

Placements and Internships Policy and Procedures

Document Title: Placements and Internships Policy and Procedures			
Version No.	1.0	Policy Owner	Student Futures
Superseded Version	New	Author Role Title	Head of Student Futures
Approval Date	17.09.20	Approved By	Academic Board Chairs Action
Effective Date	September 2020	Review Date	June/July 2021



Placements and Internships Policy

Section	Page
1. Introduction and Strategic Context	2
2. Purpose of the Policy and Procedures	2
3. Scope	4
4. Work Experience Team Support to External Business	4
5. Student Futures/Work Experience Team Support to Students	5
6. Wider responsibility of Student Futures	6
7. Responsibilities for Schools	7
8. Responsibilities of all Parties – Tripartite Agreement	8
9. Advanced and Applied Practice Internships – additional information & UKVI requirements	8
10. Insurance	9
11. Cover for the legal liability of the student	10
12. Personal accident, travel and health insurance	10
Appendix 1 - UKVI Tier 4 Compliance Policy	
Appendix 2 - Operational Compliance Manual	
Appendix 3 - Attendance and Engagement Policy and Procedure	
Appendix 4 - Tripartite Agreement	
Appendix 5 – Internship Confirmation form	
Appendix 6 - Health and Safety Flowchart & Checklist for Employers	
Appendix 7 - Process flowchart for Tier 4 students	
Appendix 8 - Two Year Masters Handbook for Internship Providers	
Appendix 9 – Two Year Masters Handbook for students	
Appendix 10 – Academic references	

Placements and Internships Policy

1. Introduction and Strategic Context

1.1 It is established that graduates with work experience, particularly professional quality work experience are more employable [1] Employers like graduates with experience because of the skills and other graduate attributes that they develop and first hand insights gained that make them work-ready [2] e.g. team working, problem-solving, interpersonal skills and resilience.

1.2 A short high quality or year-long placement/internship integrated into a degree helps students develop transferable skills, build industry contacts, improve degree outcomes and clarify their career goals [3]. Around a third of students who take a placement year with large, graduate employers go on to secure employment with the same organisation [4]. Academic staff report discernible improvements in motivation, attitude and attainment after students return from placements [5]. Additionally, students who possess experience of studying or working abroad provide a source of global talent, which has become a key factor in the success of an increasingly global and knowledge based economy [6].

1.3 Placements and internships provide the University with opportunities to build and capitalise upon relationships with a wide range of organisations leading to mutually beneficial partnership working, research activity and other forms of funded and non-funded Enterprise and Business Engagement activity, while also providing academic staff with connections to and an insight into the workplace.

1.4 Host organisations benefit from an additional resource, with students bringing new and fresh ideas and skills that can add real value to the business. Placement students also provide employers with a graduate recruitment pipeline.

1.5 The University is committed to offering every student the opportunity to engage in placements and work-related experiences, from on-campus employer projects as part of modules through to full-year in industry placements.

2. Purpose of the Policy and Procedures

The aim of this Policy and associated Procedures is to provide a consistent institutional approach and framework to Placements and Internships. It covers how students will be supported to secure placements and internships and how the University will engage with them and their providers and monitor progress and attendance. It also outlines the roles and responsibilities of students, University staff and providers in the process. Because of the number of international students who undertake 2 year Masters courses with a 3 month Advanced/Applied internship (AP), this policy should also be read and used in conjunction with a number of other University documents, including the UKVI Tier 4 Compliance Policy (**Appendix 1**), Operational Compliance Manual (**Appendix 2**) and The Attendance and Engagement Policy which is being updated summer 2020 (**Appendix 3**)

3. Scope

In terms of courses covered by this Policy and terminology used, the term placement, has traditionally been used to refer to a full-year of work experience/sandwich course, normally undertaken between year two and three of a degree. Internship has often been used when referring to shorter periods of work experience such as within the 2 year masters courses with an integral internship of 3 months. The University also has a number of modules where work experience is a required component. These will also be covered by this policy. For the purpose of this document, we are using placements and internship interchangeably and have defined them as covering a period of course related/credit bearing work experience, paid or unpaid:

- Which is undertaken as an integral part of the student's course
- Where the student is enrolled at the institution during this period
- Where there is the transfer of direct supervision (fully or in part) of the student to a third party*
- Where the student can undertake the placement either on or off campus, including the new approach to virtual projects and internships

*Note the third party would normally be external to the University, but in some instances a University Department or Academic School may be considered a third party.

NB – This policy does not apply to Professional Practice Placements in the School of Health and Social Care, i.e. Nursing and other Health related courses and the School of Social Sciences Humanities and Law, i.e. Social Work, Psychology and Teacher Training etc. These placements are governed by these Schools who will audit placement providers using agreed standards.

4. Work Experience Team Support to External Business

The team will:

4.1 Develop and maintain partnerships with local, national and international business in order to source opportunities for students.

4.2 Work with business to create and develop opportunities for all students, including traditional external placements and internships and employer supported project opportunities in the University and be a main point of contact for businesses.

4.3 Work in partnership with key School academics in order to keep up to date with and share assessment requirements and other related course information with providers.

4.4 Advertise all external placement and internship opportunities to the relevant student cohorts and work with Module Leaders, Academic Supervisors and other EBE staff to provide employer links for project based options on campus.

