



# 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 five 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
The Students	3
The Benefits	3
Responsibilities	4
Dealing with problems	6
Visa laws	7

## 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) **Postgraduate Richmond students enrolled on a number of Master's Programmes**, including MA in International Relations, MA in Art History and Visual Culture, MA in Public Relations and Journalism, MA in Advertising and Public Relations, and the MBA programme.

Similarities: All students...

- Have met minimum grade requirements for entry onto the programme
- Are taking the internship for credit and will receive a final grade
- Have a Richmond appointed faculty supervisor
- Work at least 3 days a week
- Will be evaluated by the workplace supervisor
- Must keep an accurate time sheet

Differences:

- Study Abroad students are in the UK for one semester, Richmond undergraduates are usually here for at least 2 years, and postgraduate students are here for a year before completing the internship
- Postgraduate students complete the internship in the Summer term as a required element of their degree; undergraduate students are available during the Fall, Spring and Summer terms
- The length of internship varies slightly (see Internship Cycles below)
- Study abroad students take two classes during their internships

## INTERNSHIP CYCLES

The exact dates will vary from year to year but follow the same principal. Richmond students can start as early as the first day of the semester whereas Study Abroad students have fixed dates due to the schedule of their programme.

**Study Abroad Students from USA:** *no flexibility with start date and duration*

Spring :           from mid-February for 8 weeks, full time, 4 days per week  
Summer:           from mid-June for 6 weeks, part time, 3 days per week  
                          from early July for 6 weeks, full time, 5 days per week  
Fall:                from early-October for 8 weeks, full time, 4 days per week

**The exact starting dates for Study Abroad Students vary slightly from term to term. Please contact us for exact starting dates.**

**Richmond Undergraduate Students:** *some flexibility in start dates (although it is a compulsory course requirement that a minimum of 8/9 weeks is to be spent in the work place full time or the equivalent part-time)*

Fall:                from early September for 8/9 weeks, full time, 4-5 days per week

Spring: from early January for 8/9 weeks, full time, 4-5 days per week  
Summer: from early May for 8/9 weeks, full time, 4-5 days per week

**Richmond Postgraduate Students:** *some flexibility in start dates (although it is a compulsory course requirement that a minimum of 6 weeks is to be spent in the work place)*

Summer: from early May for a minimum of 6 weeks, full time, 4-5 days per week

Summer: from mid-May for a minimum of 6 weeks, full time, 4-5 days per week

## 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 mainstream computer systems and many of them are multi-lingual. As the students are close to completing their degrees or studying for their Master's degree, they are well-prepared academically and more focused on their career options. All students must apply formally to the Internship Programme, so we ensure that we only send you our most motivated students.

## The Benefits

What do companies gain 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 continuous support from the University in both establishing and maintaining the placement to best effect for all parties concerned

Many Workplace Supervisors gain enjoyment and personal development from sharing their expertise and knowledge as professional mentors. In addition, some tangible benefits include:

- Quality candidates for temporary or seasonal positions and projects
- Freedom for professional staff to pursue more creative projects
- A flexible work force not requiring a long-term employer commitment
- A proven way to recruit and evaluate potential employees

## RESPONSIBILITIES

### The Internship Office

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

### The Faculty Supervisor

The Faculty Supervisor provides support to the student on work-related, academic, practical and pastoral matters. The employer can expect the Faculty Supervisor to:

- Provide a link between the student, the employer and the University
- Advise, help and counsel the student, primarily through feedback on their journals
- Visit the workplace during the 4<sup>th</sup>-5<sup>th</sup> 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
- Help resolve difficulties that may arise between employer and student
- Ensure that the intern's work meets the standards set by the employer
- Assess the final grade

**The purpose of the workplace visit** is to provide a meeting point to discuss the progress of the student and how the internship programme is working on the 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.

## **The Employer**

### **During the 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
- If successful, agree on start time for the student's first day

### **During the placement, the employer should:**

- Provide adequate facilities for the intern to work, including a clear workspace and computer/laptop
- 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
- 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 the intern is still a registered student at Richmond, so may have university commitments such as classes or presentations which count towards their final internship grade.
- Inform the Internship Office of any difficulties with or changes to the intern's placement
- Provide time for the intern's Faculty Supervisor visit to the workplace to discuss progress of learning objectives
- Ensure that the organisation is adhering to Health and Safety policies

### **Upon completion of the placement, employers should:**

- Complete and return University's evaluation form when sent by the Internship Coordinator

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; while others contribute a smaller weekly amount towards expenses. Although payment is not a requirement of participation in the programme, we do encourage all of our organisations to pay for the monthly student Oyster card. We also ask that organisations inform the intern during the first week of their placement on how re-imbusement or payment will be processed.

## **DEALING WITH PROBLEMS**

As with any work situation, there may inevitably be a few 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. However, we realise that sometimes, for a variety of reasons, the placement just does not work – for either party. In these cases, we would agree, together with the student and the supervisor, to terminate the placement.

## **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. Richmond University 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 a "Highly Trusted Sponsor (HTS)" license by the United Kingdom Government's Home Office for Visas and Immigration (UKVI) ([www.gov.uk/government/organisations/uk-visas-and-immigration](http://www.gov.uk/government/organisations/uk-visas-and-immigration)). This sponsor license permits Richmond to issue Certificates of Acceptance for Studies (CASes) to prospective students. A CAS is required by the United Kingdom Visas and Immigration (UKVI) department 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 so are entitled to carry out an internship that makes up to 50% of the formal programme. They will abide by the Tier 4 guidelines set forth by Tier 4 of the Points Based System Policy Guidance issued in November 2014 by the UKVI Home Office department. \*

\*Policies are regularly updated so please see [www.gov.uk/tier-4-general-visa](http://www.gov.uk/tier-4-general-visa) for the most up to date information regarding Tier 4 student visas.