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# **Our mission**

is to provide high quality educational experiences to the global community. In pursuit of these goals, FIE is committed to the development of creative learning environments wherein an understanding of, and appreciation for, the privileges and responsibilities of international citizenship is fostered. This commitment is driven by the belief that interaction between people of diverse cultures is the base upon which empathy among nations is built.



# Introduction

Thank you for your interest in working with FIE: Foundation for International Education. This guide serves as a resource document for companies and organisations that are either currently working with FIE or that wish to work with FIE in providing internships for undergraduate students enrolled in our partner universities, who come to London as a part of their degree programme.

We hope you will find it helpful in understanding the placement process and what student interns expect to gain from the experience.

This guide also discusses the ways you can benefit from having a shortterm intern and what you can expect from FIE.

If you do not currently work with FIE and would like to, or if you have taken interns from us previously and have an upcoming opportunity available, we would be delighted to hear from you.

Kind regards,

#### The Experiential Education Team

www.fie.org.uk/londoninternships | internship@fie.og.uk



# **About Us**

FIE: Foundation for International Education is a London-based non-profit educational organisation, which provides customised academic partnership programmes and individual student enrolment programmes in the UK, Ireland, and Spain.

Since its establishment in 1998, FIE has set high standards in delivering academic higher education programmes abroad. We are a forward-thinking organisation with a mission that expresses our passionate belief in the value of international education. We provide exceptional experiences for students through the expertise and commitment of our team, the quality and depth of our support facilities and the value we place on maintaining the highest levels of service in our operations.

We work with hundreds of London-based organisations to host our students in unpaid internship placements. These work environments range from large multinational corporations to small and medium-sized enterprises, and include all types of businesses, as well as non-profit, political, public sector and creative organisations. With the generous participation of our partner companies and organisations, our students are able to access the incredible resource that is London's diverse workplaces and gain invaluable cultural and professional experience.



# **FIE's Internship Programmes**

FIE provides a rigorous academic curriculum that uses the vast resources of London by engaging students in cultural and historical course modules alongside their work placement. All FIE internships are completed for academic credit and are an assessed part of the students' degree course.

FIE defines Experiential Education as learning through hands-on participation and experience. On our programme, this takes the form of internship and service internship placements, which students are able to choose as a part of their academic programme. Though the placement structures of these two modules are similar, there are some distinct differences in their goals.

Through these short-term experiences, students can begin to apply classroom theory to practice by working within a given organisation and reflecting on their preferred work sector. Students choosing to participate in a placement are keen to explore the industry in which they hope to work in the future, develop professional skills in the workplace and increase their intercultural competence.



#### **Visa Information**

FIE complies with all regulations and requirements set by UK immigration. All students undertaking a placement will have the appropriate visa status prior to arriving in the UK. The Home Office permits students to undertake unpaid placements because it is part of their academic course. FIE will communicate any specific provisions of the visa, as necessary, to companies and organisations.

FIE emphasises to students that the placement should not be regarded as vocational work or on-the-job training for a specific industry or career. The unpaid placement is part of an academic course module for which students receive credit toward their undergraduate degree.

The module has two main components:

- 1. The internship placement
- 2. Academic requirements including seminars & written work

#### **Diversity, Inclusion and Ethical Practice**

FIE is committed to being an Equal Opportunity organisation and to providing an environment free from harassment, bullying, victimisation, and discrimination. All services to students, including placements, are delivered without regard to race, colour, nationality, ethnic or national origin; sex, sexual orientation, gender identity or expression; marital or parental status; religion, belief or lack thereof; age; disability; genetic information; veteran status; or any other protected characteristic under UK and US law.

Host organisations are expected to follow the Equality and Human Rights Commission's Codes of Practice and to uphold professional ethics in all interactions with interns. Interactions between supervisors and students should be based on mutual trust and respect. Given the power imbalance, consensual relationships are strongly discouraged due to the risk of conflict of interest, breach of trust and abuse of power.