4.5 Coordinate student interest and applications for placement and internship roles (where appropriate and including AP internships and employability modules within the School of SSHL) and forward these to employers for consideration.

4.6 Manage and track the internship paperwork required from providers and students, including tripartite agreements (**Appendix 4**), ICF (Internship Confirmation

Form for Tier 4 students – replacing PPD1) for Tier 4 students (**Appendix 5**) and Health and Safety forms (**Appendix 6**). Any concerns re health and safety will be discussed between the Work Experience Team (WET) and University Health and Safety Officer.

4.7 Work with business to ensure that a risk assessment is completed for any activity that generates a potential significant risk. All concerns will be discussed with the University Health and Safety Adviser.

4.8 Communicate regularly with business to ensure that they are familiar with University placement and internship requirements, including timeframes, assessment and health and safety requirements. Module leaders and other academics will also support this process.

- For students on AP internship modules and undertaking external placements/internships, communication with workplace supervisors and students will take place every two weeks through the nominated Work Experience Officer (WEO).

- For students on full-year placements the WEO will contact the workplace supervisor on a monthly basis.

Unauthorised absences reported will be followed up with students as soon as they are identified.

4.10 Act as a key point of contact between business and the University and work with Module Leaders and other academics to ensure that relevant contacts and information are shared.

4.11 Work with business contacts and relevant school academics to arrange visits to students on full-year placements. Two visits will normally be undertaken to each employer hosting our students.

4.12 Have oversight of relevant documentation and maintain accurate and auditable records.

4.13 Undertake evaluation and create successful student profiles for marketing purposes.

5. Student Futures/Work Experience Team Support to Students

The Team will:

5.1 Provide information, advice and guidance to all students before, during and at the end of their placement/internship. This will include: where to look for internships and how to apply; CV and interview preparation; how to be professional in the internship; how to develop, record and evidence skills; and how to apply learning for future careers.

5.2 Work in partnership with the relevant academics to brief students on all aspects of the placement/internship requirements, including attendance, professional behaviours and assessment content and deadlines.

5.3 Recognise the needs of students from different countries and backgrounds and provide additional support to those with identified learning differences and disabilities, including adjustments that may need to be made in the workplace.

5.4 Provide a placement/internship guide for students and businesses

5.5 Prepare students (through workshops and briefing sessions) so that they can develop and document their professional skills and knowledge and ensure that they are aware of their individual responsibilities in the workplace, including health and safety.

5.6 Provide students with a dedicated WEO who will provide support and act on any concerns encountered by students before, during and at the end of the placement/internship. This will include health and safety, welfare and what to do if things go wrong.

6. Wider Responsibilities of Student Futures

The Team will:

6.1 Work with a wide range of staff across the University to provide support mechanisms and guidance on all aspects of placements, internships and other forms of work experience. This will include managing the University's Work Experience Group, the AP Task Force and the dissemination of good practice.

6.2 Play a lead role in developing and maintaining business relationships, which supports the growth and success of external internships, internal projects and wider EBE (Enterprise and Business Engagement). Strong links will be forged and maintained with EBE staff, module leaders and others within the schools and the wider department of Academic Enterprise for this purpose.

6.3 Maintain oversight of all aspects of placements and internships, including student employability learning and skills development, the student experience and attendance monitoring for all students.

6.4 Manage and coordinate the completion of ICF (Internship Confirmation Form) for all AP students; share/store student details in a centralised system (TEAMS); and provide International Compliance with accurate up to date information in advance of the internship starting.

6.5 Track student attendance and engagement on all external internships and in University departments (traditional internships) and report this to Schools and International Compliance.

6.6 Work with academic staff, LMO's and other relevant admin staff involved to maintain a good overview of all students on all placement/internship strands and with particular reference to the monitoring of attendance, engagement and progress made by students.

6.7 Report progress to University Committees, including EBEC and ICG.

7. Responsibilities for Schools

Schools will:

- 7.1 Through EBE and related activity, develop and maintain partnerships with business that contributes to placement and internship opportunities for students.
- 7.2 Work in partnership with the WET and with business in order to keep them up to date with assessment requirements and other course related information and to monitor the academic progress of students.
- 7.3 Work with the WET and others in Student Futures to facilitate employability planning sessions in the curriculum and encourage all students to recognise the importance of undertaking placements/internships.
- 7.4 Support the promotion of all opportunities that are available to relevant student groups, including through the VLE, tutorials and lectures.
- 7.5 Arrange an internal project for every AP student as a backup in the event that external internships are not secured. Student Futures will also support the development of internships in University departments and employer supported projects delivered on campus.
- 7.6 Provide an Academic Supervisor for each student undertaking full-year placements and AP internships. Nominated academics for each school will act as a point of contact for students undertaking a year placement and for visiting UK employers (working in partnership with the relevant WEO). Module Leaders/Academic Supervisors for AP students in each school will act as important point of contact alongside the relevant Work Experience Officer in supporting students and employers through the internship module.
- 7.7 Monitor student attendance and engagement on internal projects for AP students in line with the wider University Attendance and Engagement Policy and share attendance concerns where they arise with International Compliance and Work Experience Teams. The WET will work with Registrars and others to consider options for monitoring attendance in E-vision and StREAM in 2021.
- 7.8 Contribute to the fortnightly student monitoring update meetings for students undertaking AP internships (Lead Monitoring Officers, WET and Module Leaders) and share problems as they arise.
- 7.9 Monitor student attendance on a weekly basis (auditable through Blackboard/StREAM) and share concerns with the Work Experience, International Compliance and School support staff to ensure that the best support can be provided to all students.

