



RICHMOND
THE AMERICAN INTERNATIONAL
UNIVERSITY
IN LONDON

**INTERNSHIP PROGRAMME
COMPLETE GUIDE FOR EMPLOYERS**

Welcome to Richmond University's Internship Programme. We have successfully run an internship programme for over twenty years, placing thousands of students in a variety of organisations, from the very small independent business to corporate multinationals.

TABLE OF CONTENTS

Our programmes.....	2
Internship Cycles.....	2
What you can expect from us.....	3
Employer Responsibilities.....	4
Dealing with Problems.....	5
Visa Laws.....	6
Insurance Information.....	6

OUR PROGRAMMES

We currently run three programmes:

- 1) **Undergraduate study abroad students**, primarily from the United States
- 2) **Undergraduate Richmond full-time degree students**, and
- 3) **Master of Arts Richmond degree students**, currently running for MA in International Relations and MA in Art History and Visual Culture coming summer 2012

Similarities: All students...

- Are taking the internship for credit and will receive a final grade
- Will keep an intern journal, do a presentation
- Have a Richmond appointed faculty supervisor
- Must be evaluated by the workplace supervisor
- Work at least 4 days a week
- Must keep an accurate time sheet
- All students will have a minimum GPA and will have completed at least 3 years of study.

Differences:

- It is a required element of the MA programmes, but optional for undergraduate
- The MA students will complete the internship in Summer only, the undergraduates will be available in Fall, Spring and Summer
- Study abroad students are in the UK for one semester, Richmond undergraduate are usually here for at least 2 years, and MA students are here for a year before completing the internship
- The length of internship will vary slightly (see Internship Cycles below)
- The undergraduates will complete a final paper though the requirements are slightly different
- Study abroad students take a British Culture class

INTERNSHIP CYCLES

These dates will vary from year to year but follow the same principal. The Richmond students can start as early as the first day of the semester. Study abroad students take orientation courses and a culture class during the first three/four weeks and then start their internships.

Study Abroad Students from USA: *less flexibility with start date and duration*

Spring 11: 14 February for 10 weeks, full-time, 4 days a week

Summer 11: 17 May for 8 weeks, full-time, 4 days a week

Fall 11: 3 October for 10 weeks, full-time, 4 days a week

Richmond Undergraduate Students: *some flexibility in start dates and duration*

Spring 11: 17 January for 11 weeks, full-time, 4-5 days a week

Summer 11: 17 May for 11 weeks, full-time, 4-5 days a week

Fall 11: 5 September for 11 weeks, full-time, 4-5 days a week

Richmond MA Students: *some flexibility in start dates and duration*

Summer 11: from 17 May for approx 3 months, full-time, 4-5 days a week

WHAT TO EXPECT FROM US

The Students

Prior to the internship, students are prepared for the demands and expectations of the workplace through a series of workshops and/or meetings. The students are bright, energetic and eager to learn. They are familiar with the mainstream computer programs and many of them are multi-lingual. As the students are close to completing their degrees or studying for their MA, they are academically well-prepared and more focused on their career options. All students must apply to the internship to the internship office and provide references. They are then interviewed by us before we even send a CV to you.

Rewards

What do companies receive by taking on a Richmond intern?

- Richmond interns bring intellectual engagement to their placements. The students receive academic credit for their work and therefore have a vested interest in performing well
- Richmond interns are not only committed but are also in their placements for long enough to make a difference. They are expected to undertake projects and to help with ongoing tasks
- Richmond interns receive continuing support from the University in both establishing and maintaining the placement to best effect for all parties concerned

Many supervisors simply enjoy sharing their expertise and savvy in their roles as professional mentors. In addition, some tangible benefits include:

- Year round source of highly motivated pre-professionals
- Quality candidates for temporary or seasonal positions and projects
- Freedom for professional staff to pursue more creative projects
- Flexible, cost-effective work force not requiring a long-term employer commitment
- Proven, cost-effective way to recruit and evaluate potential employees

The Internship Office's Responsibilities

The Internship Office staff go to great lengths to ensure the successful placement of each of their interns. As well as providing support to the student, the employer can expect the internship office to:

- Vet all placements, which will include, whenever possible, a visit to all new work places before the intern's start date
- Arrange interviews with workplace supervisors and provide feedback to student on progress
- Assist with questions concerning the workplace supervisor's assessment form

- Provide a faculty supervisor for the intern that will advise on work related, academic, practical and pastoral issues
- Provide cultural and professional guidance to students working in cultures different to their own
- Keep the workplace informed of any changes to intern's schedule due to illness or emergencies
- Provide clear lines of communication for interns, employers and university staff to express concern at any stage of the placement process
- Assist workplace supervisors when problems may occur
- Act appropriately on all feedback from students and employers
- Remain confidential when appropriate

What is the function of the Faculty Supervisor?