FIE supports students with disabilities and will inform site supervisors of relevant needs, as appropriate. Students are also encouraged to speak directly with their supervisor about any workplace accommodations.

If any concerns arise, please contact FIE for support and action.

# **Internship Placements**

An international internship at FIE is a pre-professional, field-based experience coupled with academic analysis and reflection. Students undertaking the internship module may be either at for-profit or non-profit organisations.



#### **Internship Industry Areas**

- Business & Entrepreneurship
- Communications & Journalism
- Education
- Environment & Sustainability
- Entertainment & Performing Arts
- Fashion Beauty & Lifestyle
- Finance & Accountancy

- Historical & Cultural Organisations
- Legal & Justice Organisations
- Politics
- Public Health & Wellbeing
- Social Welfare & Non-Profit Organisations
- Technology & Design

# **Service Internship Placements**

Service internships involve work-based learning with organisations whose ultimate goals are to achieve public good. Service internships are exclusively at not-for-profit, governmental and charitable organisations, as well as at social enterprises.

In addition to the internship goals listed, students choosing service internships will be expected to develop:



#### **Service Internship Areas**

- Community Regeneration
- Disability Rights & Issues
- Education
- Environmental & Sustainability Issues
- Ethnic, Racial, Religious Diversity Rights & Issues
- Heritage/Arts Organisations
- Human Rights & Conflict Resolution
- LGBTQ Rights & Issues

- Mental Health
- Poverty & Homelessness
- Prisoner Welfare & Crime Reduction
- Public Health & Wellbeing
- Refugee Rights & Issues
- Substance Abuse & Addiction
- Women's Rights & Issues
- Youth & Children's Rights & Issues

# **Placement Process**

#### **Site Visits**

Following an initial enquiry, one of our team will make an appointment to come and meet with you and any other relevant staff. This will not only give us an opportunity to learn more about your organisation, the work environment and tasks that an FIE intern might undertake; but will also be an opportunity for you to ask us any questions you might have and become more familiar with the FIE programme. We may also request occasional visits as the partnership continues. Occasionally, the student's home university coordinator may request to visit the student in the workplace. We are cognisant of your busy schedule and will try to request these visits only when necessary.

#### Vetting

Students are vetted by their home universities and by FIE to participate in our programmes. Students must have a good academic record and be flexible, positive, and able to cope with the demands of studying, living and working in a new environment and culture. They are generally in their second or third year of a four-year undergraduate degree programme.

As part of the application process, students submit three general industry areas in which they would like to be placed. The FIE Experiential Education Team review students' CVs and supporting documents before the start of the placement, and then contact appropriate organisations with students' details, placement duration and interview availability.



#### **Application Review**

Once the site supervisor has received the student's internship application materials and work availability, we ask that the organisation make a decision as to whether the student is suitable and whether there is appropriate workload, space and a named individual to supervise the intern. We place each student in one placement initially so we are very grateful to be kept updated on the progress of the decision and informed of it as soon as reasonably possible. This allows our team to move forward securing a placement with another organisation should your organisation not be able to accommodate the intern at that time.

#### **Duration & Scheduling**

The duration of a student's internship is dependent on the student's home university requirements, academic timetable and duration of their stay in London. We have intern programmes during the autumn, spring and summer periods and students will typically work for 2 - 4 days per week for between 6 - 7 weeks. They will also have classes and academic commitments throughout their experience in London. These obligations mean that students are available only on particular days of the week. The duration of the placement is also restricted by visa regulations.

We endeavour to provide companies with as much time as possible to review the student's details before the commencement of a placement. However, should another organisation need to withdraw from an arrangement unexpectedly, we may request if you are able to offer a placement for a student at short notice.

Whilst it is our intention to provide an intern to each interested site, we cannot guarantee we will have a student who is a suitable fit for your company in a given term. It is not possible for us to know too far in advance which fields and preferences our students will request. Similarly, we understand that it may not be possible for you to host an intern each term. Thus, the partnership between FIE and placement organisations is flexible while also being mutually beneficial. At any point in the process, FIE welcomes the site supervisor's feedback on any aspect of the experience of working with us and our interns.

