



Working With FIE

A Guide for Companies
and Organisations



Table of Contents

FIE's Internship and Service Learning Programmes	4
Benefits for the Workplace	6
Expectations	7
<i>What We Ask of the Workplace</i>	7
Site Supervisors	
Defining the Intern's Role	
<i>What You Can Expect of FIE</i>	9
Administration	
Student Preparation	
<i>What to Expect from Your Intern</i>	10
Cultural and Professional Adaptation	
Overall Student Conduct	
Absences	
Placement Process	12
<i>Initial Site Visit</i>	12
<i>Duration and Scheduling</i>	12
<i>Vetting</i>	13
Application Review	
Equal Opportunity	
<i>Interview and Induction</i>	14
Internship Agreement Form	
<i>During the Placement</i>	15
Remuneration	
Working days and hours	
Health & safety	
Mid-Placement Feedback	
End-of-Placement Performance Appraisal	
Appendix	17
<i>Intern Agreement Form</i>	18
<i>Intern Appraisal Form</i>	19



Intern Perspective

"This picture depicts me at Inner Temple Hall, proudly standing over a huge networking event that I assisted in planning where the Governor of Virginia was the guest speaker... the FIE internship experience can be very rewarding and open up opportunities to meet other business contacts from the UK and abroad."

— Lora, FIE Intern

"I like efficient and pleasant organisations. Foundation for International Education is one of them."

- An FIE Partner University



FIE's London Centre, Foundation House, at 114 Cromwell Road

Our mission is to provide high quality educational experiences to the global community. In pursuit of these goals, FIE is committed to the development of creative learning environments wherein an understanding of, and appreciation for, the privileges and responsibilities of international citizenship is fostered. This commitment is driven by the belief that interaction between people of diverse cultures is the base upon which empathy among nations is built.

Introduction

Thank you for your interest in working with the Foundation for International Education (FIE). This guide serves as a resource document for companies and organisations that are working or wish to work with FIE in providing unpaid, short-term work placements for undergraduates from the U.S. who come to London as a part of their degree programme. We hope you will find it helpful in understanding how and why we organise placements and what student interns expect to gain from the experience. Moreover, the relationship is a mutually beneficial one; this guide also discusses what companies gain from the experience and what you can expect from us.

If you do not currently work with FIE and would like to, or if you are on our books and have an upcoming opportunity for an intern, we would like to hear from you.

Email: internship@fie.org.uk

Phone: 0207 591 7760

Respectfully,

The Internship Team

About FIE

FIE, a London-based non-profit educational organisation, provides customised partnership programs and individual student enrollment programs in London and other Western European locations.

Since establishing in 1998, the Foundation for International Education (FIE) has set new high standards in delivering academic programs abroad. We are a forward-thinking organisation with a mission that expresses our passionate belief in the value of international education. The secret of our success lies in our ability to provide exceptional experiences for each and every student. We achieve this through a combination of three essential ingredients: the expertise and commitment of our team, the quality and depth of our support facilities and resources, and the value we place on maintaining the highest levels of service in every aspect of our operation.

We work with hundreds of London-based organisations placing our students in unpaid internship placements. London work environments available for internships range from large multinational corporations to small and medium-sized enterprises, and include all types of businesses, voluntary, political, public sector and creative organisations.



FIE's Internship and Service Learning Programmes

FIE aims to provide a rigorous academic curriculum that utilises the vast resources of London to assist students in meeting personal goals and learning objectives. Our philosophy is one that emphasises experiential learning, or learning through doing. The experiential nature of our programmes means that students will engage in cultural and historical excursions as a main part of their course modules and participate in a placement as well.

FIE defines **experiential work placements** as general and short-term educational experiences in which students can begin to apply classroom theory to practice by working in and reflecting on a given organisation and work sector. Students choosing to participate in a placement are keen to explore the industry in which they hope to work as graduates; uncover their strengths and weaknesses; and develop a sense of their professional selves. FIE emphasises to students that the placement should not be regarded as vocational or on-the-job training for a specific industry or career.