8. Responsibilities of all Parties – Tripartite Agreement

Where a student undertakes an external internship, the key responsibilities for them, employers and the University is now summarised in the form of a non-legally binding partnership agreement document (Tripartite Agreement). This will be administered by the WET and completed for all students in advance of the start date of the placement or internship. **(Appendix 4)**.

9. Advanced and Applied Practice Internships – additional information including UKVI requirements

9.1 The Advanced/Applied Practice (AP) modules are offered within a wide range of Masters subject areas, undertaken at the start of the second year of the course and provide students with the opportunity to undertake an internship for 3 months.

9.2 There are a number of different options for students:

- External internship - the student completes their internship outside of the University within a business, either in the UK or overseas, or virtually (as during the pandemic of 2020)
- Traditional internship in a University department - DAE, SRM, Estates, FCD etc. which would operate in the same way as an external one;
- Employer led/supported project - the student would primarily complete this in the University, individually or in groups but with scope to visit local employers involved as appropriate;
- Internal project – the student completes an AP project set by their Academic School within the University or virtually (as during the pandemic of 2020).

9.3 With hundreds of international students now enrolling on these courses in September and January each year, it has become more important than ever to ensure the University is UKVI Tier 4 compliant with clear and effective policies, processes and procedures for student attendance and engagement.

9.4 Working in partnership with Module Leaders and other academic colleagues, the WET will brief all students on all aspects of the module during year one of their course and in advance of the internship start date. This will include visa requirements, timescales and professional standards and expectations in the workplace.

9.5 The WET will have oversight of all internship records (internal and external). Information will be shared with MLs, LMOs and International Compliance at key and regular times, including at the start of the module using Microsoft 'Forms' and 'Teams'. LMOs will have edit access to this data from September 2020 and will input data as they receive it directly into the master spreadsheet.

9.6 The WET will be responsible for the attendance monitoring and engagement of students doing internships with external employers and when placed within departments in the University. Formal contact by email with students and employers will take place every two weeks. Unauthorised absences will be reported by workplace supervisors as they happen and will be followed up by the WET as soon as they have been received.

9.7 Schools will be responsible for the attendance monitoring and engagement of all AP students doing internal projects in the University, set within the context of the University Attendance and Engagement Policy (updated summer 2020). Attendance will be monitored weekly by Academic Supervisors and recorded in Blackboard/StREAM. Meetings will take place in small project groups, workshops or individually. Any concerns about student absence will be shared with Module Leaders and followed up by LMOs.

9.9 All potential internships will be communicated by students and/or businesses involved to the relevant staff member in the WET at the earliest opportunity in advance of the internship start date. The WET will undertake due diligence on all potential internships in line with agreed Health and Safety procedures.

9.10 The WET will produce and maintain lists of all students undertaking the module. ICF (Internship Confirmation Forms) will be completed for every AP student. These will be sent to International Compliance (SRM) in advance of the start of the module start date in order to trigger UKVI reporting.

9.11 International Compliance will notify UKVI via the SMS system of the required internship details (start and end date, location, hours per week) within 10 working days of the internship start date.

9.12 Legal and Governance Services UKVI Compliance Team will maintain oversight of UKVI reporting. Senior International Compliance Officer (SRM) to notify LGS UKVI Compliance of any potential issues i.e. receiving PPD1 forms after the placement start date.

9.13 LGS UKVI Compliance carry out spot checks of placement reporting to UKVI with an overview provided to the Authorising Officer and International Compliance Group (ICG.)

10 Insurance

Risks to the student while completing internship activities

In the UK, it is a legal requirement for most employers to have Employer's Liability Insurance, which provides cover in the event of an employee being injured or becoming ill because of the work they do.

Self-employed individuals, family businesses and overseas employers may not have suitable insurance in place. Internships where EL insurance (or the equivalent overseas) is not in place should be discussed with the appropriate Work Experience Officer in Student Futures and in turn, the Health & Safety Adviser (HR) and other staff responsible for insurance in the University (Legal and Governance)

The insurance industry has agreed that students on work experience internships should be treated as employees for the purposes of insurance. Most Employers' Liability policies will have a definition of "employee" that covers students on work experience internships (Association of British Insurers - <https://www.abi.org.uk/>)

Internship agreements, especially with regard to overseas internships, will be dependent on the University undertaking an assessment of the host organisation and exercising a reasonable duty of care. This will be led and managed by the WET.

11 Cover for the legal liability of the student

Public Liability (PL) Insurance covers the cost of claims made against a business by a client or a member of the public, should the company's work result in injury or property damage. Public liability cover protects against the compensation pay-outs and legal costs.

The University carries Public Liability (PL) Insurance, which is extended worldwide to students on internship. *The University is only liable in respect of something that is the fault of this institution* and it is expected that the internship host should have equivalent insurance cover in place.