- To provide a link between the student, the employer and the University
- To advise, help and counsel the student, primarily through feedback on their journals
- To visit the workplace during the 3rd to 5th week of the placement to discuss progress or arrange a phone conference if outside of London
- Assist with questions concerning the workplace supervisor's assessment form
- To help resolve difficulties that may arise between employer and student
- To ensure that the intern's work meets the standards set by the employer
- Finally, to assess the final grade

The workplace visit is meant for a meeting point to discuss the progress of the student and how the internship programme is working on a whole. It is an opportunity to learn more about the organisation, and likewise, for the workplace supervisor to learn more about the university. Ideally, there should be time set aside for the workplace supervisor to meet with the faculty supervisor privately. The workplace supervisor is always welcome to contact the faculty supervisor via email or phone during the placement. Any concerns do not need to wait for the visit.

EMPLOYER RESPONSIBILITIES

During interview process, the employer should:

- Provide a job description, including tasks to be undertaken
- Notify the internship office staff of the candidate's performance during the interview
- Agree on start time, where intern should go on first day, and what to wear

During the placement, the employer should:

- Provide adequate facilities for the intern to work. A clear workspace and computer are often essential
- Identify a workplace supervisor who will take responsibility for the student's progress towards achievement of objectives
- During the first week, the employer should
 - discuss any payment it will make to the intern, ie travel or lunch or stipend
 - go over office policies
 - come to an understanding on the intern's schedule in regards to class times or scheduled trips

- To provide the 4/5 days per week of work necessary for the student's work placement and to verify this by signing a weekly time sheet
- Recognise that, although primarily an intern with first responsibility to the employer, the student is still registered with the university and, as such, is likely to have certain obligations as part of the programme of study
- To inform the internship office of any difficulties in or changes to the intern's placement
- Provide time for faculty supervisor visit to the work place and allow for student access to their faculty supervisor to discuss progress of learning objectives
- Ensure that organisation is adhering to Health and Safety policies

Upon completion of the placement, employers should:

- Complete and return University's evaluation form on intern's performance within 3 days of the intern's last day

The student will be evaluated on the following points:

- Punctuality and attendance record
- Ability to work with others
- Ability to learn new skills and information
- Asked relevant questions
- Ability to effectively manage problems
- Showed appropriate level of creativity
- Reliability in carrying out instructions
- Clearly communicated ideas/concepts in written work
- Attention to detail
- Initiative in work
- Professional conduct
- Accepted and applied constructive feedback
- Quality of work accomplished
- Amount of work accomplished
- Attitude to work

Payment

Some organisations offer paid internships; some organisations contribute a smaller weekly amount towards expenses. However, we do encourage all of our organisations to pay for the monthly student Oyster card. (With the exception of summer study abroad students, students receive a 30% discount on monthly Oyster cards.) We also ask that organisations inform the intern during the first week of their placement on how reimbursement or payment will be processed.

DEALING WITH PROBLEMS

As with any work situation, there will inevitably be some problems. These may vary in nature, but we will address each issue individually and hopefully, if we are given enough notice of a problem, we can resolve it.

If you feel that you are having problems with a student that your normal management procedures are not solving, please contact the Internship Office. We also advise the students to do the same.

Usually the problem is resolved by the student and the employer talking it through. Sometimes, the student moves to another department, or is simply given a different diet of tasks. However, we realise that sometimes, due to a variety of reasons, the placement is just not going to work – for either party. In these cases, we would agree together with the student and the supervisor, to terminate the placement.

If the situation is serious and the student is asked to leave the company for gross misconduct, the University would normally deem this as a failed placement and the student would lose the credits of their internship.

ACCREDITATION

Richmond, the American International University in London holds independent accreditation from three separate agencies. The university has earned US accreditation from The Middle States Commission on Higher Education, a regional accreditation agency recognized by the US Department of Education. It also accredited by the British Accreditation Council for Independent Further and Higher Education as an independent higher education institution. Richmond is approved by The Open University as an appropriate organisation to offer higher education programs leading to Open University Validated Awards.

Richmond remains the only American University in the UK which is a member of The Association of American International Colleges & Universities (AAICU).

VISA LAWS

Richmond has been awarded an "A-rated" Tier 4 (Students) Sponsor's License by the United Kingdom Borders Agency (www.ukba.homeoffice.gov.uk). This Sponsor's License permits Richmond to issue Certificates of Acceptance for Studies (CASes) to prospective students. A CAS is required by the UKBA for any non-EEA international student seeking to obtain entry clearance to the UK.

All study abroad students who wish to undertake any form of work placement, paid or unpaid, or volunteer service, must enter the UK on a Tier 4 student visa. Study abroad students who enter as a student visitor are not permitted to undertake any form of work related activities.

Interns coming through the Richmond University's Internship Programme will be Tier 4 student visa holders and will abide by the Tier 4 guidelines set forth by the Tier 4 of the Points Based System – Policy Guidance issued in March 2009 by the UK Border Agency.

Please see www.ukba.homeoffice.gov.uk for the most up to date information regarding Tier 4 student visas.

STUDENT INSURANCE INFORMATION

Richmond, The American International University in London provides its full-time students with a combined medical, loss or theft of personal possessions and tuition refund insurance. The cost of the insurance is a compulsory element of the fees charged by the University.

Richmond degree students are covered by Endsleigh, a highly reputable company in the

UK which specializes in student insurance. American study abroad students are covered by Cultural Insurance Services International. Both policies protect students for comprehensive medical coverage and for loss of personal possessions.