In London, FIE students engage in placements at public, private, for-profit, and not-for-profit organisations in a wide range of industries. The placement is part of an academic course module for which students receive credit toward their undergraduate degree. The module has two main components:

1. A work placement.
2. Academic requirements including seminars and written work.

Intern Perspective

"In this photo I am on the set of a movie shoot, where I worked hand-in-hand with the director. He let me look through the camera to help me understand how composition works. I have been on four shoots so far and in each one I have learned about different aspects of the video production industry."

— Josh, FIE Intern

Experiential Work Placement

... a general and short-term educational experience in which students can begin to apply classroom theory to practice by working in and reflecting on a given organisation and work sector.

Placement Areas

Internship

- Accountancy & Finance
- Arts & Humanities
- Business & Economics
- Communications
- Design
- Education
- Environment & Sustainability
- Fashion
- Film & Television
- IT & Multimedia
- Journalism & Media
- Legal & Justice Organisations
- Music
- Politics
- Psychology
- Social Welfare & Non-Profit Organisations

Service Learning

- Refugee issues
- Housing/homelessness
- Heritage/arts organisations
- Women's issues
- Poverty issues
- Environment & sustainability
- Substance abuse & addiction
- Mental health
- Disability rights
- Gay & Lesbian issues
- Ethnic, racial, religious diversity
- Human rights & conflict resolution
- Education
- Youth/children's issues
- Community regeneration
- Prisoner welfare/crime reduction

Students choose either an internship or service learning placement. Though the foci of these two modules are similar, there are some distinct differences in the module goals.

Internship Placements

An international internship at FIE is a pre-professional, field-based experience coupled with academic analysis and reflection. Students undertaking the internship module may be either at for-profit or not-for-profit organisations.

The key goals of the internship module are to promote the development of:

- An understanding of a London workplace environment, the workings of the company and the industry in which it is located.
- Transferable job skills such as professional interaction, computer use, business writing, and research skills.
- Analytical and reflective skills needed for the transition from university to work.
- Increased cultural and global awareness, flexibility and competence.
- Personal development and career awareness.

Service Learning Placements

Service learning involves work-based learning with organisations whose ultimate goals are to achieve public good. Service learning placements are exclusively at not-for-profit and charitable organisations.

In addition to the internship goals listed above, students choosing service learning will be expected to develop:

- An understanding of social provision in the UK.
- An increased sense of civic awareness and social responsibility.

Without the participation of companies like yours, our students would not be able to access the incredible resource that is London's diverse workplaces. We endeavour to move students from the position of 'tourist' in order to have a far deeper understanding of and connection with British life and culture. The work placement is a critical piece in that development as it allows for an authentic and immersive experience and the opportunity to get to know their fellow Londoners.

Benefits for the Workplace

Internships are very popular with American university students as they are aware of the benefits that such an experience can bring for them. However, the experience must be as beneficial for the workplace as it is for the student. The overall success of the experience is based on it being a two-way street. The companies and organisations that we work with have expressed to us the ways in which they see the students contributing to the work environment.

In a survey conducted by FIE in 2007, our current placement site partners indicated that our students are committed, mature and flexible and bring a good skill base to the workplace. Further, respondents indicated that they perceived the site as benefiting in a number of ways, most prominently:

Additional assistance in the workplace.

Our students bring with them other work and life experience through which they have gained skills and knowledge that can be of value to your organisation. They are towards the end of their degree programme, so they are nearing the standards of entry-level employees.

Making a contribution to education and shaping global citizens.

Your organisation has a vital role to play in international education. The exposure to different viewpoints and ways of thinking aids in expanding the perspectives of young people and preparing them for a globalised world.

A source of staff development.

For many companies, having an intern to the workplace provides the opportunity for staff to delegate and take on a supervisory role.

A fresh perspective.

While students are clearly here to absorb, observe, and learn from their environment, they can also be a source of new ideas. As 'outsiders' both to the organisation and British culture, student interns can be active contributors to the work environment.

