



UNIVERSITY OF
LINCOLN

The Lincoln Award for Graduate Interns

*Now that you've graduated,
kick start your career and
professional development by
joining us as a member of
staff*





Welcome



The University of Lincoln is an ambitious institution that is open to new opportunities and adaptable to challenges. To do this, the University promotes a culture of growth and aims to develop their staff so that they can grow alongside the University.

Providing a great student experience and improving graduate success is a core principle at Lincoln, and one way we do this is through '[The Lincoln Award for Graduate Interns](#)'. This programme offers graduates the opportunity to further develop the skills learnt during their study and to improve their employability by gaining vital work experience in a forward-thinking environment.

We hope you find this introductory guide helpful in providing information about the graduate internships we offer and also the development programme that we support interns with.

Ros Pepper - *Director of
Human Resources*



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Benefits of an internship

What is an internship?

Relevant experience is an important factor when employers decide whether an applicant would be suitable for the role, therefore internships are a great way for graduates to gain a vast amount of practical experience in a particular industry of choice.

An internship should expand upon your knowledge and enhance the skills gained from your degree, whilst also exposing you to the working environment.

The University's internships differ from work experience placements as they are fixed term for approximately 12 months and our internships offer a dedicated development programme.

What benefits do they have?

Through internships you can accumulate evidence of your skills and abilities, and have working examples of these for when it comes to future applications and interviews.

This experience can aid the transition from being a student to entering

the working environment, kickstart your career and provide you with an opportunity to try new things and to see whether you still want to pursue with your chosen career path. It also gives you the opportunity to network and make professional contacts.

Not only do internships offer you a wealth of experience which in turn makes you more employable, but internships usually focus on your personal and professional development.



Your Impact

Graduate interns offer employers valuable insights into the workplace as they can view processes and projects with a fresh perspective, which allows companies to be more progressive and to find improvements in their work and therefore drive the business forward. Interns also bring new talents with them, especially in fields which have only been developed recently, such as Social Media. This means you can bring a unique skill to a team which will foster a creative and innovative working environment.

Why join the University of Lincoln?

The University of Lincoln is an exciting university which has developed a reputation as one of the most successful modern UK universities.

With over a thousand employees in a range of roles, both academic and in professional service departments, the University of Lincoln is one of the largest employers in this historic, lively and welcoming city.

At Lincoln, we pride ourselves on creating a welcoming and attractive working environment. We focus on the various opportunities that we can offer to staff and some of these include:

Generous holiday allowance

Local and national discounts

Merit and Achievement Awards

Access to University facilities

Volunteering scheme to help the local community

Free training workshops and other development opportunities

Excellent pension schemes

Staff wellbeing initiatives

Healthcare plans

Make an impact through the staff suggestion scheme

Financial education and advice

Green Travel initiatives

Childcare vouchers

On site car parking

All about our internships

Applying

Who can apply?

The internships are exclusive to any recent University of Lincoln graduates, including both undergraduate and postgraduate students.

Where can I find internship vacancies?

All of the internships will be advertised on the University's jobs website: jobs.lincoln.ac.uk and you will find these under the 'Opportunities for University of Lincoln Graduates' category. You can also sign up for job alerts through this website which will notify you when a job vacancy is advertised.

Can I apply for a position unrelated to my degree?

We don't normally for a degree in a specific discipline. If we do, it will be in the job description. You will need to demonstrate the transferable skills you have gained from your degree can be applied to the internship!

The internships

Are the internships paid opportunities?

Yes, all of the internships are paid and the salary starts from £16,000 per year.

How long are the internships?

All of the internships will be fixed term contracts and the length of these will likely be up to 1 year. Most of the internships are full time positions, the job advert and description will detail this, as and the department will confirm the working hours with you if you are successful at interview.

What will I be doing?

Each internship varies drastically so we would recommend that you read the job description and the person specification thoroughly. This will give you an overview of the key responsibilities of this role. These can be found attached to each vacancy on the jobs.lincoln.ac.uk site. As a part of



the development programme you will also be involved in a group project from an organisational perspective. The purpose of this is to bring together the skills you have learnt on the development programme and put these into practice.



Why are the University of Lincoln's internships different?

