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# **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 FIE: Foundation for International Education. This guide serves as a resource document for companies and organisations that are either currently working with FIE or that wish to work with FIE in providing internships for undergraduate students enrolled in our partner universities, who come to London as a part of their degree programme.

We hope you will find it helpful in understanding the placement process and what student interns expect to gain from the experience.

This guide also discusses the ways you can benefit from having a short-term intern and what you can expect from FIE.

If you do not currently work with FIE and would like to, or if you have taken interns from us previously and have an upcoming opportunity available, we would be delighted to hear from you.

Kind regards,

#### The Experiential Education Team

www.fie.org.uk/londoninternships | internship@fie.og.uk



# About Us

FIE: Foundation for International Education is a London-based nonprofit educational organisation, which provides customised academic partnership programmes and individual student enrolment programmes in London, Dublin and Amman.

Since its establishment in 1998, FIE has set high standards in delivering academic higher education programmes abroad. We are a forward-thinking organisation with a mission that expresses our passionate belief in the value of international education. We provide exceptional experiences for students through the expertise and commitment of our team, the quality and depth of our support facilities and the value we place on maintaining the highest levels of service in our operations.

We work with hundreds of London-based organisations to host our students in unpaid internship placements. These work environments range from large multinational corporations to small and medium-sized enterprises, and include all types of businesses, as well as non-profit, political, public sector and creative organisations. With the generous participation of our partner companies and organisations, our students are able to access the incredible resource that is London's diverse workplaces and gain invaluable cultural and professional experience.

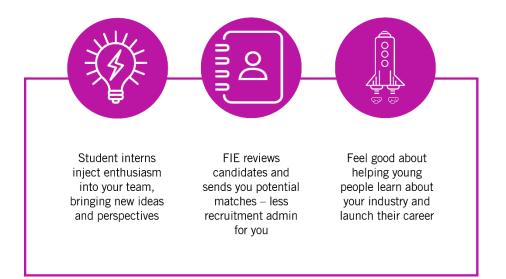


# FIE's Internship Programmes

FIE provides a rigorous academic curriculum that uses the vast resources of London by engaging students in cultural and historical course modules alongside their work placement. All FIE internships are completed for academic credit and are an assessed part of the students' degree course.

FIE defines Experiential Education as learning through hands-on participation and experience. On our programme, this takes the form of internship and service internships placements, which students are able to choose as a part of their academic programme. Though the placement structures of these two modules are similar, there are some distinct differences in their goals.

Through these short-term experiences, students can begin to apply classroom theory to practice by working within a given organisation and reflecting on their preferred work sector. Students choosing to participate in a placement are keen to explore the industry in which they hope to work in the future, develop professional skills in the workplace and increase their intercultural competence.



#### Visa Information

FIE complies with all regulations and requirements set by UK immigration.

All students undertaking a placement will have the appropriate visa status prior to arriving in the UK.

The Home Office permits students to undertake unpaid placements because it is part of their academic course. FIE will communicate any specific provisions of the visa, as necessary, to companies and organisations.

FIE emphasises to students that the placement should not be regarded as vocational work or on-the-job training for a specific industry or career. The unpaid placement is part of an academic course module for which students receive credit toward their undergraduate degree.

The module has two main components:

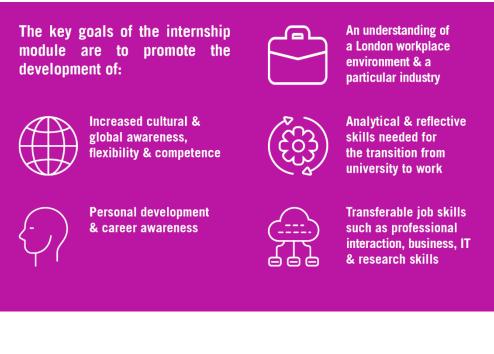
- 1. The internship placement
- 2. Academic requirements including seminars & written work

#### Equal Opportunity

FIE is committed to being an Equal Opportunity organisation. All delivery, supervision and management of all services to students enrolled in any FIE programmes are regardless of race, colour, nationality, ethnic or national origin; sex, sexual orientation, gender identity or expression; marital or parental status; religion, belief, or lack of religion/belief; age; disability; genetic information; veteran's status; or any other prohibited characteristic according to UK and US law. FIE would expect any host organisation to adhere to the Codes of Practice as issued by the Equality and Human Rights Commission. FIE supports students with disabilities and, as needed, the Experiential Education Team will inform site supervisors accordingly. In addition, we encourage students to communicate with their supervisor directly if they have any special needs that should be accommodated in the workplace.