A walking advertisement.

The intern also serves as an ambassador for your company or cause long after their experience with you has finished.

We would be happy to put you in touch with one of more of our sites currently taking interns if you would like to learn first-hand about the experience of hosting an intern.

"We have enjoyed all our interns. They have varied considerably; [this year's three interns] have really embraced the mission of our work. They have enjoyed the family atmosphere and brought a variety of skills needed."

— Site Supervisor with a music performance foundation, an FIE placement organisation.



Intern Perspective

"Fashion design is a series of plans. It helps prevent wasting time, materials and energy. This is the most important thing to do with anything involving fashion. This picture shows the beginning stages of making a garment. Cutting is also important, because if you mess this step up, you will have problems with the rest of the process."

— Michael, FIE Intern

Expectations



What We Ask of the Workplace

Intern Perspective

"Taking time off to chat with the people around you is all a part of the internship experience. Here, I'm having a chat with the receptionist on my tea break. This is the feeling of being a part of a team in the business world."

— Lizzette, FIE Intern

We view our site placements as valued partners in the educative process. The more that we know about you as an organisation, the more we are able to fulfil your needs and ensure a positive and beneficial experience for everyone involved. Please feel free to add us to your mailing lists, engage us in any ways that you see fit and let us know what we can do for you.

A work placement is a departure from other forms of university education. In conjunction with the supporting curriculum, you are, in a sense, in the role of educator in situ. That is not to say that we expect you to be a personal tutor; on the contrary, we expect the student see learning all around him or her, to observe, engage and interact organically in the workplace. Nonetheless, letting the student intern know what is expected and what he or she should strive to learn and understand at your company is encouraged.

Site Supervisors

Each company with which we work has designated a point person (or, as we term it, *site supervisor*) that liaises with FIE staff on all aspects of the placement coordination and is ultimately responsible for supervising the student during the placement experience. For both administrative purposes and to provide clarity for the student, we ask that one individual is designated this role. Of course, during the placement it may be practical and beneficial that an intern is 'shared' among staff, departments or projects.

Site Supervisor

... an individual within the workplace who liaises with FIE staff on all aspects of the placement coordination and is ultimately responsible for supervising the student during the placement experience.

Defining the Intern's Role

We expect that students will be engaged with a variety of tasks that typically reflect the industry in which they are interning. Of course, the tasks and responsibilities that interns undertake are dependent upon the needs of your organisation, the industry in which you are located and the abilities of the student intern. As the student progresses through the placement, it is ideal if the student can be provided more challenging work commensurate with their abilities and interests.

The tasks of the intern may be in the form of project work as well as the day-to-day tasks of the organisation. The tasks are as varied as the sites that host our interns, making it difficult to generalise. As examples, past student interns have assisted in the following ways:

- Assisting with current project work
- Organising events and meetings
- Handling press samples and media clippings
- Assisting with bookkeeping, accounts and finances
- Helping with casework and campaigning
- Assisting with fundraising and outreach
- Attending meetings on- and off-site
- Researching client and industry background
- Reviewing and revising company literature
- Writing and editing articles
- Contacting and liaising with clients
- Dealing with post and email enquiries
- Developing and/or maintaining databases
- Updating and contributing to the website
- Producing brochures, press releases or other PR materials
- Carrying out marketing strategies
- Research and report writing
- Tutoring young people and adults
- Undertaking general administrative support duties

Interns are most successful when treated as a regular member of staff in as many ways as possible. It is very helpful if you can provide a brief description of the placement, possible tasks and any additional information (such as skills, field or study and/or interests, office culture and dress code). This will allow us to make an appropriate match between a student and your organisation and assist the intern with the transition into the workplace.

Placement Tasks

We will ask you to provide a brief description of the placement, possible tasks and any additional information (such as skills, field or study and/or interests, office culture and dress code) that will help us find the best student intern for you.



