



# **INTERNSHIP PROGRAMME MANUAL**

UG/PG

Academic Year 25/26

(Fall, Spring, Summer)

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# Welcome

Welcome to the Richmond Internship Programme. Over the next semester you will gain first-hand experience of exactly what is involved in the day-to-day work of a career in your chosen sector. Adapting to a new work schedule and new responsibilities is a challenging experience, but also incredibly rewarding. You will most certainly leave the Programme with a real sense of achievement!

The Internship Office is here to guide and support you throughout your internship experience. We will work with you to find a suitable placement that fits with your requirements, and will also help to ensure that you learn as much about your own talents and abilities as about the area you're working in. Below you can meet the Internship Office staff who will be supporting you throughout the Programme; you will also be assigned an Academic supervisor with whom you will be put in touch shortly.

You can always contact us at [internships@richmond.ac.uk](mailto:internships@richmond.ac.uk)

## Supervision

**Faculty Supervisor:**

Your Faculty Supervisor is a member of academic staff from Richmond who will supervise you throughout the Internship Programme. The Faculty Supervisor will assess and grade your work for each of the three academic components of the Programme. All academic-related issues during the Programme should be directed to your Faculty Supervisor.

### **Workplace Supervisor:**

Your Workplace Supervisor will be the individual who you will report to at the company where you will carry out your internship. You will be told the name of your Workplace Supervisor by the Internship Office before you start your internship. Your Workplace Supervisor is there to assist and support you with anything related to the work you do within your internship. Any other issues related to any assessed component for the Programme should be directed to your Faculty Supervisor. Any other problems you are experiencing should be directed to a member of staff in the Internship Office in the first instance.

Your Faculty Supervisor will meet with your Workplace Supervisor a few weeks into your placement to make sure that things are progressing well. Towards the very end of your internship, we will ask your Workplace Supervisor to complete a Workplace Assessment Form. The Workplace Assessment Form is used by the Internship Office to monitor each internship opportunity we provide and for quality assurance purposes.

# Programme Cycle

## **Before the Internship**

1. **Meetings with the Internship Office:** You are invited to book an appointment with the Internship Office through Handshake (our Careers App), but we will also be visiting your classes to speak to you about possible placements, writing your CV and preparing for interviews. Please email us at [internships@richmond.ac.uk](mailto:internships@richmond.ac.uk) if you have any questions or if you'd like to set up a time to meet.

2. **Interviews:** If you are interested in a London-based position, the Internship Officer will help you search for a placement and work on your CV so that you can contact relevant companies to arrange an interview. You will also have the opportunity to gain some interview practice with the Internship Officer beforehand. In cases where you have secured your own placement, perhaps internationally, you will manage the interview logistics independently, but will still have access to interview coaching, if required.

3. **Internship requirements:**

**UG: Total Hours: 230**

- a. **Guided Learning Hours (Supervision): 6**
- b. Independent Learning Hours: 224, with a minimum of 210 practice hours
- c. Equivalent to 6 weeks full-time on a 35-hour working week, or 15 weeks part-time on a 2 to 3 day working week
- d. Once you complete your hours, you're required to return to part-time work and adhere to your visa guidelines.

**PG: Total Hours: 300**

- a. **Guided Learning Hours (Supervision): 8**
- b. Independent Learning Hours: 292, with a minimum of 280 practice hours
- c. Equivalent to 8 weeks full-time on a 35-hour working week, or 15 weeks part-time on a 2.5/3 day working week
- d. Once you complete your hours, you're required to return to part-time work and adhere to your visa guidelines.

4. **Confirming your placement:** If the interview is successful, the internship office will require you to provide some information about your placement, including the name of your Workplace Supervisor, work start and end times and travel expenses (if applicable). If you have secured a placement independently, then you will need to provide the Internship Office with details of the company you have secured your internship with including the name of your Workplace Supervisor, working location, and your start and end dates. The Internship Office will then verify the details of your internship. Students can also choose to secure a placement through one of the Internship Office's placement partners who are able to access placements worldwide for an additional fee.

5. **Please note that if you are a recipient of US Federal aid, you cannot complete your internship in the USA.**

6. **Internship Faculty Supervisor:** You will be assigned a faculty member to advise, support and supervise you during the internship; you will meet your faculty supervisor before you start your placement as it is important to know what s/he expects of you.

7. **Assignments:** All departments have set up their own assessments. The faculty supervisor will communicate with you about assignments and what will be expected from you. The internship office can only provide a brief overview of the assignments.

8. **Starting your placement:** Once you accept an offer of an internship, you will sign a contract to show that you understand the terms and conditions of the placement. Placements are usually unpaid, but you may occasionally be offered travel/lunch expenses, although this is at the discretion of the organization.

9. **Absence from work:** If you need to miss a day of work you must request permission from your workplace supervisor and notify the internship office in advance; or if it is through illness, you must call your workplace as soon as possible, also informing our office. If you are going to miss more than two consecutive days, you will need a doctor's note.