12 Personal accident, travel and health insurance

The University has a travel insurance policy, which covers travel within the UK and overseas. The policy has a number of components, which provide some protection against events such as: emergency medical expenditure (excluding within UK); loss of personal belongings, baggage or money; cancellation and curtailment of travel; personal injury; personal liability and political evacuation. This policy applies for the duration of the internship and additional insurance may be needed if the student extends their stay beyond the agreed internship period.

Appendices

Appendix 1 - UKVI Tier 4 Compliance Policy

<https://tinyurl.com/UKVI-Tier-4-Compliance>

Appendix 2 - Operational Compliance Manual

<https://tinyurl.com/Operational-Compliance>

Appendix 3 - Attendance and Engagement Policy and Procedure – this is in process of being updated and approved at the time of writing (July 2020). Link to be inserted.

Appendix 4 - Tripartite Agreement – this has been moved into Microsoft Forms with students being off campus because of Covid-19. This requires the student and provider parts to be completed separately during this period. The Internship Confirmation Form/Student Agreement are now contained within one document. The agreement between the University and Provider is contained within the second document.

<https://tinyurl.com/Internship-Confirmation>

<https://tinyurl.com/Uni-Provider-Agreement>

Tripartite Agreement for Placements and Internships (details now contained within the 2 documents outlined above)

To be completed by the Student, University and Placement/Internship Provider

Student Name		
Course		
Student ID/Number		
Email Addresses	University	
	Personal	
Telephone Number		
Nationality		
Name of Business		
Location/ Address of Internship or Placement		
What does the business primarily do?		
What will the placement/internship involve?		
Placement/Internship start date		
Placement/Internship end date		

Student responsibilities

Before going on the Internship/Placement

- Attend all required briefing sessions delivered by the University
- Respond to all requests from the University in a timely manner, including submitting CVs for opportunities that are made available
- Confirm with the relevant Work Experience Officer (WEO) as soon as a placement/ internship has been agreed
- Complete relevant paper-work, including the student part of this agreement as soon as you have your internship/ placement confirmed and return to named WEO

During the Internship/Placement

- Behave in a safe and professional manner at all times
- Complete all tasks set to the highest possible standards
- Respond to all communications from the University in a timely manner. For students on AP internships the Work Experience Officer will check-in with you and expect a response every two weeks. For students undertaking full-year placements, this will be done every 4 weeks.
- Follow all health & safety procedures and other working practices
- Inform the host supervisor in the first instance of any health and safety concerns and if these are not addressed, contact the named Work Experience Officer
- Report any accidents or near misses to your workplace supervisor and the University as soon as they have occurred
- Ensure that all intellectual property remains the property of the internship/ placement provider unless otherwise agreed
- Follow the workplace rules on attendance and sickness reporting and notify the internship/ placement provider immediately when absent for any reason
- Be committed to the placement/ internship, working in ways set out and agreed with the provider and complete all University assessment requirements to the highest standards.

Teesside University Responsibilities

- Prepare students thoroughly for their internship/ placement, including professional behaviours expected of them in the work place
- Make students and the provider aware of how the student will be assessed and coursework to be completed
- Ensure the student and provider are aware of their health and safety responsibilities and that the appropriate form is completed and returned to the University
- Provide the name of a dedicated Work Experience Officer and academic contact for the student and provider to liaise with throughout the duration of the placement/ internship
- Respond promptly to any positive or negative feedback given by the provider or the student in relation to any issues or concerns raised during the placement/ internship. This will include provider comments on performance, attendance and behaviour.
- Maintain a regular dialogue with the student and workplace supervisor throughout the period of the placement/ internship. This will begin in the first week to make sure arrangements are in place and then at fortnightly intervals for students on short internships, including Advanced/ Applied Practice (3 months) and once a month for students on full year placements.

- Monitor the attendance of all students and provide information and updates to International Compliance for students on Tier 4 Visas (A Home Office requirement)
- Seek feedback from students and providers at the end of the placement/internship in order to evaluate the success

The Provider Responsibilities

- Complete all relevant paper-work, including this agreement and the University Health and Safety form
- Provide a comprehensive induction to the role and to the business. This will include all tasks to be undertaken, working practices, how the supervision will work and all aspects of health and safety
- Be clear with students about any risks associated with tasks they will be involved in and what to do in the event of a fire, accident or other incident
- Provide the student with an appropriate supervisor/work-based mentor.
- Comply with appropriate health and safety legislation.
- Notify the named Work Experience Officer (WEO) of any accidents involving the student as soon as they have occurred.
- In cases of breaches of discipline by the Student, inform the named WEO at the earliest opportunity – contact details on this form.
- Inform the named WEO at the earliest opportunity if a student fails to attend as agreed (within 1 or 2 days of the student being absent) or if you have any other concerns
- Provide feedback to the University at the end of the Internship
- Accept that all UK internships are covered by UK law, i.e. the employer takes legal responsibility and liability for the students while in the workplace

Insurance - UK Placements

Teesside University requires that the Placement Provider has effective public and employer liability insurance(s) in place for the period of the placement and that these will apply to the placement student in the same way as they would to a member of staff. If this creates any questions or problems please contact the named Work Experience Officer on this document.

