Student guidance for internships – 12 July 2021 – 3 September 2021

Congratulations on your appointment as a Connected Learning Intern!

Once you have received your offer email from UCL Careers, please book in to the role via Unitemps and conduct a Right to Work check with them as soon as possible.

This document has been devised to give you some practical guidance on how to approach your project work.

Meetings with your project supervisor

Meet regularly with your project supervisor. We recommend at least three meetings, depending on your working pattern:

- Have a **kick-off meeting** to discuss the project, expectations, outcomes, and to confirm a working pattern that suits both you and your supervisor. This can be the full 70 hours worked intensively over approximately two weeks, or you can make use of the full internship period and work for 70 hours between 12 July and 3 September 2021. If you have visa restrictions or other commitments on your time, let your supervisor know as soon as possible.
    - Please speak with your project supervisor if you feel that the tasks for the project are too large or small to make best use of your time.
- Have at least one **mid-point meeting** to check on progress, and deal with any issues.
- Have a **wrap up meeting** to discuss how the project work went, and any next steps.

If the department can fund you for additional hours, that's great, but this must be agreed with your project supervisor and the Connected Learning Internships team before the work is carried out.

If at any point you are having difficulties contacting your project supervisor, please let the Internships team know as soon as possible on careers.internships@ucl.ac.uk.

Available training

We have some self-paced training on content development called Connected Learning: Training for Content Developers, Interns and PGTAs that you may find useful to do as part of your internship if it deals with working with and supporting content on Moodle. Via the training you can also read up on Connected Learning Essentials, Getting Started with Moodle Online, and the Connected Learning Baseline.

Drop-in sessions with the Digital Education team are also available via the training course page.

Getting the most out of your internship

As the Connected Learning Internships are designed not only for you to undertake some work experience and gain some income, but also to help you get the most out of the experience to help you apply for future roles, please see information about Goal Setting and Reflections. You are strongly encouraged to complete this. Once

your internship has finished you will also have the opportunity to speak with a Recruitment & Selection Advisor about future applications or with a Careers Consultant about your experience and for further guidance around your future career aspirations. We would recommend exploring the UCL Careers website to find out more about getting One to One Advice.

Submitting your timesheets

You are contracted for a total of 70 hours. You will be submitting your timesheets directly to Unitemps and will be paid via UCL Payroll.

Please do not submit timesheets for very small amounts of hours or partial hours. Instead, use the informal timesheet template provided or a spreadsheet to keep track of these small increments, then submit all the hours to Unitemps at the end of your working week. Remember to share your informal timesheets with your supervisor so they can also keep track of how many hours you have worked.

Making a note of your project activities as you note your hours will be very useful for you, especially if it emerges that the project work is too broad to complete within your 70 hour limit.

Your final day for submitting timesheets is 30 September 2021.

More opportunities

We will be running internships again in 2021-22, so please look out for more information about that later in the new academic year.

You can also take part in Student Reviewers of Teaching Practice, through which students can take an in-depth look at different areas of academic practice. They help to improve how the university works by providing detailed feedback and analysis from a student perspective.

UCL ChangeMakers is one way that UCL supports departments to work in partnership with students on projects that enhance the learning experience, and ChangeMakers projects are a great way to take action on important issues facing students, especially at the moment.

Your contribution for these initiatives is rewarded with a stipend.

Any questions?

If you have any questions or issues regarding the content/structure of the internship please get in touch with connectedlearninginternships@ucl.ac.uk.

If you have any questions or issues regarding the logistical aspects of your internship (e.g. application thorough MUC, exact timelines etc.) please email careers.internships@ucl.ac.uk

If you have questions regarding your payments, please contact Unitemps on unitemps@ucl.ac.uk.