# **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 non-profit organisations.



#### Internship Industry Areas

- Business Entrepreneurship
- Communications & Journalism
- Education
- Environment & Sustainability
- Entertainment & Performing Arts
- Fashion Beauty & Lifestyle
- Finance & Accounting

- Historical & Cultural Organisations
- Legal & Justice Organisations
- Non-Profit Organisations
- Politics
- Public Health & Wellbeing
- Social Welfare
- Technology & Design

# Service Internship Placements

Service internships involve work-based learning with organisations whose ultimate goals are to achieve public good. Service internships are exclusively at not-for-profit, governmental and charitable organisations, as well as at social enterprises.

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



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





A sense of responsibility as a global citizen

#### Service Internship Areas

- Community Regeneration
- Disability Rights & Issues
- Education
- Environment & Sustainability
- Ethnic, Racial, Religious Diversity Rights & Issues
- Heritage/Arts Organisations
- Housing/Homelessness
- Human Rgts. & Conflict Resolution

- LGBTQ Rights & Issues
- Mental Health
- Poverty
- Prisoner Welfare & Crime Reduction
- Refugee Rights & Issues
- Substance Abuse & Addiction
- **Rights and Issues**
- Women's Rights & Issues
- Youth & Children's Rights & Issues

# **Placement Process**

#### Site Visits

Following an initial enquiry, one of our team will make an appointment to come and meet with you and any other relevant staff. This will not only give us an opportunity to learn more about your organisation, the work environment and tasks that an FIE intern might undertake; but will also be an opportunity for you to ask us any questions you might have and become more familiar with the FIE programme. We may also request occasional visits as the partnership continues. Occasionally, the student's home university coordinator 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.

#### Vetting

Students are vetted by their home universities 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 second or third year of a four-year undergraduate degree programme.

As part of the application process, students submit three general industry areas in which they would like to be placed. The FIE Experiential Education Team review students' CVs and supporting documents before the start of the placement, and then contact appropriate organisations with students' details, placement duration 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 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. We place each student in one placement initially so 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 our team to move forward securing a placement with another organisation should your organisation not be able to accommodate the intern at that time.

#### **Duration & Scheduling**

The duration of a student's internship is dependent on the student's home university requirements, academic timetable and duration of their stay in London.

We have intern programmes during the autumn, spring and summer periods and students will typically work for 2 - 4 days per week for between 6 - 12 weeks. They will also have classes and academic commitments throughout their experience in London. These obligations mean that students are available only on particular days of the week. The duration of the placement is also restricted by visa regulations. We endeavour to provide companies with as much time as possible to review the student's details before the commencement of a placement. However, should another organisation need to withdraw from an arrangement unexpectedly, we may request if you are able to offer placement for a student at 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 know too far in advance which fields and preferences our students will request. Similarly, we understand that it may not be possible for you to host an intern each term. Thus, the partnership between FIE and placement organisations is flexible while also being mutually beneficial. 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.

#### Interview & Location

If the potential student and work schedule seem suitable, we 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. The majority of matches are successful; however, in the unlikely case that the match is not suitable, please contact the Experiential Education Team as soon as possible after the interview. Please note that for each student, FIE initially organises a placement and interview with only one organisation.

How formally or informally 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 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 roles within the organisation.

#### Placement Agreement Form

Abiding by UK immigration, FIE requires a completed Placement Agreement Form (see page 26) prior to the start of the placement. This form records the agreement to hours, days, work patterns, as well as possible tasks. The student is required to meet specific academic requirements and earn credit for the placement. Students will be supplied with the Agreement Form and asked to return it to FIE after the interview. Alternatively, the site supervisor can return this form to FIE directly prior to the start of the placement.

Assuming a successful outcome to the interview and a signed and returned Placement Agreement Form, the student is now ready to begin work according to the pre-established schedule.

# **During the Placement**

#### Working Days & Hours

It is expected that students will be engaged in a full 7 to 8 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. Exact working times are determined by each individual organisation. We encourage students to partake in any opportunities — either professional or social — afforded them outside of working hours. Also, it is understood that in some industries (e.g. theatre, film) evening hours are to be expected. Additionally, we understand it may be necessary on rare occasion that students work remotely. However, the expectation of the programme is that students are engaged primarily onsite in an established workplace environment.

Working days and hours will be monitored by weekly e-timesheets (see page 27).

