

The Steps to a Successful Internship or Work Experience Programme

Academic & Student Involvement
- Discipline specific
- For credit – Unit of Study
- Clubs & Societies

Approach
Employer to CEO
CEO to employer

Meeting – CEO & Employer
Define the parameters
- What the employer want to achieve
- What the CEO can do

The Type of the Experience
Exploring the 'nuts & bolts'
-Project?
-Work experience?
-Duration?
- Supervision?

Follow up - completion
Careers session with the student
- Employer objectives met
- Future partnerships
- Using example as a case study

Follow up - prior
Evaluate the application process
-Quality
-Number of applicants
-Successful applicant
-General feedback from employer

Promotion – CEO
CEO advertises the position
- E-news
-Noticeboards
-Clubs & Societies
-Discipline Executives
-Website

Promotion – employer
Employer to complete template with details and logo including
-Timeframe
-Duration
-Content
-Student requirements

