



iMayflower Virtual Internship Scheme 2020/21 Information for Students

Are you looking to gain practical experience and boost your employability whilst self-isolating? Perhaps you're looking for ways to grow your network of new and potential clients? And would you like to earn while doing all of this?

Our new Virtual Internship Scheme will give you the chance to work on developmental projects for local businesses, over a set period of time. However, unlike "traditional" placements, you will be required to complete your work remotely, rather than spending time in their offices.

Overview

As part of the University of Plymouth's commitment to enhancing the productivity of the regional Creative Economy, supporting businesses through the economic recovery period, and retaining talented students in Plymouth, we are piloting a new initiative to pair graduating students from the Faculty of Arts, Humanities and Business with local businesses in order to undertake a defined task that will contribute to ongoing business development and growth.

This scheme is designed to deliver mutual benefits - helping to support the business community during the economic recovery and delivering an unprecedented learning experience for our students.

With many businesses moving to embrace new ways of working as a result of the ongoing situation presented by Covid-19, our internships offer a new and relevant platform through which our students will be able to both demonstrate and develop their capabilities, hone their communication skills, improve their employment prospects, confidence and resilience, whilst providing much needed additional capacity to organisations operating across the region.

About the scheme

The University will be working with local businesses through the iMayflower programme, to identify opportunities for projects which could help them to move forward during the economic recovery period, and would benefit from some additional creative resource.

Businesses accessing support through this scheme will be required to provide a brief "job description" for the internship, providing an overview of the project, details of the anticipated time commitment and the type of skills they are looking for from the student.

Virtual placements delivered through this scheme will be paid at a standard rate of £13 per hour, up to a maximum of 38 hours (£500), which will be funded by iMayflower's Innovative Placement Scheme. The business will be responsible for paying agreed costs for student time,

materials and other costs directly associated with the project, above and beyond the budget of £500.

Roles and Responsibilities

All projects delivered through this scheme are governed by a formal agreement which must be signed by all parties prior to commencement. The following sub-sections briefly summarise the main responsibilities of each party:

Student

- Agrees to undertake a Virtual Internship, working on a short term creative project to benefit a local business (the Sponsor)
- Participates in additional learning, available through the University's Careers Service, in order to ensure they are prepared for the challenges of undertaking a virtual internship
- Actively participates in mentoring provided under the scheme, through telephone calls, email conversations or via online platform such as Skype, Zoom or Microsoft Teams
- Participates in online management meetings to monitor and review progress, and address any issues (in collaboration with the University and Sponsor)
- Notifies the University immediately of any significant issues and risks that put the project, or their participation in the project, at risk
- Maintains professional confidentiality, taking into account commercial sensitivities
- **Financial commitment:** Responsible for invoicing and providing mandatory information as required for Supplier Payroll

Business (the Sponsor)

- Identifies a suitable project and provides an accurate outline including a brief description of the duties and activities, the time commitment and skills required
- Selects an Intern from a pool of graduating students who apply directly (in collaboration with the University)
- Provides a designated point of contact who can discuss practical project considerations and liaise with the University throughout
- Ensures the student participates in the project as agreed (in collaboration with the University)
- Participates in online management meetings to monitor and review progress, and address any issues (in collaboration with the University and student)
- Notifies the University immediately of any significant issues and risks that put the project, or the student's participation in the project, at risk
- Allows the project to be disseminated (taking into account any commercial sensitivities)
- Completes a short evaluation form at the end of the Internship (giving consideration to human resource required for next stage of development)
- Considers delivering appropriate guest lectures at the University wherever appropriate
- **Financial commitment:** agreed costs for student time, materials and other costs directly associated with the project, above and beyond the budget of £500

University

- Provides support to the Sponsor to identify and plan the project
- Advertises the project with a view to shortlisting candidates and recommending a student who matches project requirements

- Coordinates the recruitment process (in collaboration with the Sponsor)
- Provides additional learning, through the University's Careers Service, in order to ensure the student is prepared for the challenges of undertaking a virtual internship
- Appoints a mentor, who supervises and provides pastoral care throughout
- Ensures that the student participates in the project as agreed (in collaboration with the Sponsor)
- Provides access, where possible, to University R&D facilities
- Participates in online management meetings to monitor and review progress, and address any issues (in collaboration with the Sponsor and student)
- **Financial commitment:** £500 project funding, to be paid directly to the student, based on an hourly rate of £13/hour and a maximum of 38 hours

Application process

The Virtual Internship Scheme will launch in May 2020 and run continuously until June 2021. Funding for projects is capped due to budget restrictions and therefore a limited number of projects can be supported. Funding will be awarded on a first come, first served basis and may be withdrawn when the maximum allocation has been reached.

Expressions of interest from students are currently being sought, to assist the team in understanding the skillset of those interested in working on projects.

Confirmed internships will be promoted online through myCareer, and proactive recommendations will be sought from individual Schools and tutors, in order to ensure the University is able to match projects with appropriate students.

Additional learning is available through the University's Careers Service in order to ensure students are prepared for the challenges of undertaking a virtual internship, and participants will be allocated a mentor who will provide support, through telephone calls, email conversations or via an online platform such as Skype, Zoom or Microsoft Teams.

To be considered for the iMayflower Virtual Internship Scheme, please complete the short form at the end of this document and return it, along with your current CV and portfolio, to plymcreative@plymouth.ac.uk copying in sarah.holcombe@plymouth.ac.uk

If you have any questions please do not hesitate to contact:

Sarah Holcombe, Knowledge Exchange Specialist - iMayflower

E: sarah.holcombe@plymouth.ac.uk

T: 07458 127919

About iMayflower

iMayflower is designed to build Plymouth's Creative Industries and nurture creative people power across the city. Delivered by a consortium comprising the University of Plymouth, Plymouth City Council, Destination Plymouth, Mayflower 400, Plymouth College of Art and the Real Ideas Organisation (RIO), the project includes a £3.5million grant from the Department for Digital, Culture, Media and Sport's Cultural Development Fund, which invests in creative, cultural and heritage initiatives that lead economic growth and productivity.

iMayflower Virtual Internship Scheme 2020/21
STUDENT EXPRESSION OF INTEREST

Grant Title	iMayflower Virtual Internship Scheme 2020/21
Applicant name	
Programme of study	
Contact email address (If 3 rd year student, please consider providing a personal/professional email as well as University email address so that we may contact you over the Summer period)	
Contact telephone number	
Please detail the skills you would bring to a virtual internship (Up to 300 words)	
Please detail the areas you are looking to develop through a virtual internship (Up to 300 words)	
Please provide the name and contact details of an academic referee	
Please tick here to confirm you have attached your current CV and portfolio	<input type="checkbox"/>

*This activity is part of the iMayflower project and has been supported by **The Department for Digital, Culture, Media and Sport** who fund the **Cultural Development Fund** which is administered by **Arts Council England**.*

Supported using public funding by



ARTS COUNCIL ENGLAND