Overseas Placements

The University requires that the Placement Provider makes available to the University details of its liability insurance, indicating the extent (and any limitations) of the cover that it will provide to the student whilst on a work placement.

The Placement Provider should discuss any queries or difficulties with the named Work Experience Officer.

If any concerns about the level of cover being offered are expressed by the Work Experience team, they should discuss this with the University's Legal team or with the University Health and Safety Adviser.

Signatures – this confirms that you have read, understood and will follow the guidelines outlined in this document.

Student name	
Student signature	
Date	

University nominee	
Job Title	
Signature	
Email	
Phone number	
Date	

Employer nominee/workplace supervisor	
Job Title	
Signature	
Email	
Phone number	
Date	

Appendix 5 – AP Internship Confirmation form – being moved into Microsoft Forms with students being off campus because of Covid-19.

<https://tinyurl.com/Internship-Confirmation>

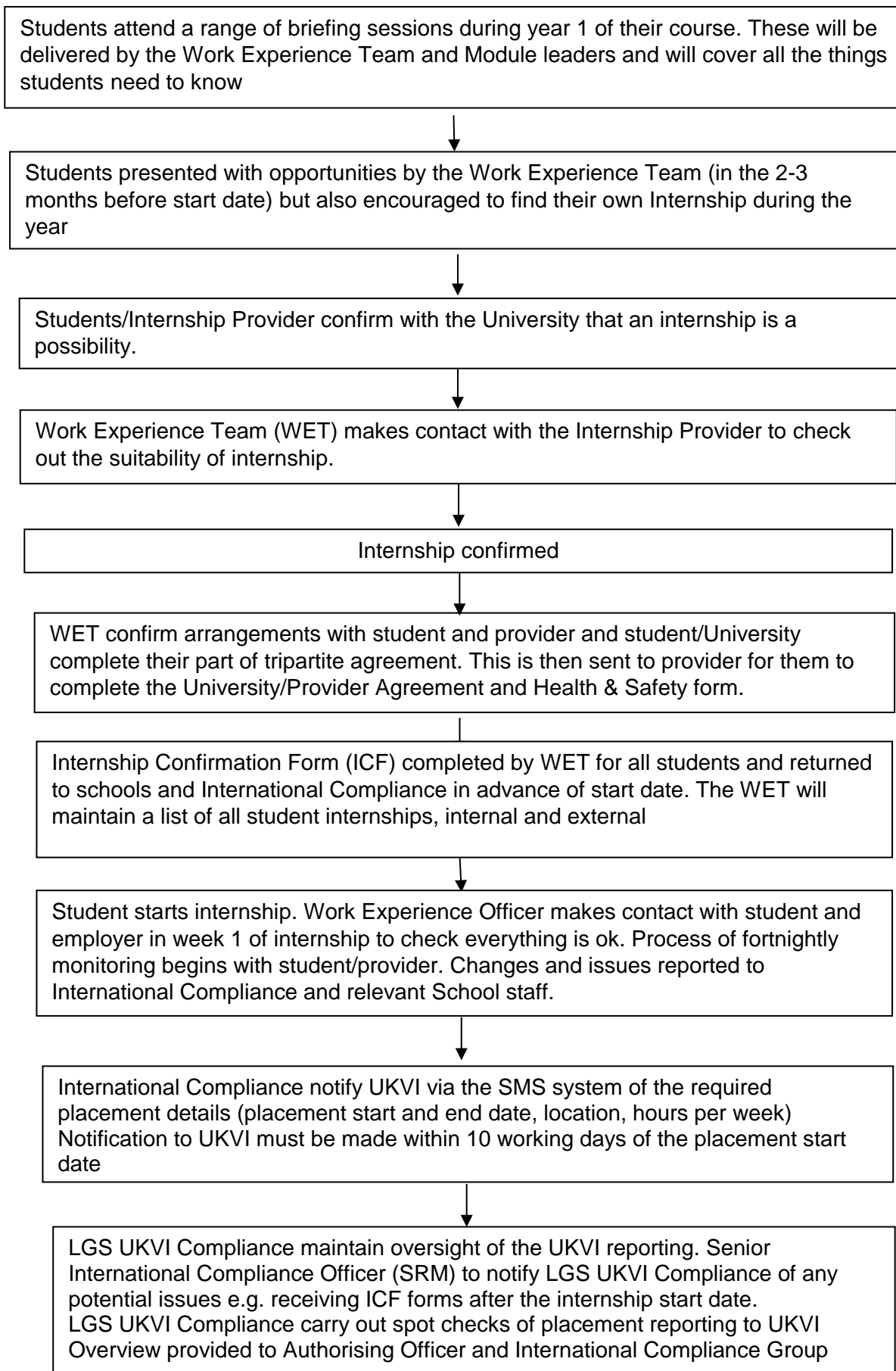
Appendix 6 - Health and Safety Policy and checklist for employers

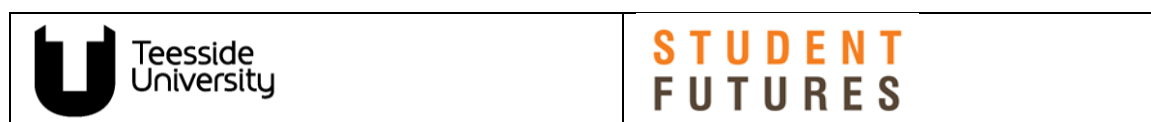
<https://tinyurl.com/Health-and-Safety-checklist>

This checklist has been moved into Microsoft Forms and now forms part of the University/Provider agreement process.