Intern Perspective

"In this photo, I'm taking down the prints from one exhibition and getting the gallery ready for the next exhibition to come. This is an example of a really hands-on task at the gallery. "

— Celeste, FIE Intern

What You Can Expect of FIE

Administration

FIE appreciates the time and effort that you invest in organising and preparing for internship placements and supervising interns and their work. We wish to make the experience as beneficial as possible for both you and the student. As such, we make every effort to administer our programmes in a straightforward and practical manner. The Internship Team is available throughout the tenure of the student's placement to assist you in any way we can.

The success of internship placements is based on providing solid preparation for our students. We work with students (in conjunction with their home institution) from the earliest stages of the application process to assist them in preparing for all aspects of their overseas experience. Students are required to attend pre-departure sessions in which they are advised on practical and logistics aspects of their time in London.

Student Preparation

Upon arrival, students have further orientation sessions to help them acclimate to living and studying in London and prepare them for their interview and subsequent placement experience. The management of students' expectations – those of the U.K., its cultures and the workplace – is a main focus of the preparation. Students' course modules while in the UK are designed to help them build cultural, political and historical knowledge as well as intercultural understanding and competence.

We also direct students to research and learn as much as possible about the industry in which they will be working and current issues in the UK media and how they might relate. Our comprehensive Guide to Internship Areas for students, available on our website and on request, describes the realities of U.K. industries and the types of tasks they might expect to undertake on a placement in each industry.

"Of all the interns we get, FIE students are up for the challenge and enjoy the work they are given."

— Site Supervisor with a business-to-business media company, an FIE placement organisation.

What to Expect from Your Intern

Cultural and Professional Adaptation

We have high expectations of our interns, and experience has shown that our students can meet them. Feedback from our sites reveals that our students have the raw materials and commitment to adapt and engage successfully in the experience. We expect students to be respectful and receptive to cultural difference and willing to adapt to the norms of the environments in which they find themselves.

Nonetheless, the adjustment to a new culture, a new city and the world of work provides a set of challenges for students. Overcoming these challenges form the *raison d'être* of their experience abroad. Both in the sense of organisational culture and multicultural Britain, we expect students to use cultural frames of reference to decipher communication both inside and outside of the workplace context. Our work is to prepare them as thoroughly as possible for their experience and to make them aware of cultural difference. However, as is normally the case when an individual is introduced into a new culture, 'culture shock' may result. **Culture shock** (or acculturation) is the process by which individuals negotiate their way through their own assumptions about the world around them, trying to reconcile their own cultural norms and values with those of the host culture.

Although the onus is on the student to observe and learn the ways of the host cultures in which s/he finds her/himself, it still may be helpful to be aware of a few cultural generalisations about Americans/American students. For instance, your intern may:

- Be initially challenged by deciphering indirect communication styles and regional accents.
- Be initially challenged by ambiguity common in most working environments.
- Be enthusiastic and efficient workers.
- Appreciate frequent feedback.
- Be personally 'open.'

Please note that the vast majority of our students are American, though we do encourage and occasionally have U.S. university students who are not Americans enrol on our programmes.

In addition, although our students will have had some prior work experience, this may be their first experience working in a professional environment. This university to work transition is one in which students are faced with realities such as:

- Being expected to be at their best every day.

Culture Shock

... the process by which individuals negotiate their way through their own assumptions about the world around them, trying to reconcile their own cultural norms and values with those of the host culture.

Intern Performance

In the event that problems arise in relation to the performance or behaviour (including unauthorised absences) of the student, please do not hesitate to contact the Internship Team.

- Being punctual and working efficiently.
- Being responsible and reliable in a team.
- Working to a timetable dictated by a supervisor workplace demands.
- Using their initiative, problem-solving skills and prior knowledge to move a project from A to B.

Overall Student Conduct

FIE and the student's home university expect that the student will engage fully in the tasks and projects that they are assigned. A positive attitude to even the smallest tasks is expected, and students are instructed that their approach toward their work at the beginning of the placement will impact the type of work and responsibilities they are given as the placement progresses.

Behaviour should be appropriate for the professional workplace and the standards of performance that you require should be maintained by the intern.

