

# Building an Internship

This form is designed to facilitate discussion between students and host organisations when meeting to plan and design an internship.

Project Details	
What is the aim of the project?	
What will you be expected to produce or achieve for the host by the end of your placement?	
What skills can you expect to develop?	
How does this project fit with the aims and business objectives of the company?	

<b>Timing</b>	
PIPS start date	
PIPS end date	
Format (one 3-month block, shorter, or a number of shorter blocks?)	

<b>Mentor</b>	
Name of Mentor (who will act as your mentor?)	
Position of Mentor (within host organisation)	
Mentor Contact Details (email and telephone)	

<b>Checks</b>	
Where will the internship take place? (e.g. office, remote, field)	
What equipment will be provided? (e.g. computer, protective)	
How much travel will be expected of you, and will your expenses be covered?	
What are the expected working hours?	