**Building an Internship**

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

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| **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? |  |

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

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

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| **Checks** | |
| 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? |  |