#### Renumeration

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

#### Performance Appraisal

While site supervisors provide mentoring and feedback throughout the placement, we ask you to have a more formalised conversation, in the same way you might hold an appraisal meeting for an employee, at the mid-point and again at the end of the internship. This is a key part of the learning process for the student. Not only does this expose the student to an important part of working life, but it also allows the student to understand their strengths and weaknesses and how they are perceived by others.

FIE will provide you with a brief Intern Performance Appraisal Form for you to use to evaluate the student's performance in the workplace (see page 25). Students will then review the information on their appraisal form with academic course faculty to ensure full benefit from their internship experience. 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 Form should be completed and returned according to the instructions indicated on the form. In some cases students will be denied academic credit by their home institution if this paperwork is not completed. We appreciate your efforts to complete this important part of the process.

#### Health & 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 required to get a police background check before leaving the United States. Each US 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. The US background check serves as an equivalent to a Disclosure and Barring Service (DBS) check, which would not have information 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.

# **Benefits for the Workplace**

The overall success of the placement is determined by the commitment of the company and the student. In a survey conducted by FIE, intern supervisors indicated that our students are committed, mature, 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

FIE students are towards the end of their degree programme, nearing the standards of entry-level employees, so they bring with them work and life experience through which they have gained skills and knowledge.





# 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

As 'outsiders' both to the organisation and British culture, student interns can be active contributors to the work environment.

# Making a contribution to education and shaping global citizens

Your support of a student allows them to gain valuable exposure to different viewpoints and unfamiliar environments aid in expanding the perspectives of young people and preparing them for a globalised world.

## A walking advertisement

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

# **Expectations**

#### 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. As such, we make every effort to administer our programmes in a straightforward and practical manner. FIE's Experiential Education Team is available throughout the duration 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 university, from the earliest stages of the application process to assist them in preparing for all aspects of their overseas experience.

#### Student Preparation

Upon arrival with FIE in London, students have orientation sessions to help them acclimatise to living and studying in London and to prepare them for their interview and subsequent placement experience. The management of students' expectations, specifically around cultural and workplace differences, is a main focus of the preparation. Additionally, students' course modules while in the UK are designed to help them build cultural, political and historical knowledge about Britain.

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

#### What to Expect of Your Intern

#### Cultural & Professional Adaptation

We have high expectations of our interns, and feedback from our sites reveals that our students have the motivation and commitment to adapt and engage successfully in the experience. We expect students to be respectful and receptive to cultural differences and willing to adapt to the norms of the environments in which they find themselves. We work with students to prepare them for the adjustment to a new city, work experience and cultural differences. However, students may feel culture shock as they try to negotiate their way through their own assumptions about the world around them and reconcile their own cultural norms and values with those of the host culture. Although it is the student's responsibility to observe and learn the ways of the host culture, it still may be helpful for you to be aware of a few cultural generalisations about international and American students. For instance, your intern may:

- Be initially challenged by interpreting indirect communication styles and regional accents
- Take time to negotiate ambiguity common in most working environments
- Respond to workplace situations in the context of their own cultural upbringing
- Be accustomed to frequent feedback

The vast majority of our students are American; however we also have partnerships with other international programmes. Please note all nonnative English speakers are required to pass an English language test as part of their visa requirements.

In addition, although our students may 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 punctual and working efficiently
- Being responsible and reliable in a team
- Working to a timetable dictated by a supervisor
- Using their initiative, problem-solving skills and prior knowledge to make progress in assigned projects



#### **Overall Student Conduct**

FIE and the student's home university expect that the student will maintain a positive attitude by engaging fully in the tasks and projects that they are assigned. 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 Experiential Education Team. In our experience, we find that the problem is often related 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 and the Experiential Education Team are informed (orally or in writing) of the inappropriateness of the behaviour or unacceptable level of performance. In the rare event that the situation cannot be resolved or the intern does not improve, the site supervisor must inform the Experiential Education Team that the placement will be terminated.

#### Absences

Student attendance at the placement for the designated days is mandatory. In organising a given placement, the Experiential Education 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 comply with UK immigration, FIE needs a full record of student attendance in their placement. Students are required to submit weekly e-timesheets to FIE recording the days and hours worked, signed off by the site supervisor (see page 27).

Absence is only acceptable in the case of illness, injury or emergency. In this case, students are required to inform the site supervisor and FIE on the morning of their absence. Students will mark illness for the specific day on their e-timesheet.