<https://tinyurl.com/Uni-Provider-Agreement>

Appendix 7 - Process flowchart for Tier 4 students





HANDBOOK FOR INTERNSHIP PROVIDERS 2020/21

Covering students undertaking 2 Year Masters courses

Aims and Benefits

Internships, placements and other forms of professional work experience bring a wide range of benefits to students, the University and host organisations. They provide students with the opportunity to gain a broad range of transferable and other skills specific to their chosen profession and an insight into a given industry or sector, allowing them to make informed decisions about future career choices and enhancing their knowledge and prospects.

Internships provide the University with opportunities to build and capitalise upon relationships with a wide range of organisations leading to mutually beneficial partnership working, research activity and other forms of Enterprise and Business Engagement activity while also providing academic staff with an insight into the workplace.

Host organisations benefit from an additional resource, with new and fresh ideas and high-level skills that will add real value to the business. Internships also provide employers with a graduate recruitment pipeline.

During the Internship, the Teesside University, Work Experience and Placements Team will provide continuous support to the student and internship provider. In addition to this, a member of the School's academic staff (normally the Module Leader) will act as a mentor providing academic and pastoral support.

THE INTERNSHIP PERIOD AND DATES

The two-year Masters courses have start dates in September and January every year and students begin their internship at the beginning of the second year of their course, i.e. at the end of September and the end of January.

The Internship will last for a minimum of 12 weeks. Many students will look to undertake their internship on a full-time basis over this period but there is flexibility in the number of hours they may spend on the internship. Students studying Business will normally do at least 10 hrs per week in your business over the 12-week period. Please contact the Work Experience Team to discuss in more detail.

INTERNSHIPS EXPECTATIONS

What should Internship Providers expect from the University?

- Help to find a suitable student for the role you wish to offer
- That students should be suitably prepared for the internship

- To be provided with the name of a dedicated Work Experience Officer and academic contact to liaise with throughout the duration of the internship
- To have assessment and other course related requirements shared in advance of and during the internship
- A prompt response to any positive or negative feedback you have in relation to any issues or concerns raised during the placement/internship. This may include comments on performance, attendance and behaviour.
- A regular dialogue with the workplace supervisor throughout the period of the internship. This will begin in the first week of the internship to make sure arrangements are in place and then at fortnightly intervals throughout.
- That attendance of students will be monitored throughout the internship
- To be asked for feedback at the end of the internship in order to evaluate the success

What should Internship Providers expect from students?

Students will be expected to:

- Behave professionally and responsibly at all times
- Show commitment to their Internship Provider
- Complete all tasks to the best of their abilities
- Respect the existing culture and working practices within the company
- Build and maintain trust and a good working relationships
- Undertake projects with enthusiasm
- Be willing to listen and learn
- Follow all health and safety procedures
- Follow the workplace rules on attendance and sickness reporting and notify the workplace supervisor immediately when absent for any reason

What does the University expect from the Internship Provider?

Internship Providers will:

- Provide students with a meaningful opportunity with clearly defined aims and outcomes
- Complete all relevant paper work, including the 'Tripartite Agreement' and the University Health and Safety form and comply with appropriate health and safety legislation.
- Provide a comprehensive induction to the role and to the business.
- Be clear with students about any risks associated with tasks they will be involved in and what to do in the event of a fire, accident or other incident
- Provide the student with an appropriate supervisor/work-based mentor.
- Notify the named Work Experience Officer (WEO) of any accidents involving the student as soon as they have occurred.
- Inform the named WEO of any problems that arise during the internship (see contact details below)

- Inform the named WEO at the earliest opportunity if a student fails to attend as agreed (within 1 or 2 days of the student being absent) or if you have any other concerns
- Authorise weekly timesheets for attendance monitoring purposes
- Provide feedback to the University at the end of the Internship
- Accept that all UK internships are covered by UK law, i.e. the employer takes legal responsibility and liability for the students while in the workplace

INTERNSHIP MODULE LEARNING OUTCOMES – These may vary slightly from course to course

Knowledge and Understanding

1. Critically reflect upon their personal knowledge of their discipline
2. Apply their existing knowledge in unfamiliar learning environments allowing this to be enhanced and developed through to the acquisition of new knowledge and perspectives arising from their individual practice experience
3. Demonstrate a systematic, critical and deep understanding of current knowledge in relevant aspects of engineering, science or design and demonstrate a critical awareness of new insights, informed by the forefront of the discipline.

Cognitive/Intellectual Skills

4. Demonstrate mastery of intellectual and professional skills appropriate to their discipline.
5. Challenge orthodoxy and formulate new or alternative hypotheses or solutions
6. Exercise self-direction and management of their own learning both individually and as a member of a team

Practical/Professional Skills

7. Operate ethically in complex and unpredictable situations and have a critical understanding of the issues governing good practice.
8. Act autonomously in planning and implementing tasks at a professional or equivalent level.

