities for students to gain exposure to the process and facets of marketing & communications.
- To provide opportunities for students to improve analytical, writing, and video skills.
- To provide real-world assignments to apply their educational experiences to and build their portfolio.

Candidate Qualifications
- Must be a current IU undergraduate student and have completed some coursework in writing or graphic design.
- Written and verbal fluency in English.
- Prefer a junior or senior level student.
- Have a potential interest in writing or video as part of a future career goal.

If interested in the marketing & communications track send a resume or CV and a writing or graphic design sample, as appropriate, with cover letter expressing interest in the MarComm track to:

<table>
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Additional Program Details
"Boot Camp" at the start of the program which covers
- Program overview, Intro to innovation and commercialization, ICO & commercialization at IU, Navigating ICO systems and processes
- Basic business and marketing concepts, Marketing analysis, Marketing research tools
- Patents 101, The anatomy of a patent, Prior art searches and tools, IP landscape analysis
- Technology triage, Opportunity vetting, Commercialization evaluation reports
- Final project presentations

Lunch & Learn series which includes topics such as
- Contracts 101
- Anatomy of a license agreement
- Negotiating a license agreement

Rotations – Fall Semester and Summer intern program
- Fall Semester – 5-10 hours per week
- Summer Semester 20 hrs per week
Additional information for students

Program Basics

What are the goals of the internship program?
- To provide opportunities for interns to gain exposure to the process of innovation and commercialization, intellectual property, and contract negotiation, particularly in a university setting.
- To provide opportunities for interns to improve analytical and writing skills.
- To provide guidance on a potential career in innovation and commercialization or a registered patent agent or attorney.

What experience can I gain as an intern?
Each intern experience is different, and what each intern gets out of the program is strongly tied to what one puts into it. The Licensing Track internship will expose you to our core focus areas including: evaluation of new technologies, including scientific, market, and intellectual property research as well as legal contract negotiation and some experience with patent law. If you have a strong desire to pursue a career in patent law, you can apply to the Patent Track internship and work with our patent team. Of course, if you are unsure of what you want to do, that’s perfectly fine. Apply to the Licensing Track and we’ll take it from there.

What jobs can I get after my internship?
The office has a proven track record of providing valuable experience that has helped many interns go on to secure professional positions. You will be exposed to a range of activities and gain valuable skills that can be applied in several career paths. ICO staff are committed to assisting you find a profession that is right for you. Previous interns have gone on to pursue careers in a wide range of fields like innovation and commercialization, patent law, consulting, medical writing, and banking. In fact, some interns have even found permanent positions within ICO and other Tech transfer offices.

Application Process

What are the qualifications for the internship program?
- Have a minimum of a bachelor’s degree in a life science, physical science and/or engineering
- Written and verbal fluency in English
- Must be pursuing or have received an advanced degree in law, science or engineering
- Have an interest in intellectual property or innovation and commercialization as a career goal

Will I need my advisor's permission to participate in the program?
Yes, ICO wants to ensure that both interns and their supervisors understand the time commitment and requirements of the program.

When should I apply?
- Licensing Track
  Recruitment happens in early summer and requires an application and interview. The start date for each cohort is typically late August.
- Patent Track
  Admission for the patent track is fixed by semester. Apply by July 15th for the fall semester, and April 15th for the summer semester.
MarComm Track
Admission for the patent track is fixed by semester. Apply by July 15th for the fall semester, and April 15th for the summer semester.

Program Commitment

What is the time commitment?
Licensing Track Interns are required to commit to working 8-10 hours each week during the fall semester.
Patent Track and MarComm Track Interns are required to work at least 5-10 hours per week during the fall semester. The rotation is limited to 12 weeks.
Summer interns are expected to work 20 hrs per week.

Can I work after hours such as late evenings and weekends?
Interns should plan to work in the office during normal office hours. This ensures that you have access to ICO staff and resources to successfully complete your duties. Interns are not allowed access to the building after hours. However, if assignments can be completed outside of the office, interns are free to work on them whenever they like.

Internship Duties

What will my responsibilities be as an intern?
Licensing Track
The first few weeks of the internship consist of a innovation and commercialization “Boot Camp” where ICO staff will provide an overview of the core focus areas including background on innovation and commercialization, marketing, intellectual property, and contracts. Interns will become familiar with the office and staff.
Over the course of the program interns may participate in any number of the following activities:
  a) Write marketing briefs (short non-confidential summaries of technologies)
  b) Conduct prior-art analysis (an examination of all information that has been made available, in any form, to the public that may affect the patentability of a technology)
  c) Perform market research and analysis (a comprehensive report of the market potential of a technology, including a description of manufacturing capabilities/costs, distribution channels, any established proof of concept as well as the benefits of the technology vs. currently available technologies)
  d) Write technology assessments
  e) Attend meetings with faculty inventors regarding their disclosures
  f) Attend office-wide intern meetings to interact with the patent track interns

Patent Track
An intern should expect to participate in at least two of the below activities and possibly more depending on availability.
  a) Conduct prior art searches
  b) Draft patent applications
  c) Prepare a portfolio analysis
  d) Prepare a response to an office action
  e) Attend meetings with faculty inventors regarding their disclosures
f) Attend office-wide intern meetings to interact with the licensing track interns
g) Attend “Boot Camp” that will provide the basics of intellectual property protection and licensing strategies

What is the “Boot Camp”?

- Basics of innovation and Commercialization in a University Setting
  - ICO & commercialization at IU, Navigating ICO systems and processes
  - Basic business and marketing concepts
  - Marketing analysis
  - Marketing research tools
  - Technology triage
  - Opportunity vetting
  - Commercialization evaluation reports

- “Basics of patent protection”
  - What is a patent, an overview of the process and how to evaluate patentability
  - General considerations of how the U.S. Patent & Trademark Office examines the basics of novelty, obviousness, and statutory subject matter
  - Techniques of searching literature and patent databases to identify potential prior art materials that may be relevant to the patentability of an invention
  - Considerations in patent application drafting
  - Why patent – how universities use their intellectual property including basics and implications of university licensing