# What We Ask of the Workplace

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.

#### Site Supervisors

We ask each company with which we work to designate a person as the 'site supervisor' who liaises with FIE staff on administration and the coordination of the placement. This person is responsible for either supervising the student during the placement or arranging for a colleague to take on the role. Often during the placement it may be practical and beneficial that an intern is 'shared' among staff, departments or projects. We encourage supervisors to formally meet with students throughout the placement. This gives the student and supervisor an opportunity to assess the progress of the placement.

#### Work Environment

FIE readily acknowledges the changing landscape of work environments and variety of workplace arrangements. Our students work from traditional offices, hubs, incubators, and co-working spaces, as well as from carefully vetted home offices, provided there is a clearly defined and professional workplace. We visit each potential new placement to assess its suitability for an intern.

A main goal for the placement is to enable student immersion in the working culture and interaction with colleagues. A physical workspace facilitates these efforts. However, hybrid working patterns (part inperson and remote) can be accommodated. We ask placements to provide as many in-person opportunities as possible and practical. For students who do not travel to the UK, we offer online internships, fully remote placements. FIE is committed to provide an environment that is free from any harassment, bullying, victimisation and discrimination. This policy applies to all staff, faculty and students and extends to the student's placement. Interactions between site supervisors and students are guided by mutual trust, confidence and professional ethics. Given the site supervisor-student power differential, consensual relationships carry risks of conflict of interest, breach of trust and professional ethics, and abuse of power, and thus are strongly discouraged. If any issues arise, please reach out to FIE for support and action.

#### 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 with increased responsibility and more challenging work commensurate with their increased 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 attending meetings
- Assisting with bookkeeping, accounts and finances
- Helping with casework and campaigning
- Assisting with fundraising and outreach
- Researching client and industry background
- Writing and editing articles, newsletters and reports
- Client liaison and research
- Updating and contributing to the website and social
- Media outlets
- Producing brochures, press releases or other PR materials
- Carrying out marketing strategies
- 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 are possible. It is very helpful if you can provide a brief description of the placement, possible tasks and any additional information (such as desired skills, field of 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.

# FAQ

#### When can I plan for an intern?

Students intern during the autumn, spring and summer periods for 2 - 4 days per week for 6 - 12 weeks. It is our intention to provide an intern to each interested site, however we cannot guarantee we will have an appropriate match each term.

#### What is expected from me?

We ask that you provide scope for a varied role and the opportunity for the student to learn about the company and industry. We encourage supervisors to support the students throughout the placement with consistent communication, a mid-point appraisal meeting, and final appraisal meeting.

#### What paperwork is required?

Supervisors are required to complete the Placement Agreement Form before the placement starts and fill out the Placement Appraisal at the mid-point and at the end of the experience. Students are responsible for completing e-timesheets, signed off by the supervisor, throughout the placement.

#### What if I do not think the candidate is suitable after interview?

FIE endeavours to make the best possible matches so the placements can start on time. In the event that the match is not suitable, please contact the Experiential Education Team after the interview. Please note that for each student, FIE initially organises a placement and interview with only one organisation. Similarly, if you are experiencing any problems with the intern during the placement, please do not hesitate to contact the Experiential Education Team, so that we can decide on an appropriate course of action (such as meeting with the student individually). In our experience, we find that the problem is often related to cultural misunderstandings or miscommunication and can easily be solved.

#### I am moving jobs or changing departments; can I have an intern at my new location?

Absolutely! Please contact us at internship@fie.org.uk and we would be happy to discuss the opportunity further and arrange a site visit where appropriate.

#### Do I need to pay the intern?

All placements are unpaid, as students gain academic credit towards their degree. Compensation for lunch and travel is at the discretion of each company.

#### Can my intern work more days per week or for more weeks?

Visa requirements and academic commitments mean the student is only available to intern for the time frame FIE sets. You will receive your student's exact dates in an email from a member of the team. There is some flexibility in their hours, for example, if there is a special event or occasion.

# Appendix

#### INTERN PERFORMANCE APPRAISAL

Intern Name:	Internship Role:
Home University:	
Organisation:	Supervisor:

#### PART 1: MIDPOINT APPRAISAL MEETING AND FORM

Please complete Part 1 of this form approximately half-way through the placement and before the due date advised to you by your student. Select the appropriate number or use N/A if the category is not applicable. Please provide brief comments.