Key Transferrable Skills

9. Demonstrate the independent learning ability required for continuing professional development.

KEY CONTACTS

Student Futures is committed to ensuring that both the student and internship provider receive support throughout the internship to ensure you gain maximum benefit from the experience. Key internship personnel and their roles and responsibilities are below.

Name	Role	Contact
Shirley Marshall (Science, including Food Science)	Module Leaders-School of Health and Life Sciences	S.Marshall@tees.ac.uk
Vicky Russell (Health courses)		V.A.Russell@tees.ac.uk
Kevin Ions	Module Leader-Teesside University Business School	K.Ions@tees.ac.uk
Vicky Rushin - Chape	Module Leader- School of Computing, Engineering and Digital Technologies	V.Rushin-Chape@tees.ac.uk
Rob Burton Amy Dover	Associate Dean Course/Module Leader, School of Art & Design	R.Burton@tees.ac.uk A.Dover@tees.ac.uk
Danny Singh	Senior Lecturer – School of Social Sciences, Humanities & Law	D.Singh@tees.ac.uk
Work Experience and Internships Team		placements@tees.ac.uk

ROLES AND RESPONSIBILITIES

ACADEMIC SUPERVISORS AND MODULE LEADERS

Each Internship student is allocated an Academic Supervisor. The Academic Supervisor is responsible for the student undertaking their internship and for offering support and advice relevant to their area of expertise. The Module Leader is responsible for supporting the student with other module related queries and advice.

WORK EXPERIENCE AND PLACEMENTS TEAM

You will be allocated a Work Experience Officer (WEO) who will maintain contact with you throughout the internship. They will 'check in' with you on a fortnightly basis to make sure that everything is going well and that the student attendance is good. They will act as the first point of contact and will work closely with the University Module Leaders and Academic Supervisors to ensure a holistic approach to student support and provider partnership working.

WORKPLACE SUPERVISOR

The level of supervision required will sometimes depend on the experience of the student, the role to be undertaken and the level of responsibility you give them. We encourage providers to allocate a workplace supervisor/mentor. We appreciate that your staff time is precious, but allocating the student a workplace supervisor can offer the added advantage of also providing developmental/supervisory experience for your staff member.

HEALTH AND SAFETY

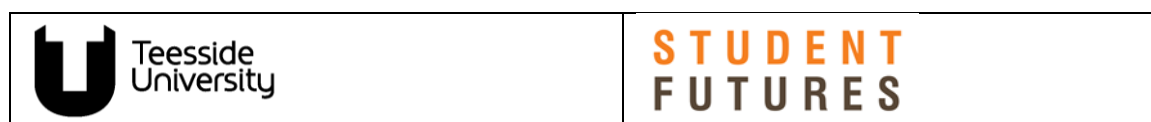
Internship Providers will complete and sign the 'Tripartite Agreement and Health and Safety checklist form in advance of the start of the internship. Health and safety policies and procedures should be covered with students during the induction you provide. Students will comply with your normal reporting procedures for absence from the workplace. If you are concerned about a student's attendance and they have been away from your workplace from more than a couple of days, please notify the Work Experience Officer.

EMPLOYERS LIABILITY AND INSURANCE

An internship provider should have Employer's Liability Insurance and Third Party/Public Liability Insurance (or the international equivalent policies). All Internship Providers will be subject to approval on successful completion of Health and Safety information/ Risk Assessment.

CONFIDENTIALITY

We understand the issue of confidentiality/intellectual property in the workplace and the trust placed in student interns. If you have concerns about any aspect of this, please contact the Work Experience Officer.



MASTERS INTERNSHIPS STUDENT HANDBOOK – 2020/21

Introduction

This handbook has been written to help students who are studying a two-year Masters course and who will undertake an 'Advanced/Applied Practice' internship as part of it. The handbook provides information on what you will be expected to do and who will be available to support you. It is relevant to students who are completing the following internships:

- External Internship in UK or Internationally
- University Based Internship (within a University department which is not within your School)

Aims and Benefits of Internships

Internships, placements and other forms of professional work experience bring a wide range of benefits to students, the University and host organisations. They provide students with the opportunity to gain a broad range of transferable and other skills specific to their chosen profession and an insight into a given industry or sector, allowing them to make informed decisions about future career choices and enhancing their knowledge and prospects.

Internships provide the University with opportunities to build and capitalise upon relationships with a wide range of organisations leading to mutually beneficial partnership working, research activity and other forms of Enterprise and Business Engagement activity while also providing academic staff with an insight into the workplace.

Host organisations benefit from an additional resource, with new and fresh ideas and high-level skills that will add real value to the business. Internships also provide employers with a graduate recruitment pipeline.

During the Internship, the Work Experience and Placements Team will provide continuous support to the student and internship provider. In addition to this, a member of the School's academic staff will act as a mentor providing academic and pastoral support.

INTERNSHIP EXPECTATIONS

What Internship Providers expect from students

Students will be expected to:

- Behave professionally and responsibly at all times
- Show commitment to your Internship Provider and your project
- Complete all tasks to the best of your ability
- Respect the existing culture and working practices within the company

- Build and maintain trust and good working relationships
- Undertake projects with enthusiasm
- Be willing to listen and learn
- Follow all health and safety procedure
- Follow the workplace rules on attendance and sickness reporting and notify the workplace supervisor immediately when absent for any reason.