10. **Ending your placement:** The Internship Programme requires you to complete an internship, lasting for a minimum of 6 to 8 weeks, working full-time, or equivalent part-time (minimum 280h (UG) 210 (PG) – we advise working for more than 6 to 8 weeks if possible to 15 Weeks **MAX**). It is not uncommon, however, for a company to ask you to work for longer. We are happy for students to accept longer

internships; however, it is important that you understand the deadlines that apply to our programme and that you will be assessed on and supported by your Faculty Supervisor only for the length academic internship. Postgraduate students must also remember the need to meet your Professional Research Project deadline. If for any reason you need to work for more than one employer to meet this requirement, please discuss arrangements with your Faculty Supervisor and/or the Internship Office.

# Assessment:

Each course has its own set of assignments. This is just a general overview of assignments across all majors, and not all majors have the same requirements. Please check with your faculty supervisor for the course syllabus and specific details about your assignments

- Assessment 1: Reflective journaling
  - Assessment 2: Presentations
  - Assessment 2: Portfolios
- 

## Tips and Guidelines:

- **Reflective Journals:**

Reflective Journal is a collection of reflective comments concerning educational activities or events during your internship. Each of these entries should reflect on the following:

- What were my aims and objectives for the event?
- What did I review? What did I learn that was new?
- What was most (and least) useful about it?
- How could I apply what I have learnt in the future?

A reflective journal is not a diary for private consumption, a log of daily activities, or a track of your psychological state and your inner feelings about life. It is an intellectual exercise in reflectively describing and explaining – in a form that can be shared with your supervisor – your own experiences and observations, your overall perspective and feelings about the placement. It is a record of your personal growth. A reflective journal is to be submitted on a weekly basis based on the duration of your internship.

**Here is an example of a reflective journal submission:**

*“ 25 June 2022*

*I arrived at the office again today at 9:30, though I was able to get in by myself with my key card! 80 Strand is an interesting building to navigate, as the elevators from the Strand only go up to the seventh floor and you then must go through several more doors and up some stairs to reach the eighth. As I understand it, although I have yet to take them, the elevators from the Embankment go up all the way. That’s what happens when a building has two ground floors, apparently. I got right to work on some pages from the running and marathon book this morning. Again, it was going through and checking for any errors in the text as well as if the text actually made sense. As the authors of the book are in fact experts on running, not writing, this involved a lot of red marks on the pages. I do take quite a bit of enjoyment from correcting mistakes, though. I also updated the spreadsheet I was asked to work on yesterday. Later in the day, I was asked to spot-check a manuscript almost ready for print. It was tedious work, but it was an interesting book to look through- a history of medicine. This was my manager, Gareth’s, last day before his holiday to India for two weeks, so we had a brief chat about what I could expect once I switched to children’s books. Even though I’ve just started with the adult team, I’m looking forward to children’s as the projects sound very interesting.*

*I met several more people on my team today, as apparently most of them were on holiday up until now. The editor’s assistant is close to me in age and sits right next to me, and she’s been a huge help with any questions I have about the editorial process.”*

- **Presentation:**

You will have a 20-40 minute slot and should keep in mind your audience to help you to focus on what you want to say in such a short period of time. What do your Internship Supervisor and Work Supervisor need to know in order to understand your experience?

#### Preparation:

- Know how you will begin: introduce yourself and your topic at the beginning.
- Know your audience: your audience should always be the focal point.
- PowerPoint Slides: slides should be easy to read and not too crowded; keep them concise, outlining what you are going to say, allowing the detail to flow but not giving too much away. Don't read from the slides.
- Rehearse: how will you start and finish? When and how will you use visual aids? Is it within the time allowance?

#### Speaking Effectively:

- Language: formal but simple language is best; there should be no room for your audience to misinterpret what you are saying; and be concise.
- Nonsense expressions: avoid using nonsense expressions and non-words: "you know, I mean, actually, at the end of the day, like, um, ah" and so on; use a pause instead for greater effect.
- Voice: consider your tone, pitch, volume and clarity and rehearse how you will use them in your Presentation.

#### Body Language:

- Eye contact: it is essential that you make eye contact with your audience.
- Hands: hands should only be used for gestures that augment what you are saying; don't put hands in pockets, fold your arms, or hold objects that will distract attention; just keep your hands by your sides.
- Note cards: use note cards only if necessary. (Small, index cards are preferred over paper as they are less likely to show shaking).
- Movement: movement should be for a purpose (i.e., moving closer to your audience to bring them in, moving to change a slide); don't fidget.

#### PowerPoint:

Please bring the file along on a memory stick or have it easily accessible in your email to present your Internship using PowerPoint. Please be aware that if you create the PowerPoint on a Mac you should check that it imports properly to a PC.

#### Dress Appropriately:

You should dress as if you were giving a Presentation to a formal group of your work colleagues.

## • The Internship Portfolio:

The internship portfolio is a purposeful collection of student work that exhibits and effectively communicates the student's skills, progress, and achievements throughout the internship experience. The collection should include evidence of student reflection, critical thinking, and self – evaluation.



