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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 Dublin 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 FIE Dublin Team



About



FIE: Foundation for International Education is a UK-based non-profit 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 Dublin-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 Dublin'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 Dublin 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 placements and service internships, 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.

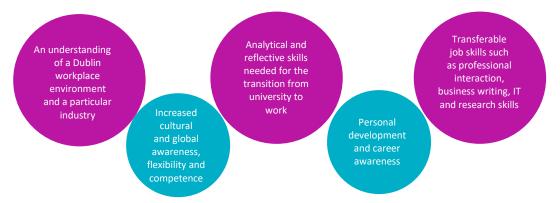
Through these short-term experiences, students can begin to apply classroom theory to practice by working within a given organisation and reflecting on their preferred work sector. Students choosing to participate in a placement are keen to explore the industry in which they hope to work in the future,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



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.

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



Internship Areas

Accountancy & Finance	Hotel, Catering & Hospitality
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Advertising, Marketing & Public Human Resources

Relations IT & Multimedia

Business Administration Journalism & Media

Business & Economics Legal & Justice Organizations

Graphic Design & Web Design Sports

Historical & Cultural Organizations Travel, Tourism & Leisure





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 Officer reviews students' CVs and supporting documents before the start of the placement, and then contact appropriate organisations with students' details, placement duration and interview availability.



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.

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 Irish 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 FIE Dublin 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.

Following an initial enquiry, one of our team will make an appointment to come and briefly meet with you and any other relevant staff. This will give us an opportunity to learn more about your organisation, the work environment and tasks that an FIE intern might undertake. This will also be an opportunity for you to ask us any questions 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 cognizant of your busy schedule and will only arrange these visits if necessary.



The duration of a student's internship is dependent on the student's home university requirements, academic timetable and duration of their stay in Dublin. We have intern programmes during the autumn, spring and summer periods and students will typically work for 2 – 4 days per week for between 8 – 12 weeks. They will also have classes and academic commitments throughout their experience in Dublin. These obligations mean that students are available only on particular days of the week. 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.

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 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 on-site in an established workplace environment.

Working days and hours will be monitored by weekly 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

Work placement students are on a student insurance plan, but please inform us if the student would 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 be Garda vetted upon arrival in Dublin. Please let us know if you require students to go through Garda Vetting 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:

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.

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

A fresh perspective

As 'outsiders' both to the organisation and |rish 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 Dublin, students have orientation sessions to help them acclimatise to living and studying in Dublin 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 Ireland are designed to help them build cultural, political and historical knowledge about Ireland.

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 Ireland. Our comprehensive Internship Areas Guide for students, available on our website and on request, describes the realities of Irish 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 non-native 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 be 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 FIE Dublin 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.

Students are required to submit weekly 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 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 in-person 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, victimization, 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 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-placement appraisal meeting, and an exit 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 timesheets, signed off by the supervisor, throughout the placement.

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

Absolutely! Please contact us at internshipdublin@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?

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: Internship Role:
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. 1= Poor 2= Areas for Improvement 3= Meets Expectations 4= Areas Exceeding 5= Excellent
OVERALL RATING ON THE STUDENT'S PERFORMANCE:
Further comments:
What advice would you offer this intern for the remainder of the placement?
PART 2: FINAL APPRAISAL MEETING AND FORM
At the end of the internship, please meet with the student to discuss his/her performance in the second half of the placement, referencing the marks and notes from the Midpoint Appraisal Form above.
FINAL OVERALL PERFORMANCE SCORE:
What advice would you offer the student for future employment?
Thank you for supporting our students! Please contact the FIE Dublin Team

with any questions. internshipdublin@fie.org.uk.

AGREEMENT FORM - SITE SUPERVISOR

To be completed by the supervisor and returned to the FIE Dublin Team. Please submit this form before the student begins their placement. You can scan the form and email it to us at internshipdublin@fie.org.uk. Alternatively, you can mail it to FIE: Foundation for International Education, Binary Hub, Bonham Street, Dublin 8

Course Title: International Internship Course... Semester and Year:

Site Supervisor's Name:
TO BE COMPLETED BY THE SITE SUPERVISOR ABOUT THE CURRENT INTERN Intern's Name:
Please note that students' attendance in the placement is mandatory as part of their course. Weekly timesheets must be signed and submitted by the site supervisor or designee and submitted by the student to FIE. 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 their visa and do not form an assessed part of the course. FIE does not accept responsibility for students who exceed their legally permitted hours.
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 interns receive the appropriate training in health and safety procedures, placement needs and equal opportunity in the workplace.
Signed on behalf of Organisation by:

PLACEMENT WEEKLY TIMESHEET

Students and site supervisors must sign and submit a weekly timesheet as evidence of the hours worked. Students must complete the timesheet for site supervisors to sign at the end of each week. This form needs to be submitted to the FIE Dublin Office. It is the student's responsibility to ensure that the timesheet is turned in on time.

Student Name Organisation:

				WEEK #
Day	Work Date (DD/MM/YY)	Hours 00:00 or Reason for Absence	Student Initials	Signature of Supervisor or Designee* To Confirm Student Attendance
Monday				
Tuesday				
Wednesday				
Thursday				
ND the FIE Du	blin Team on th	rk, the intern mune morning of ear	ch absence. Ex	cused absences
a student is a ND the FIE Du e only in the dicate on this students or si	blin Team on the case of illness of illness of form the reason upervisors have internshipdubles.		ich absence. Exiting circumstance.	cused absences ces. Please e contact the FI
a student is a ND the FIE Du e only in the dicate on this students or so ublin Team at opperation in	blin Team on the case of illness of form the reason upervisors have internshipduble this matter.	ne morning of ear or other extenual on for the absend e questions in thi	ich absence. Exiting circumstance. s regard, please hanks very muc	cused absences ces. Please e contact the FI