#### **Interview & Location**

If the potential student and work schedule seem suitable, we will work with you to set up an interview at a mutually convenient time, shortly before the start date of the placement. All placements are considered provisional, pending a successful interview with the site. The interview functions as an opportunity for the student to gain valuable interviewing experience and for the organisation to vet the student in person. The majority of matches are successful; however, in the unlikely case that the match is not suitable, please contact the Experiential Education Team as soon as possible after the interview. Please note that for each student, FIE initially organises a placement and interview with only one organisation.

How formally or informally the interview is conducted is left to your discretion. FIE advises students to prepare, dress and behave in the manner one would if interviewing for a job. At the conclusion of the interview, most of our site supervisors elect to tell the student directly that they have been successful and confirm starting dates and times.

The interview can be the first step in the induction process, where expectations and goals are discussed. Along with induction to health and safety, office rules and procedures, it can be useful for interns to meet with other members of staff to understand roles within the organisation.

#### **Placement Agreement Form**

Abiding by UK immigration, FIE requires a completed Placement Agreement Form (see page 26) prior to the start of the placement. This form records the agreement to hours, days, work patterns, as well as possible tasks. The student is required to meet specific academic requirements to earn credit for the placement. Students will be supplied with the Agreement Form and asked to return it to FIE after the interview. Alternatively, the site supervisor can return this form to FIE directly prior to the start of the placement.

Assuming a successful outcome to the interview and a signed and returned Placement Agreement Form, the student is now ready to begin work according to the pre-established schedule.

# **During the Placement**

#### **Working Days & Hours**

It is expected that students will be engaged in a full 7 to 8-hour working day (or combined half-days, where appropriate) for the duration of their placement. This ensures that both students and sites will benefit as fully as possible from the experience, and that students will receive the intended academic credit. The exact working times are determined by each individual organisation. We encourage students to partake in any opportunities — either professional or social — that arise outside of regular working hours. It is also understood that in some industries (e.g. theatre, film) evening hours are to be expected. Additionally, while we recognize that a hybrid working pattern may be common, the FIE internship programme expects students to participate in-person in an established workplace environment and to work on-site at least one day per week.

Working days and hours will be monitored by weekly e-timesheets (see page 27).

#### Remuneration

All placements are unpaid, as students are receiving academic credit as part of their degree course. However, if the site is able to provide a lunch reimbursement, this is always appreciated by students. If your business is located outside of Zones 1 & 2, assistance toward these additional travel costs would also be welcomed.

#### **Performance Appraisal**

While site supervisors provide mentoring and feedback throughout the placement, we ask you to have a more formalised conversation, in the same way you might hold an appraisal meeting for an employee, at the mid-point and again at the end of the internship. This is a key part of the learning process for the student. Not only does this expose the student to an important part of working life, but it also allows the student to understand their strengths and weaknesses and how they are perceived by others.

FIE will provide you with a brief Intern Performance Appraisal Form for you to use to evaluate the student's performance in the workplace (see page 25). Students will then review the information on their appraisal form with academic course faculty to ensure full benefit from their internship experience. We would also suggest that this is an excellent opportunity for you to elicit any feedback you might like from the student on their internship experience at your organisation.

The Intern Performance Appraisal Form should be completed and returned according to the instructions indicated on the form. In some cases, students will be denied academic credit by their home institution if this paperwork is not completed. We appreciate your efforts to complete this important part of the process.

#### **Health & Safety**

According to the British insurance industry, work placement students should be covered by the host company's Public and Employer liability insurance as would an employee. FIE interns must receive an induction to health and safety procedures in the work place.