The Portfolio is made up of separate sections that are to be **presented together as one final report** in soft copy. The outline below should be followed and used as a guide when compiling your Portfolio.

### **Cover Page**

- Name of author and Internship major
- Name of Faculty and Work Supervisor
- Name of organisation and title of role performed
- Date
- Word count

### **Table of Contents:**

- Cover Page
- Section 2 – Business Report
- Section 3 – Collection of work samples
- Section 4 - Conclusion
- Section 5 - CV
- Appendix (include only if you referenced specific material in your Portfolio)

# Course Documents:

The following section includes the documents you will need to complete the Internship Programme.

Here is a brief summary of both the Course and Useful Documents that follow:

## **Course Documents:**

- **Timesheet:**

Detach from Manual and take to work, filling it out a daily basis getting your Workplace Supervisor to sign it off at the end of each week.

- **Learning Contract:**

To access this form, you'd need to click via this link here... This form is to be filled out with the assistance of your workplace supervisor and internship supervisor. The submission date and place is to be determined with your internship supervisor.

# Timesheet – 6 Week Internship

## DETACH & TAKE TO WORK

This form is to be signed by your Workplace Supervisor regularly (every week). By doing this, they confirm that you were in attendance at the workplace full-time for the duration of your internship.

**The timesheet will be checked by your Faculty Supervisor during the workplace visit.** Please submit to the Internship Office at the end of your placement and remember to get in signed every week.

**Student:** \_\_\_\_\_

**Internship with:** \_\_\_\_\_

**Start date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**End date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Workplace Supervisor:** \_\_\_\_\_

**Job title / department:** \_\_\_\_\_

Week	Hours Worked	Approved (Must be signed by your workplace supervisor)
Week 1		
Week 2		
Week 3		
Week 4		
Week 5		
Week 6		

# Timesheet – 8 Week Internship

## DETACH & TAKE TO WORK

This form is to be signed by your Workplace Supervisor regularly (every week). By doing this, they confirm that you were in attendance at the workplace full-time for the duration of your internship. **The timesheet will be checked by your Faculty Supervisor during the workplace visit.** Please submit to the Internship Office at the end of your placement and remember to get in signed every week.

Student: \_\_\_\_\_

Internship with: \_\_\_\_\_

Start date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

End date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Workplace Supervisor: \_\_\_\_\_

Job title / department: \_\_\_\_\_

Week	Hours Worked	Approved (Must be signed by your workplace supervisor)
Week 1		
Week 2		
Week 3		
Week 4		
Week 5		
Week 6		
Week 7		
Week 8		

# Timesheet – 15 Week Internship

## DETACH & TAKE TO WORK

This form is to be signed by your Workplace Supervisor regularly (every week). By doing this, they confirm that you were in attendance at the workplace full-time for the duration of your internship. **The timesheet will be checked by your Faculty Supervisor during the workplace visit.** Please submit to the Internship Office at the end of your placement and remember to get in signed every week.

Student: \_\_\_\_\_

Internship with: \_\_\_\_\_

Start date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

End date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Workplace Supervisor: \_\_\_\_\_

Job title / department: \_\_\_\_\_

Week	Hours Worked	Approved (Must be signed by your workplace supervisor)
Week 1		
Week 2		
Week 3		
Week 4		
Week 5		
Week 6		
Week 7		
Week 8		
Week 9		
Week 10		
Week 11		
Week 12		

<b>Week 13</b>		
<b>Week 14</b>		
<b>Week 15</b>		

# Frequently Asked Questions

## **Will I be paid / receive expenses?**

Most internships are unpaid. You may be offered travel/lunch expenses but this is at the discretion of the employer and will be discussed between the Internship Office and employer if you are offered an internship after your interview.

## **Will I be offered a job at the end of my Internship?**

Maybe, it depends on the company. You should look on your internship more as a chance to focus your career aspirations and gain valuable experience in your chosen field.

## **Why must I decide whether or not to accept an Internship without knowing which other companies might make me an offer?**

Because nobody can know exactly what other offers you may receive, you have to make a decision about any offers you do receive quickly, otherwise you may lose them. This is a realistic reflection of how the job market works.

## **Why are there so many Assessments to do?**

This is an academic course and, as such, you are not just gaining work experience but you are required to reflect on your performance, your strengths and weaknesses, and demonstrate that you understand more about your field and yourself by the end of the Internship.

## **Why doesn't my Faculty Supervisor respond to my e-mails immediately?**

Be patient. Your Faculty Supervisor not only deals with your queries and those of your fellow group-members, but he/she also teaches full-time at this University or others around London. He/she is busy and will get back to you as soon as possible.

## **I have heard that I cannot work more than 20 hours per week – am I allowed to work full-time?**

As you are doing your internship as part of your degree and for academic credit, you are allowed to work a 30-35 hour (approx) week. The 20 hours per week rule that you may have heard about refers to any part-time job you might have after work or at the weekends. Student Affairs can give you more advice on visa restrictions if necessary.

For further internship advice, check out [www.careergeekblog.com](http://www.careergeekblog.com)