

Syracuse University London *Internship Program*

INFORMATION FOR HOST PARTNERS & CONTRACT TEMPLATE: FALL 2020

Every spring, summer, and autumn, Syracuse University welcomes a new group of students from New York to our London campus for a study abroad experience. Around 15% of our students make the most of being in the global city of London by engaging in our professional development program.

Internships offer an excellent way of experiencing the working life of London from the inside. Placements provide interaction and hands-on experience with the host culture, as well as direct professional experience in students' chosen field. Through internships, students do a combination of project support, job shadowing, and administrative assistance in exchange for mentorship and insight to the industry. We welcome a range of partners as host organisations, from start-ups to charities, local businesses to multi-national corporations.

This document provides logistical details and a template for a student-supervisor contract, which should be filed with the Program Manager (Dr Maggie Scull, mmscull@syr.edu) once completed.

Key Dates:

| | |
|---------------------------------|--------------------------------------|
| interns available for work from | 5 October 2020 |
| expected working hours | 12 hours per week as agreed, 9am-5pm |
| last day of work | 18 December 2020 |

Credit and Compensation:

Internships are unpaid, with interns instead receiving academic credit for their placements. Stipends for lunch, travel, and other expenses are at the discretion of each company.

Visas, Hours, and Reporting:

Interns are sponsored by Syracuse University for a Tier 4 visa, allowing them to legally work as 50% of an academic program of study. The time commitment should not exceed 50% of their overall coursework - around 12 hours per week, with hours to be mutually agreed upon by the intern and supervisor and generally involving 1.5 days per week. This could take place across 1 full day and one morning/afternoon, 3 half days, 1 full day and ½ day working remotely, etc. Attendance at special events and flexible hours can be negotiated as needed.

To receive academic credit and ensure immigration compliance, interns must report their working hours to Syracuse London, with reports signed by placement supervisors due at the end. Students are responsible for making this paperwork as simple as possible for mentors.

Health & Safety

Interns are under host management during working hours; therefore, the primary duty of care and consequent liabilities rest with that organisation. Responsibilities include but are not limited to:

- nominating a supervisor who will conduct or make arrangements for day-to-day supervision of the intern (to include instruction regarding hazards and health and safety precautions);
- providing the intern with a full and clear induction to the organisation and:
 - working practices related to fire precautions and emergency exit arrangements,
 - how to report accidents, incidents and unsafe conditions (including the location of the first aid box and information regarding the designated first-aider), and
 - the company's health and safety procedures;
- ensuring there are risk assessments in place for the activities that the intern is involved with and providing training if the intern is expected to write their own for any activities to be carried out;
- providing appropriate instruction and training in work practices and in all safe operations; and
- notifying Syracuse of any incidents and accidents involving the intern and complying with all Health and Safety regulations regarding statutory notifications.

Organisations hosting an intern must provide the Program Manager with copies of their Employer's Liability Insurance and Public Liability Insurance certificates.

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Intern: _____

Placement Organisation: _____

Supervisor: _____

Schedule:

requested start date: _____

agreed days/hours of work: _____

Intern's Primary Tasks and Responsibilities: *(to be completed by the student and supervisor)*

- _____
- _____
- _____

Opportunities provided to the Intern: *(to be completed by the student and supervisor)*

- _____ went to a google networking event
- _____

Standards for Evaluating the Intern:

- Weekly Timesheets, submitted by the student;
- An end-of-placement report, discussed with the Supervisor and Program Manager; and
- Self-Reflection exercises completed by the student during Syracuse academic class.
- additional notes from the supervisor: _____

Actions the provider will take in the event of non-performance: *(to be completed by the supervisor)*

- _____
- _____

Supervisor Agreement

I understand my responsibilities as a supervisor with an unpaid intern on a Tier 4 visa, and I agree to the above schedule. I agree to comply with all local laws and regulations, and further agree to provide a work environment free from discrimination or harassment based on: age; being or becoming a transsexual person; being married or in a civil partnership; being pregnant; disability; race including colour, nationality, ethnic or national origin; religion, belief or lack of religion/belief; sex; or sexual orientation. I confirm that the student will be doing no manual handling. If there is a possibility that the intern may undertake any work outside of the office, please state the nature of the environment: _____

Supervisor Signature: _____ Date: _____

Student Agreement

I understand my responsibilities and expectations and will act in accordance with these guidelines at all times. I understand that failure to do so may jeopardise my placement.

Student Signature: _____ Date: _____