Should it be anticipated that interns may be working with children or other vulnerable individuals, they are required to get a police background check before leaving the United States. Each US state (and sometimes county and city) has different procedures for acquiring this document and it may take different forms. In most cases, the document will be a statement from their local police department stating that they have no criminal convictions. The US background check serves as an equivalent to a Disclosure and Barring Service (DBS) check, which would not have information on individuals who have not previously resided in the UK. Please let us know if you require students to present the police background check for work at your organisation.



## **Benefits for the Workplace**

The overall success of the placement is determined by the commitment of the company and the student. In a survey conducted by FIE, intern supervisors indicated that our students are committed, mature, flexible and bring a good skill base to the workplace. Further, respondents indicated that they perceived the site as benefiting in a number of ways, most prominently:

#### Additional assistance in the workplace

FIE students are working toward an undergraduate degree, nearing the standards of entrylevel employees. They bring with them a variety of academic, work, and life experiences through which they have gained diverse skills and knowledge.





# A source of staff development

For many companies, having an intern to the workplace provides the opportunity for staff to delegate and take on a supervisory role.

#### A fresh perspective

As 'outsiders' both to the organisation and British culture, student interns can be active contributors to the work environment.

#### Making a contribution to education and shaping global citizens

Your support of a student allows them to gain valuable exposure to different viewpoints and unfamiliar environments aid in expanding the perspectives of young people and preparing them for a globalised world.

# A walking advertisement

The intern also serves as an ambassador for your company or cause long after their experience with you has finished.

# **Expectations**

#### What You Can Expect of FIE

#### Administration

FIE appreciates the time and effort that you invest in organising and preparing for internship placements and supervising interns and their work. As such, we make every effort to administer our programmes in a straightforward and practical manner. FIE's Experiential Education Team is available throughout the duration of the student's placement to assist you in any way we can.

The success of internship placements is based on providing solid preparation for our students. We work with students, in conjunction with their home university, from the earliest stages of the application process to assist them in preparing for all aspects of their overseas experience.

#### Student Preparation

Upon arrival with FIE in London, students have orientation sessions to help them acclimatise to living and studying in London and to prepare them for their interview and subsequent placement experience. The management of students' expectations, specifically around cultural and workplace differences, is a main focus of the preparation. Additionally, students' course modules while in the UK are designed to help them build cultural, political and historical knowledge about Britain.

We also encourage students to research and learn as much as possible about the industry in which they will be working and current issues in the UK. Our comprehensive Internship Areas Guide for students, available on our website, describes the realities of UK industries and the types of tasks they might expect to undertake on a placement in each industry.

#### What to Expect of Your Intern

#### Cultural & Professional Adaptation

We have high expectations of our interns, and feedback from our sites reveals that our students have the motivation and commitment to adapt and engage successfully in the experience. We expect students to be respectful and receptive to cultural differences and willing to adapt to the norms of the environments in which they find themselves. We work with students to prepare them for the adjustment to a new city, work experience and cultural differences. However, students may feel culture shock as they try to negotiate their way through their own assumptions about the world around them and reconcile their own cultural norms and values with those of the host culture. Although it is the student's responsibility to observe and learn the ways of the host culture, it still may be helpful for you to be aware of a few cultural generalisations about international and American students. For instance, your intern may:

- Be initially challenged by interpreting indirect communication styles and regional accents
- Take time to negotiate the ambiguity common in most working environments
- Respond to workplace situations in the context of their own cultural upbringing
- Be accustomed to frequent feedback

The vast majority of our students are American; however we also have partnerships with other international programmes. Please note all nonnative English speakers are required to pass an English language test as part of their visa requirements.

In addition, although our students may have had some prior work experience, this may be their first experience working in a professional environment. This university to work transition is one in which students are faced with realities such as:

- Being punctual and working efficiently
- Being responsible and reliable in a team
- Working to a timetable dictated by a supervisor
- Using their initiative, problem-solving skills and prior knowledge to make progress in assigned projects



#### **Overall Student Conduct**

FIE and the student's home university expect that the student will maintain a positive attitude by engaging fully in the tasks and projects that they are assigned. Behaviour should be appropriate for the professional workplace and the standards of performance that you require should be maintained by the intern. In the event that problems arise in relation to the performance or behaviour (including unauthorised absences) of the student, please do not hesitate to contact the Experiential Education Team. In our experience, we find that the problem is often related to cultural misunderstanding or miscommunication and can be easily solved.