In the event that problems arise in relation to the performance or behaviour (including unauthorised absences) of the student, please do not hesitate to contact the Internship Team. More often than not, the problem is down to cultural misunderstanding or miscommunication and can be easily solved.

In the instance of a problem that could lead to termination, it is crucial that the intern be informed (orally or in writing) of the inappropriateness of their behaviour or unacceptable level of performance and that the Internship Team be notified. In the rare event that the situation cannot be resolved or the intern does not improve, the site supervisor must inform the Internship Team that the placement will be terminated.

Absences

In organising a given placement, the Internship Team will provide you with the days and dates that the student is available, and it is expected that students not ask for 'time off' on any days they are expected to be at the workplace. In order to meet their academic requirements and maintain full-time student status, students are to be at their placement for full days on their required internship days.

Other than in the event of illness or emergency, students cannot absent themselves from the work placement. If a student is ill, s/he is required to contact both the site supervisor at the placement as well as the Internship Team.

Placement Process

Initial Site Visit

Following an enquiry, one of our team will make an appointment to come and briefly meet with you and any other relevant staff to learn more about your organisation, the environment in which an intern would be placed, and the roles and tasks to which an FIE intern might contribute. This also offers an opportunity for you to ask questions of us and become familiar with a member of our Internship Team.

We will also request occasional visits as the partnership continues. From time to time, the student's professor may request to visit the student in the workplace. We are cognisant of your busy schedule and will try to request these visits only when necessary.

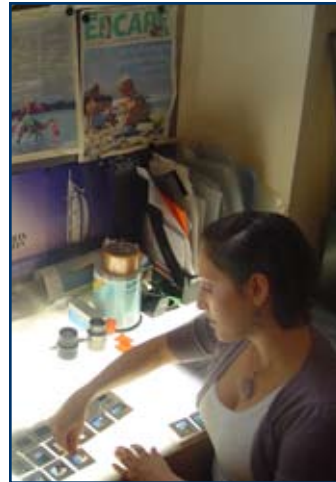
Duration and Scheduling

The duration of a student's internship is dependent on the student's university requirements, academic timetable and duration of their stay in London. Students intern for two, three or four days a week for five to twelve weeks. Students will have classes and academic obligations throughout their experience. These obligations will mean that students will be available only particular days of the week.

We have students beginning placements at the end of October and February, in mid-April, and throughout June. We endeavour to provide as much lead time as possible before the commencement of a placement. However, should another organisation need to withdraw from an arrangement unexpectedly, and we may request if you might offer placement for a student on short notice.

Whilst it is our intention to provide an intern to each interested site, we cannot guarantee we will have a student who is a suitable fit for your company in a given term. It is not possible for us to predict which fields and preferences our students will request. By the same token, we understand that it may not be possible for you to host an intern each term.

As at any point in the process, FIE welcomes the site supervisor's feedback on any aspect of the experience of working with us and our interns.



Intern Perspective

"One task that I am asked to do is search in a particular section of the library. These searches are for clients who call in looking for a specific image that is usually in a specific part of the world. In this photograph, I am doing a search through San Francisco, looking for pictures which incorporate Haight St."

— Danielle, FIE Intern

Vetting

Students are vetted by their home institution and by FIE to participate in our programmes. Students must have a good academic record and be flexible, positive, and able to cope with the demands of studying, living and working in a new environment and culture. They are generally in their third year of a four-year undergraduate degree programme.

As part of the application process, students will submit three general areas in which they would like to be placed. These are not named companies and must relate to their academic or previous work experiences. Approximately six to eight weeks before the start of the placement start date, we review students' CVs and supporting documents. The FIE Internship Office will then contact appropriate organisations with student details, duration of placement and interview availability.

Application Review

Once the site supervisor has received the student's internship application materials and work availability, we ask that the organisation review them and make a decision as to whether the student is suitable and whether there is appropriate workload, space and a named individual to supervise the intern. While we are aware of the fact it may take some time to reach a decision, we are very grateful to be kept updated on the progress of the decision and informed of it as soon as reasonably possible. This allows the Internship Team to move forward with securing a placement with another organisation should your organisation not be able to accommodate the intern.

