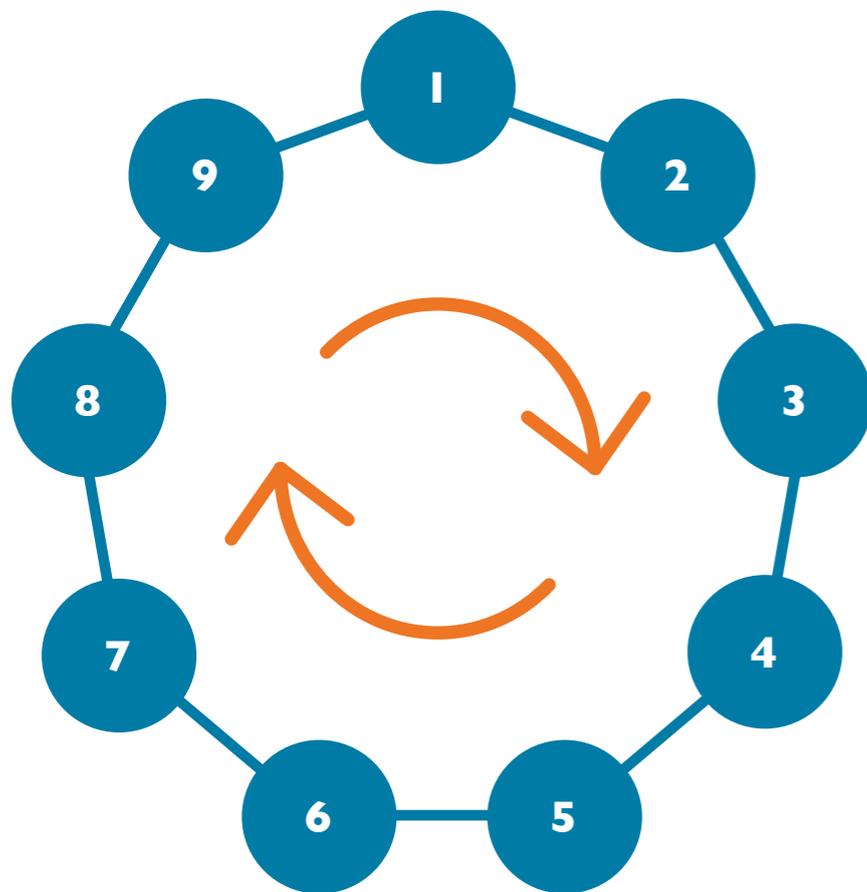


Student Internship Planner

Use this document to plan, prepare and make the most of your internship



- 1 Consider why you're doing the internship and what you want to get out of it. Source and secure the internship, keeping
- 2 University staff and staff at your host organisation informed of your progress. If you are offered more than one internship, be sure to make your decision and let everyone know in plenty of time.
- 3 Agree the specifics of the project, including your objectives and the deliverables/outputs of the work as well as who will be your line manager and who else will be on your team.
- 4 Make sure that all of the paperwork (Internship Agreement, Project Description, Risk Assessment, Eligibility to Work, Confidentiality Agreement etc) is completed and that everyone is informed of your intention to undertake the internship.
- 5 Consider your own development in terms of competencies and experience, and how to make the most of the internship.
- 6 Prepare for the internship, including any background reading or other work that relates to your project. Check on information relating to the workplace culture of your organisation, such as dress code, working hours, mobile phone policy etc.
- 7 Undertake the internship. Raise any concerns or issues as they arise either with your line manager or with staff at your University. Make time to meet with as many people as possible, to find out about more about the organisation/sector, and about the jobs they do.
- 8 Refer to the project description, deliverables, outputs and your own objectives as you go, checking that you are on track.
- 9 Undertake a formal reflection on the competencies and experience you have developed during your internship. Update your CV and professional online profiles to reflect the experience.

About your internship

My internship is:

closely related to the subject of my degree

less closely related to my degree subject and will give me the opportunity to explore my career options.

Project description

Name of host organisation

Address, phone number and email

What do you hope to get out of your internship experience?

Objectives

These are the specific things that you think will result from the work you do on your internship, they might be actual “deliverables” such as a report or a marketing campaign, or they might be things like increased knowledge or confidence.

Competencies

Complete the boxes below to describe the competencies you hope to develop during your internship. To start with, take a look at the Competency Framework for your course and level. Then, add any other competencies such as the technical skills specific for this area of work.

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Preparing for your internship

Make a note of the reading or any other preparatory work you need to complete before you go on your internship.

What do you know about the workplace culture of the organisation where you'll do your internship? This might include things like dress code, working hours, arrangements for meals and breaks etc.



If you have any questions or problems during the internship, who are the people you can contact? You should include contacts at your host organisation and at your University

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During your internship

Review your objectives and the competencies you have planned to develop during your internship. What progress have you made? Is there anything else you need to do to make sure that you make the most of the experience?

Objectives

These are the specific things that you think will result from the work you do on your internship, they might be actual ‘deliverables’ such as a report or a marketing campaign, or they might be things like increased knowledge or confidence.



Next actions

Competencies



After your internship

Now you've completed your internship, make some notes on the competencies you have developed so that you can refer to them when preparing course/job applications or preparing for an interview.

Now you've added a range of competencies and experiences to your repertoire, use the post-internship checklist on the next page to keep track of your actions.

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Post-internship checklist

- New contacts added on LinkedIn
- Relevant groups joined and organisations followed on LinkedIn
- Other professional social media channels updated
- CV updated
- Feedback from host collected
- Ideas gathered for further competency development
- Signed up to discussion groups and jobs/internship websites
- Recorded your experience in your HEAR or other University Employability Award scheme.