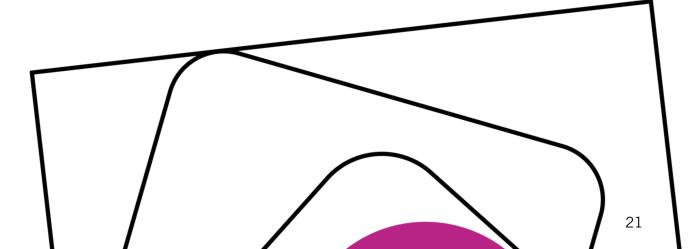
In the instance of a problem that could lead to termination, it is crucial that the intern and the Experiential Education Team are informed (orally or in writing) of the inappropriateness of the behaviour or unacceptable level of performance. In the rare event that the situation cannot be resolved or the intern does not improve, the site supervisor must inform the Experiential Education Team that the placement will be terminated.

#### Absences

Student attendance at the placement for the designated days is mandatory. In organising a given placement, the Experiential Education Team will provide you with the days and dates that the student is available, and it is expected that students not ask for 'time off' on any days they are expected to be at the workplace.

In order to comply with UK immigration, FIE needs a full record of student attendance in their placement. Students are required to submit weekly e-timesheets to FIE recording the days and hours worked, signed off by the site supervisor (see page 27).

Absence is only acceptable in the case of illness, injury or emergency. In this case, students are required to inform the site supervisor and FIE on the morning of their absence. Students will mark illness for the specific day on their e-timesheet.



# What We Ask of the Workplace

We view our site placements as valued partners in the educative process. The more that we know about you as an organisation, the more we are able to fulfil your needs and ensure a positive and beneficial experience for everyone involved. Please feel free to add us to your mailing lists, engage us in any ways that you see fit and let us know what we can do for you.

#### **Site Supervisors**

We ask each company with which we work to designate a person as the 'site supervisor' who liaises with FIE staff on administration and the coordination of the placement. This person is responsible for either supervising the student during the placement or arranging for a colleague to take on the role. Often during the placement it may be practical and beneficial that an intern is 'shared' among staff, departments or projects. We encourage supervisors to formally meet with students throughout the placement. This gives the student and supervisor an opportunity to assess the progress of the placement.

#### **Work Environment**

FIE readily acknowledges the changing landscape of work environments and variety of workplace arrangements. Our students work from traditional offices, hubs, incubators, and co-working spaces, as well as from carefully vetted home offices, provided there is a clearly defined and professional workplace. We visit each potential new placement to assess its suitability for an intern.

A main goal for the placement is to enable student immersion in the working culture and interaction with colleagues. A physical workspace facilitates these efforts. However, hybrid working patterns (part in-person and remote) can be accommodated. We ask placements to provide as many in-person opportunities as possible and practical. For students who do not travel to the UK, we offer online internships, fully remote placements.

#### Defining the Intern's Role

We expect that students will be engaged with a variety of tasks that typically reflect the industry in which they are interning. Of course, the tasks and responsibilities that interns undertake are dependent upon the needs of your organisation, the industry in which you are located and the abilities of the student intern. As the student progresses through the placement, it is ideal if the student can be provided with increased responsibility and more challenging work commensurate with their increased abilities and interests.