While we are aware of the fact it may take some time to reach a placement decision, we are very grateful to be kept updated on the progress of the decision and informed of it as soon as reasonably possible.

Equal Opportunity

FIE are committed to being an Equal Opportunity organisation. All delivery, supervision and management of all services to students enrolled in any FIE programme are without restrictions on the basis of race, sex, sexual orientation, religion, or national origin. FIE would expect any host organisation to adhere to the Codes of Practice as issued by the Council for Racial Equality and the Equal Opportunities Commission.

Placement Decisions

While we are aware of the fact it may take some time to reach a placement decision, we are very grateful to be kept updated on the progress of the decision and informed of it as soon as reasonably possible.

Interview and Induction

If the student and his/her possible work schedule seem suitable, FIE will work with you to set up an interview at a mutually convenient time shortly before the start date of the placement. All placements are considered provisional pending a successful interview with the site. The interview functions as an opportunity for the student to gain valuable interviewing experience and for the organisation to vet the student in person. Our data shows that these matches are successful in 98% of cases. However, in the unlikely case that the match is not a workable one, please contact the Internship Office as soon as possible after the interview. Please note that for each student, FIE initially organises a placement and interview with one organisation only.

How formal or informal the interview is conducted is left to your discretion. FIE advises students to prepare, dress and behave in the manner one would if interviewing for a paying job. At the conclusion of the interview, most of our site supervisors elect to tell the student directly that they have been successful and confirm starting dates and times.

The interview can be the first step in the induction process, where expectations and goals are discussed. Along with induction to health and safety, office rules and procedures, it can be useful for interns to meet with other members of staff to understand their roles within the organisation.

Assuming a successful outcome to the interview, the student is now ready to begin work according to the pre-established schedule.

Internship Agreement Form

FIE requires that at the beginning of a placement, a Placement Agreement Form is completed (see Appendix A). This form records the agreement to hours, days and possible tasks. The student is required to meet his/her academic requirements and earn credit for the placement. Students will be supplied with the agreement form and asked to return it to FIE.

In some cases students will be denied academic credit by their home institution if this paperwork is not completed.

“I have been continually impressed by the positive attitudes and abilities of all intern students that we have provided a work placement for over the last few years.”

— Site Supervisor with a Primary school, an FIE placement organisation.

Agreement Form

Please see the Appendix for a copy of the Internship Agreement form.

During the Placement

Remuneration

All placements are unpaid as students are participating in the placement as part of their degree course. However, if the site is able to provide a lunch reimbursement, this is always appreciated by the students. If your business is located outside of Zones 1 & 2, assistance toward these additional travel costs would also be welcomed.

Working Days and Hours

It is expected that students will be engaged in a full eight hour working day (or combined half-days, where appropriate) for the duration of their placement. This ensures that students and sites will benefit as fully as possible from the experience and students will receive the intended academic credit. We let students know that they should partake in any opportunities – either professional or social – afforded them outside of working hours. In addition, it is understood that in some industries (e.g. theatre) evening hours are to be expected.

Health and Safety

According to the British insurance industry, work placement students should be covered by the host company's Public and Employer liability insurance as would an employee. FIE interns must receive an induction to health and safety procedures in the work place.

Should it be anticipated that interns may be working with children or other vulnerable individuals, they are asked to procure a police background check before leaving the United States. Each U.S. state (and sometimes county and city) has different procedures for acquiring this document and it may take different forms. In most cases, the document will be a statement from their local police department stating that they have no criminal convictions. It is not possible to request a standard Criminal Records Bureau check on individuals who have not previously resided in the UK. Please let us know if you require students to present the police background check for work at your organisation.



Intern Perspective

“I work with booking both live bands and club nights at that [my internship company] promotes. I help to pick which bands get put on the bill five or six nights of the week.”

