**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? |  |

|  |
| --- |
| **Timing** |
| PIPS Start Date |  |
| PIPS End Date |  |
| FormatOne 12-week block, shorter, or a number of shorter blocks? |  |

|  |
| --- |
| **Mentor** |
| Name of Mentor |  |
| Position of Mentor |  |
| Mentor Contact Details(email and telephone) |  |

|  |
| --- |
| **Checks** |
| Where will the internship takeplace?(e.g. office, remote, field) |  |
| What equipment will beprovided?(e.g. computer, protective) |  |
| How much travel will beexpected of you, and will yourexpenses be covered? |  |
| What are the expectedworking hours? |  |