Performance Index: 1= Poor 2= Areas for Improvement 3= Meets Expectations 4= Areas Exceeding 5= Excellent

Communication/ Interpersonal Skills:	Attendance/ Punctuality:	Initiative: Problem Solving:
Collaboration with Others:	Time Management:	Accuracy/ Consistency:
Openness to Feedback:	Reliability / Ability to Follow Through:	Industry Knowledge:
Enthusiasm/ Willingness to Learn:	Flexibility:	Overall Rating:

What advice would you offer this intern for the remainder of the placement? ...... Has the intern been provided with a copy of his evaluation? .....

#### PART 2: FINAL APPRAISAL MEETING AND FORM

At the end of the internship, please meet with the student to discuss their performance in the second half of the placement, referencing the marks and notes from the Midpoint Appraisal Form above.

FINAL OVERALL PERFORMANCE SCORE:/5	Final Comments:
What advice would you offer the student for future e	mployment?
Has this final evaluation been discussed with your in	itern?
Date final form completed:	

Thank you for supporting our students! Please contact the Experiential Education Team with any questions on internship@fie.org.uk

#### PLACEMENT AGREEMENT FORM

This form is to be completed by the student and the supervisor and returned to the Experiential Education Office at FIE no less than five (5) working days before the student begins their placement. If you have the opportunity to fill it out at the interview, please do so and hand it back to the student who will submit it to us directly. Alternatively, you can scan the form and email it to us at internship@fie.org.uk.

#### WORK SCHEDULE & LOCATION

Placement Start & End Dates ......Days of Internship (Mon-Fri): ...... Working Hours of Internship (e.g. 9am-5pm): ...... Location (e.g. on site, remote) ...... Address(es) of work site(s) ..... Please note that students' attendance in the placement is mandatory as part of their course and in compliance with UKVI's Student visa regulations. Weekly etimesheets are emailed to FIE by the student, copying their site supervisor or designee. The site supervisor or designee is expected to notify FIE of any discrepancy in these hours. FIE relies on the integrity of the placement to provide an accurate account of the hours worked. Any additional hours must be in line with the grant of the student's visa and do not form an assessed part of the course. Any change in work schedule must be agreed by FIE in advance.

#### SITE SUPERVISOR'S DETAILS

Company/Organisation Name:
Supervisor's Name & Job Title:
Direct Email:
Direct Telephone Number:
Company's Registered Address (if different from Intern's Worksite):

#### PLACEMENT'S DETAILS

Intern's Position	& Relevant Department:
Intern's Possible	Projects, Duties & Tasks:

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 supervisor and organisation will ensure that FIE students receive the appropriate training in health and safety procedures, placement needs and equal opportunity in the workplace.

#### PLACEMENT WEEKLY E-TIMESHEET

In line with FIE's policies and UK immigration, <u>students</u> must submit an accurate e-timesheet each week.

E-timesheets are due each week by Friday/by Monday of the following week at the latest!

Students will need to submit one e-timesheet for each week of their internship. They do this by sending an email to <u>internship@fie.org.uk</u>, detailing <u>the dates</u> and hours they worked, as well as their <u>working model (on site, hybrid, or remotely)</u>. For example:

- Email Subject Line: First Name, Last Name, University, Placement Name, Working Hours, Week No. e.g. Week #1
- Email Content: Day, Date XX/XX/20XX, Time e.g. 09.00 17.00, Hours e.g. 8 hrs, Location/Address (office/remote) etc.

Students will <u>copy in their site supervisor</u> to copy the hours and in order for us to be able to log their hours. The site supervisor only needs to get in touch if there are any discrepancies.

All internship days are mandatory and there are no personal days. Students must work their full schedule in order to receive their fill academic credit. Should an intern be unable to attend their internship due to illness, injury or emergency, they will need to:

- write an email to their site supervisor <u>before</u> they are due to start work, notifying them of their absence and indicating when they hope to return to work.
- copy the Experiential Education Team into this email or send us a separate message letting us know that they are not at work. Sites are therefore not required to follow up with us.

In the unlikely event that they are off work for longer than a day, students are requested to keep both the site and our office up-to-date with their progress.

Please note, site supervisors cannot excuse an intern's absence. If the site office is closed for some reason, then please inform the intern who will get in touch with us. Discuss with your intern how they will work to make up these hours another day, e.g. remote work. Interns are marked as absent until they make up missed hours/days. <u>All</u> absences should be noted on the intern's e-timesheet.

Where possible, the intern is required to fulfill their commitment to the placement by making up **any** missed internship days later on in the semester.