— Kate, FIE Intern

Mid-Placement Feedback

In some instances, students' home institutions require some form of mid-placement feedback. In this situation we will communicate with you about what is needed.

End-of-Placement Performance Appraisal

As the placement comes to a close, the Internship Team will send you a brief appraisal form for you to use to evaluate the intern's performance in the workplace (see Appendix B). This is a key part of the learning process for the student. We ask that you take a few minutes to conduct an appraisal meeting with the student as you might for an employee. Not only does this expose the student to an important part of working life, but it allows the student to understand their strengths and weaknesses and how they are perceived by others.

We would also suggest that this is an excellent opportunity for you to elicit any feedback you might like from the student on his or her internship experience at your organisation.

The Intern Performance Appraisal (Appendix B) can be returned electronically. In some cases students will be denied academic credit by their home institution if this paperwork is not completed. The student's mark in the internship or service learning module is based upon their written reflections about the placement experience as well as your appraisal of the student.

Intern Appraisal

As the placement comes to a close, the Internship Team will send you a brief appraisal form for you to use to evaluate the intern's performance in the workplace. In some cases students will be denied academic credit by their home institution if this paperwork is not completed.

Please see the Appendix for a copy of this form.

Appendix



Intern Perspective

"I curated a show that featured the work of nine artists who happen to be homeless; besides gaining valuable work experience in the art field from my internship, I was also deeply affected by the stories of the lives of some of the homeless artists that I was able to meet... Along with all of the important and exciting work come the sometimes less-exciting and everyday tasks. This image details my work environment at a typical British office – small and usually used by multiple people at once.

— Steven, FIE Intern

Appendix A: Internship Agreement Form

Appendix B: Intern Performance Appraisal



Foundation for International Education

INTERNSHIP AGREEMENT FORM

To be completed by the Intern and Site Supervisor and returned to the Internship Office.

Intern's Name: _____	Supervisor's Name: _____
Home Institution: _____	Organisation: _____
Residence: _____	Job Title: _____
E-mail: _____	E-mail: _____
UK Mobile #: _____	Direct Line Phone #: _____

Term and year: _____

Intern's Position: _____

Relevant Department: _____

Please indicate the intern's possible projects, duties and tasks:

Internship Requirements:
 Days of Internship (Mon-Fri): _____
 Hours of Internship: _____
 Remuneration / Expenses (if any): _____

FIE Disclaimer
 FIE will not accept any liability or other losses incurred by a host company or its associates as a result of an FIE intern's work. The Organisation will ensure that FIE interns receive an induction to health and safety procedures in the work place.


Signed on behalf of Organisation by: _____
 Name (please print): _____ Date: _____

Intern's Confirmation of Agreement
 I have discussed the requirements of my internship with my Supervisor and I understand and accept these conditions. I agree to carry out my tasks with responsibility and commitment and to abide by the rules and regulations of the organisation, my home institution and of FIE.

Signed: _____
 Name (please print): _____ Date: _____

Prior to each intern's start date, the Internship Team will ask you to complete and submit an Internship Agreement Form like the one here.

At the conclusion of each intern's placement, the Internship Team will ask you to complete and submit an Intern Performance Appraisal like the one here.



Foundation for International Education

INTERN PERFORMANCE APPRAISAL

Intern: _____
Organisation: _____
Supervisor: _____
Intern's Position/Role: _____

Summary of Performance
 Please indicate the intern's contribution to your company by selecting a number on the drop-down menus, using N/A if the category is not applicable:
 1= Poor 2= Below Average 3= Satisfactory 4= Good 5= Excellent

Industry Knowledge:	Customer Liaison:	Attendance:
Time Management:	Attention to Detail:	Reliability:
Interpersonal Skills:	Problem Solving:	Flexibility:
Team Commitment:	Enthusiasm:	Initiative:

Overall Performance: _____

Further comments:

What advice would you offer this intern for future employment?

Has this evaluation been discussed with the intern? _____

Date form completed: _____

Thank you for taking the time to complete and return this form to the Internship Office.