The tasks of the intern may be in the form of project work as well as the day-to-day tasks of the organisation. The tasks are as varied as the sites that host our interns, making it difficult to generalise. As examples, past student interns have assisted in the following ways:

- Assisting with current project work
- Organising events and attending meetings
- Assisting with bookkeeping, accounts and finances
- Helping with casework and campaigning
- Assisting with fundraising and outreach
- Researching client and industry background
- Writing and editing articles, newsletters and reports
- Client liaison and research
- Updating and contributing to the website and social media platforms
- Producing brochures, press releases or other PR materials
- Carrying out marketing strategies
- Tutoring young people and adults
- Undertaking general administrative support duties

Interns are most successful when treated as a regular member of staff in as many ways as are possible. It is very helpful if you can provide a brief description of the placement, possible tasks and any additional information (such as desired skills, field of study and/or interests, office culture and dress code). This will allow us to make an appropriate match between a student and your organisation, and assist the intern with the transition into the workplace.

# FAQ

#### When can I plan for an intern?

Students intern during the autumn, spring and summer periods for 2 - 4 days per week for 6 - 7 weeks. It is our intention to provide an intern to each interested site, however we cannot guarantee we will have an appropriate match each term.

#### What is expected from me?

We ask that you provide scope for a varied role and the opportunity for the student to learn about the company and industry. We encourage supervisors to support the students throughout the placement with consistent communication, a mid-point appraisal meeting, and final appraisal meeting.

#### What paperwork is required?

Supervisors are required to complete the Placement Agreement Form before the placement starts and fill out the Placement Appraisal at the mid-point and at the end of the experience. Students are responsible for completing e-timesheets, sent via email and copying in their supervisor, throughout the placement.

#### What if I do not think the candidate is suitable after interview?

FIE endeavours to make the best possible matches so the placements can start on time. In the event that the match is not suitable, please contact the Experiential Education Team as soon as possible after the interview. Please note that for each student, FIE initially organises a placement and interview with only one organisation. Similarly, if you are experiencing any problems with the intern during the placement, please do not hesitate to contact the Experiential Education Team, so that we can decide on an appropriate course of action (such as meeting with the student individually). In our experience, we find that the problem is often related to cultural misunderstandings or miscommunication and can easily be solved.

#### I am moving jobs or changing departments; can I have an intern at my new location?

Absolutely! Please contact us at internship@fie.org.uk and we would be happy to discuss the opportunity further and arrange a site visit where appropriate.

#### Do I need to pay the intern?

All placements are unpaid, as students gain academic credit towards their degree. Compensation for lunch and travel is at the discretion of each company.

#### Can my intern work more days per week or for more weeks?

Visa requirements and academic commitments mean the student is only available to intern for the time frame FIE sets. You will receive your student's exact dates in an email from a member of the team. There is some flexibility in their hours, for example, if there is a special event or occasion.

# Appendix

#### **INTERN PERFORMANCE APPRAISAL**

Intern Name:	Organisation:
Home University:	Supervisor:
Intern's position/role:	

#### PART 1: MIDPOINT APPRAISAL MEETING AND FORM

Please complete Part 1 of this form approximately half-way through the placement and before the due date advised to you by your student. Select the appropriate number from the drop-down menus or use N/A if the category is not applicable. After you meet to discuss the strengths and challenges of the intern's performance, the student will meet with their tutor to discuss opportunities for improvement and further growth in the placement. As such, please provide brief comments to aid in this discussion. A signed hard copy should be provided to the intern who will submit it directly to their class tutor. Additionally, the supervisor should email a soft copy to internship@fie.org.uk.

#### 1-Poor 2-Areas for Improvement 3-Meets Expectations 4-Areas Exceeding 5-Excellent

- Communication/ Interpersonal Skills
- Attendance/
  Punctuality
- Initiative

- Collaboration with
  Others
- Time Management
- Openness to Feedback
- Reliability/ Ability to Follow Through on Responsibilities
- Problem Solving
- Accuracy/ Consistency
- Industry Knowledge
- Overall Rating

- Enthusiasm/Willingn ess to Learn
- Flexibility

What advice would you offer this intern for the remainder of the placement?

Has the intern been provided with a copy of their evaluation?

