

## **URBEST Internship Opportunity**

- Company, Agency, Office or Division hosting this Internship: (with location)

### **URVentures**

- Title of Internship:

Business Development Analyst

- Description of the Internship:

This internship will be for a graduate student or postdoc who is interested in the process of licensing UR technology and building a business based on UR technology. This internship opportunity is two-fold. First, the trainee will shadow a URVentures Licensing Manager and be involved in the management of their technology portfolio. This involves evaluating new invention disclosures for business viability, contacting potential licensees, and aiding in any negotiations.

Secondly, the trainee will be involved in one start-up project. The start-up project will be assigned as projects are available and will require the trainee to do a deeper dive into the particular technology and market. This project will require both primary and secondary market research.

- Approximate length of time to be spent at this internship: (e.g., 2-4 weeks or 4-6 months)

3-6 months

- Approximate number of hours to be spent on a recurring basis: (e.g., 40hrs/week or 3-5hrs/week)

5-10 hours/week

- What is the goal of this internship opportunity for the trainee?

Provide an understanding of technology development, business development, start-up company viability, and licensing.

- What are the objectives for the participant during the internship opportunity? (add more if needed)

1. Learn how to evaluate early stage technology based on market viability
2. Have an understanding of Intellectual Property and how it relates to business
3. Understand the process of licensing Intellectual Property
4. Be able to conduct primary and secondary market research
5. Understand start-up company viability

- Will there be any formal training, coursework or examinations involved? If yes, please provide details:

Attend any Commercialization Boot-camps or Intellectual Property lecture series.

- Responsibilities and duties of the intern:

The trainee is expected to work closely with the Licensing Manager assigned to them. This may require several hours per week at the Licensing Manager's discretion. Trainees may attend, but not participate in, meetings with companies associated with technologies in their portfolio. The trainee is also expected to work on any tasks assigned to them through their start-up project. There will also be a mandatory weekly meeting associated with the start-up project.

- How will the participant be supervised throughout the internship? And how will they interact with their supervisor / mentor?

The trainee will be expected to check-in with both their assigned Licensing Manager and Project Manager of the start-up project. These managers will provide guidance and answer any questions the intern may have as well as set the expectations of workload.

- Will there be any final project due from the intern at the completion of the internship opportunity? (e.g., summary memo, presentation, final paper)

There will be no final project due, however the trainee will be expected to provide the following deliverables at the conclusion of the internship:

- Technology Evaluation Reports
- Potential Licensee Lists with Contacts
- Transcripts of any Interviews Conducted
- Any documents generated during the start-up project
- A summary of the above

- How will the Intern be evaluated during the program? (e.g., progress reports, periodic reviews)

During the internship opportunity, the internship host and URBEST's Tracey Baas will evaluate the intern using periodic monthly progress reports (what did they actually do). Each progress report will be written by the internship mentor and edited by the intern. The mentor and intern will then discuss the progress report, sign the document, and submit it to the URBEST office. Tracey will set up either a face-to-face meeting or a phone call with the mentor and intern, individually. The first progress report will be an "intake" document (when the student first arrives) and include goals and expectations for the internship. Following progress reports will address performance, achievement of goals, areas for further development and any other information that the mentor and intern deem important.

- How will the Intern be evaluated at the conclusion of the program? (e.g., final report)

At the end of the internship, URBEST's Sarah Peyre or Tracey Baas will assess the intern, using a final reflection/analysis of the experience. The intern will write the analysis piece, connecting the internship experience to their professional development. They will highlight content knowledge, acquisition of skills and understanding of the workforce, self-assessment of their performance and identification of areas that they still need development. Tracey will set up a group meeting or conference call for a final debrief of both the mentor and the intern.

- If there is any additional information about your internship opportunity that you would like to provide, please include it here:

N/A