Project Provider

HANDBOOK

For the

University of Dundee Internship Modules

Academic Year 2023/2024

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1. Welcome to the Internship Module

Thank you for participating in the University of Dundee Careers Service's Internship Modules. We look forward to working with you and wish to ensure that your experience as a placement provider is positive and beneficial to your organisation. To make this process run as efficiently as possible, please familiarise yourself with the following information.

2. Meet the Team

We have a dedicated team working on making your experience of the internship modules and the experience for the students while on placement a success.

Employer Engagement Team: You may have already met with someone from this team. They will discuss with you the requirements for any projects and liaise with you on all employability matters.

> Samantha Riddell**:** Employer Engagement Officer
>
> Grant Walker: Employer Engagement Officer
>
> Richard Pool: Employer Engagement Manager

Teaching team: This team will provide pastoral support for the students and oversee the classroom sessions.

> Clare Robertson Hunt: Careers Adviser and module tutor
>
> Craig Reoch: Careers Adviser and module tutor

Module Lead:

> Lynsay Pickering: Senior Careers Adviser and Careers Education Lead

3. Module Overview

The Careers Service at the University of Dundee runs two undergraduate credit-bearing Internship Modules. The Internship Module is for second year students of any degree discipline. It is a 'stand-alone' module, and therefore not directly linked to any subject discipline. The Business Management Internship Module is also for second years, but exclusively for those studying Business Management. Both modules run from January to the end of March.

Both modules combine a project undertaken on placement and classroom learning about the world of work and career planning. The students will have live interactive sessions or online learning material each week where they will consolidate their learning from their experiences with you. They will also cover topics in the classroom sessions to help them find out about their strengths and weaknesses; how they work in a team; how to set clear goals for themselves and how to reflect on experience to build their own self-awareness.

The module is entirely assessed by university tutors based on written assessments submissions. These assessments record the students learning while on their placement and will include examples of task/work completed while on placement with you.

4. Placement Project Overview

The placement project involves a 30-hour project over a period from January to March each year. This project can be undertaken remotely or on-site. Typically, on-site projects are completed in 3-4 hour sessions over a 10-week period but can be done in larger 'chunk' if necessary, possibly if the students have a reading week in February. The project can also be completed through a combination of remote and on-site working if this suits the requirements of your organisation.

Ideally the placement should involve the student in a professional experience where they undertake work of a level sufficient for the development of new skills and/or new learning. Often this may be a discrete project with a clearly defined outcome or

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endpoint but will be equally valuable if it involves more operational tasks. The work undertaken should be beneficial to your organisation as well as to the student and of a suitable level for a second-year university student. You can find more information and guidance in our Completing the Project Proposal Form Guidance document.

5. Placement Provider Commitments

Before Placement Begins

- You should appoint a member of staff to act as supervisor for the student. They will be responsible for monitoring the students' progress and liaising with Careers Service staff.
- Complete the Project Proposal form and Health and Safety forms. The proposal form will be used to advertise your project to the students.
  Please ensure that your placement student is covered by your liability insurance policy. Your placement can only be advertised to students once we receive both pieces of paperwork above.
- The supervisor should meet with the student prior to start of the placement to set out the aims of the project. This meeting should include:
  - Plan the timing of the placement project and agree hours (please note students may not have confirmation of their timetable).
  - Make sure the student is aware of your organisation's structure, employees and contacts for their project and relevant resources.
  - Confirm the specified project outline and identify goals for the student.
  - Inform the student of Health & Safety matters and other customs, such as dress code, absence requirements, contact numbers and break/lunch times.
  - Discuss with the student any additional support or adjustments that may be required.

During The Project

- Whilst the student is on placement with you monitor the students time with you to ensure they complete the required 30 hours (the student will give you a timesheet to sign)

End of Project

- Complete a short online feedback questionnaire at the end about your experience.

6. Key Dates for Your Diary

Deadline	Tasks
Friday 8th Sept 2023	• Complete and submit **Project Proposal Form** and **Risk Assessment checklist** (more information on this can be found in our Completing the Project Proposal form guidance document).
13th November – Fri 22nd 8th 2023	• Get in touch with your student and meet to discuss expectations, tasks, and working hours. Please ensure that students receive any health and safety information prior to starting with your organisation. • Complete the Internship Module checklist with your student (Appendix 1).
Week commencing Monday 15th January 2024	• Placements begin – you should meet with your student to set goals for the placement. Your student will have classes starting this week. **Placements should NOT start before this date.**
Week commencing Monday 12th Feb 2024	• Our team will be in contact to find out how the student is doing. (Please feel free to contact us prior to this if you are experiencing any difficulties.)
Friday 29th March 2024	• Placements should finish on or before this date **and you should sign student timesheet to confirm hours.** • The team will contact you to ask for your feedback on your experience.

7. Equality and Diversity on Placement

The Equality Act (2010) protects individuals against direct and indirect discrimination under nine protected characteristics: age, disability, gender reassignment, marriage/civil partnership, pregnancy and maternity, Race, religion or belief, sex *and* sexual orientation. www.legislation.gov.uk/ukpga/2010/15/contents.

This requires Universities to ensure that students are not discriminated against for reasons relating to any of the above protected characteristics whilst on an internship or placement. The Equality Act also obliges internship providers not to discriminate on the grounds of disability and to make reasonable adjustments to meet the needs of disabled students undertaking an internship within their organisation. **If the student has disclosed a disability that requires adjustments to be made, the internship module team will be in touch with you to discuss this further.**

8. Questions

We hope you enjoy the experience of hosting a student in your organisation. If you have any questions or concerns about any aspect of the placement or module, please do not hesitate to get in touch. You can contact us by telephone on 01382 384017 (please ask for your employer team contact) or using our email address careers@dundee.ac.uk .

Appendix 1

Internship Modules Checklist

To be completed by placement provider supervisor and student at beginning of project.

Brief

	Student	Business
What is the agreed project brief? (short description) **– Please do this by Friday 28th Jan.**		
Student – this is your chance to let your employer know what you are hoping to gain from the internship (new skills/abilities etc.) This discussion can help you with your skills audit assignment.		

Expectations

	Student	Business
What do the employers expect? What will students' "output" be? (E.g. marketing plan, competitor analysis, report).		
Start date confirmed and agreed frequency of work (timings etc)		
Set up dates for review meetings with each other. We would suggest at least three (near the beginning, middle and end of project).		

Communication

We encourage the students to engage with the business environment, and as the projects are taking place online this year, we hope that they will gain the same skills and exposure to business.

	Student	Business

Confirm which email address the student should use to contact the organisation, and confirm that the organisation has the student's university email address		
Agreed that both parties will check emails frequently. This will be the primary way to communicate so please agree how often the student will check their emails		
Share emergency backup communication e.g. mobile phone, text		

There will be a mid-term check-in with project providers by Careers Staff during w/c 12th Feb, however, if you have any issues please get in touch with careers@dundee.ac.uk.