What the University expect from students

In addition to all of the above, the University expects students to:

- Attend all briefing sessions and complete all relevant paperwork that is required in advance of the internship start dates
- Act as an ambassador and positive role model for TU at all times
- Respond promptly to all communication from the University during your internship
- Attend as agreed and complete weekly timesheets throughout the internship
- Be fully aware of all assessment requirements and complete your coursework on time and to the best of your ability
- Contact your Work Experience Officer in the event of any changes to your internship or concerns you may have. If you are absent from work for more than 1 or 2 days you must also notify your Work Experience Officer.

What you should expect from the University and your Internship Provider

- To be briefed and prepared for your internship and to have all the information you will need
- To receive help and support from the University before and throughout your Internship, including a prompt response in the event of any problems or concerns. This will mainly be through the Module Leader and Work Experience Officer.
- To have an allocated work-based supervisor/mentor who will support you throughout your internship
- To receive a comprehensive induction to the role and to the business. This will include all tasks to be undertaken, working practices, how the supervision will work and all aspects of health and safety
- To have a role and responsibilities you feel comfortable with and tasks which are stretching but achievable

CONFIDENTIALITY

On occasions, internship work is confidential and/or commercially sensitive. You may be asked to sign a confidentiality agreement, in which case you should not discuss the work you are involved in outside of the workplace without the internship provider's permission. Breaching this agreement may result in a termination of the internship.

HEALTH & SAFETY

The University has a strong focus on Occupational Health and Safety (OSH). You should also read anything provided by your employer. You should take responsibility

for your own safety and the safety of others, and notify your employer and the Work Experience and Placements team (placements@tees.ac.uk) if you have any concerns. Most organisations cover health and safety issues with new employees during their induction. However, if your employer does not discuss health and safety procedures with you within the first week of your internship, you are advised to raise the issue with your workplace supervisor.

2020/21 TIMELINE

Date	Action
Summer 2020	Applications for Internships continue
End of August/early September at the latest	All internship paperwork must be returned to Work Experience and Placements Team by this date or your internship can't start
28 September	Internship starts
Regular contact with student and Internship Providers	The Work Experience Officer will check in with you and your Internship Provider in the first week of your internship to make sure everything is okay. After that, they will contact you and your workplace supervisor every two weeks.
Internship ends (on or before 22 January 2021)	Evaluation completed by Student and Employer

ROLES AND RESPONSIBILITIES

Module Leaders and Academic Supervisors

Each Internship student is allocated an Academic Supervisor. The Academic Supervisor is responsible for the student undertaking their internship and for offering support and advice relevant to their area of expertise. The Module Leader is responsible for supporting the student with other module related queries and advice.

Work Experience Team

You will be allocated a Work Experience Officer (WEO) who will maintain contact with you throughout the internship. They will 'check in' with you on a fortnightly basis to make sure that everything is going well and that your attendance is good. They will act as the first point of contact and will work closely with the University Module Leaders and Academic Supervisors to ensure a holistic approach to student support and partnership working.

Workplace Supervisor/Mentor

We encourage all Internship Providers to allocate you a workplace supervisor/mentor who will be your first point of contact and provide you with support through the internship

CENTRAL TEAM CONTACTS

Teesside University is dedicated to ensuring that you receive guidance and support throughout the internship to ensure you gain maximum benefit from the experience. Key internship personnel and their roles and responsibilities are below.

Department	Contact Details
Student Finance	StudentFinance@tees.ac.uk
International Student Support	international@tees.ac.uk / +44 (0) 1642 342277
Work Experience and Placements Team – Student Futures	placements@tees.ac.uk

Appendix 10

References

- 1) Brooks, R. and Youngson, P. (2016) Undergraduate work placements: an analysis of the effects on career progression. *Studies in Higher Education*. 41(9): 1563-1578;
Hall, M., Higson, H., & Bullivant, N. (2009). *The role of the undergraduate work placement in developing employment competences: Results from a 5 year study of employers*. Birmingham: Aston Business School;
Lowden, K., Hall, S., Elliot, D., & Lewin, J. (2011). *Employers' perceptions of the employability skills of new graduates*.
- 2) High Fliers Research (2016). *The Graduate Market in 2016*;
Wakeham W (2016) *Wakeham Review of STEM Degree Provision and Graduate Employability*, DBIS and HEFCE
- 3) Confederation of British Industry (2012). *Learning to grow: what employers need from education and skills?*
- 4) High Fliers Research (2016). *The Graduate Market in 2016*
- 5) Jones, C., J. Green, and H. Higson. 2015. "Do Work Placements Improve Final Year Academic Performance or Do High-Calibre Students Choose to Do Work Placements?" *Studies in Higher Education Early Online*: 1–17.
- 6) Diamond, A., Walkley, L., Forbes, P., Hughes P., Tristram, H. and Sheen, J. (2011) *Global Graduates: Global Graduates into Global Leaders*, AGR, CIHE, CFE.
Crossman, J. and M. Clarke (2010) 'International experience and graduate employability: stakeholder perceptions on the connection.' *Higher Education* 59(5): 599-613