#### PART 2: FINAL APPRAISAL MEETING AND FORM

At the end of the internship, please meet with the student to discuss their performance in the second half of the placement, referencing the marks and notes from the Midpoint Appraisal Form above.

#### PLACEMENT AGREEMENT FORM

This form is to be completed by the intern and the supervisor and returned to the Experiential Education Office at FIE no less than five (5) working days before the intern begins their placement. If you have the opportunity to fill it out at the interview, please do so and hand a copy back to the intern who will submit it to us directly. Alternatively, you can scan the form and email it to us at internship@fie.org.uk.

#### **WORK SCHEDULE & LOCATION**

Start Date: ..... End Date .....

Days of the week	Monday	Tuesday	Wednesday	Thursday	Friday
Hours start and finish					
(e.g. 9am-5pm)					
Location					
(e.g. on site, remote)					

Please note the student's **attendance in the placement is mandatory** and part of their course. This placement is an assessed and integral part of the programme and in compliance with UKVI's Student Visa regulations. **Weekly timesheets:** Students are required to email a weekly summary of their hours to FIE, copying their site supervisor or designee. The site supervisor or designee is expected to notify FIE of any discrepancy in these hours. FIE relies on the integrity of the data to provide an accurate account of the hours worked. Students cannot intern for more than 50% of their programme's duration; doing so would breach the conditions of their visa. Any additional hours must be in line with programme requirements (and comply with the visa conditions, if applicable). Any change in work schedule (workdays or hours) must be agreed by FIE in advance.

#### SITE SUPERVISOR AND COMPANY/ORGANISATION DETAILS

Company/Organisation Name:
Supervisor's Name & Job Title:
Direct Email address:
Direct Telephone Number:
Company's Registered Address (if different from Intern's Worksite):

#### **PLACEMENT DETAILS**

Intern's Position & Relevant Department (if applicable):..... Intern's Possible Projects, Duties & Tasks: .....

**FIE Disclaimer:** FIE will not accept any liability or other losses incurred by a host company or its associates as a result of an FIE intern's work. According to the British insurance industry, work placement students should be covered by the host company's Public and Employer Liability insurance as would an employee. The host organisation is responsible for ensuring that the intern receives appropriate training and induction in health and safety procedures, placement needs, and equal opportunities in the workplace.

Name (please print):	 
Signature:	 Date:

#### **PLACEMENT WEEKLY E-TIMESHEET**

In order to comply with FIE's policies, UK immigration conditions and satisfy the requirements of their academic programme, **students** must submit an e-timesheet at the end of each working week.

Students will need to submit one e-timesheet for each week of their internship. They do this by sending an email to <u>internship@fie.org.uk</u>, detailing the dates and hours they worked, as well as their working location (address of work site or remote). For example:

Wednesday 5<sup>th</sup> November 2025 – 9am-5pm (8hrs) – Onsite – 123 address, postcode Thursday 6<sup>th</sup> November 2025 – 9am-5pm (8hrs) – Onsite – 123 address, postcode Friday 7<sup>th</sup> November 2025 – 9am-5pm (8hrs) – Remote

Students will copy in their site supervisor to confirm the hours. The site supervisor only needs to get in touch if there are any discrepancies.

#### Absence Procedure

FIE student internship days are mandatory and there are **no personal days** (days off). Site supervisors cannot excuse student absences. Should the student be unable to attend their internship due to illness or emergency, we recommend discussing with them ways to make up some of the missed hours. On the day of the absence, the student will need to:

- write an email to their site supervisor <u>before</u> they are due to start work, notifying them of their absence and indicating when they hope to return to work.
- copy the Experiential Education Team into this email or send us a separate message letting us know that they are not at work.

If you are considering having the student not work one of the designated days, please let us know in advance. At that point we will recommend that the student either works from home or makes up these hours another day. Students are marked as absent until missed days are made up for, and an accumulation of absences can affect their grade.

All absences should be noted in the student's e-timesheet email.