Not only do our internships provide you with a strong foundation for your career path but we also have a key interest in developing your skills, behaviours, and confidence. Therefore, we have created a specific programme for interns that will help with your transition into employment. You can find out more information about this on the next page.

Next steps

What support is there when the internship has finished?

The internship is designed to support you in furthering your career, therefore there are workshops dedicated to CV and interview skills to help you advance onto the next stage of your career. Additionally, any resources offered by the Careers and Employability service at the University can be accessed up to three years after you graduate.

What are the long term job prospects at the University?

Even though a role after your internship cannot be guaranteed, 43% of interns do continue employment at the University after their internship. Nevertheless, the experience you gain as an intern will open lots of job opportunities to you - both with the University or elsewhere.

The Development Programme



As a part of your internship, you will be participating in a development programme known as 'The Lincoln Award for Graduate Interns'. This programme consists of an assortment of sessions to help you develop your skills, knowledge, and behaviours to help with making the transition from being a student to the world of work.

All interns from across the University will be taking part in the Award, which will provide you with the opportunity to network, collaborate with and understand the role of different departments around the University.

The Portfolio

Alongside the development sessions, you will be required to produce a portfolio to evidence your reflection, progression, and the impact that your work has had on your department and the University.

The portfolio is a useful tool to enable you to reflect upon your development and your learning journey including the scenarios you have been in as an intern. This will be particularly helpful when you apply for roles after your internship as it builds evidence of the work you've been involved with.

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AWARD**
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FOR GRADUATE INTERNS

Once your portfolio is then submitted to a panel who evaluates the work and those who pass are then invited to a celebration event where an intern is awarded 'Intern of the Year' and receives a monetary prize.



The diagram below outlines the types of development and workshops you will be attending as a part of [The Lincoln Award for Graduate Interns](#). This programme has been specifically designed for our graduate interns and is tailored for graduates during the early stages of their careers. The programme will expand upon your skills and give you a chance to put these into practice by taking part in a group project.

Write reflective logs about your experiences during your internship and accumulate evidence of your work. Consider the impact these have on your department and organisation

The Workshops

There are four key stages of the workshops:

- **Let's Get Started** – Understanding your Internship
- **Your Sector** – Thinking about the Organisation
- **You and your Skills**
- **Next Steps** – Careers and Employability workshops

The Group Project

Participate in a group project at an organisational level where you will have allocated time away from the business to focus on your team working, presentation and project management skills

Complete evaluation forms after each workshop to reflect on your development and how you will apply what you've learnt

Portfolio review meeting with a member of HR and your line manager

Complete the summary document and hand in completed portfolio highlighting your key learning points

If you pass the Award, there is a celebration event where 'Intern of the Year' and 'Highly Commended' prizes are awarded

Where are our interns now?

Below are some examples of the career paths that previous interns have followed since finishing 'The Lincoln Award for Graduate Interns' programme.

Davide Pinto-Castro

Job title: International Student Engagement Intern

After the internship: Davide became a Communications Assistant at CSR Europe and from this he then moved to Brussels and became a Content Relationship Project Manager

Emma Huntbach

Job title: Animal Intern in the School of Life Sciences

After the internship: Emma went self employed and started her own Animal Behaviour business using the knowledge she had gained during her internship

Edward Harrison

Job title: Schools and Colleges Liaison Intern and was awarded 'Highly Commended' for his portfolio

After the internship: Edward used his marketing experience to become a Brand Ambassador and alongside this studied a MSc in International Business

Sarah O'Sullivan

Job title: Registry Intern

After the internship: Continued employment as a Health and Safety Assistant and then went on to become an Environmental Health and Safety Engineer at Siemens

Toni Skidmore

Job title: Online Media Intern and was awarded 'Intern of the Year' for her portfolio and engagement with the programme

After the internship: Toni moved to London to take a role as an Online Marketing Executive

Ray Wilson

Job title: Web Developer Intern

After the internship: Ray has stayed within the Higher Education sector, he first secured a role working at Bishop Grosseteste University as an eLearning Resources Developer and then moved onto an eLearning Support Officer at the University of Manchester

What did our interns say about their internship?

"I'm glad I chose an internship as it has helped me to develop necessary skills that will benefit me in my chosen industry after my internship has finished."

"Rewarding, challenging and rarely dull. I have really enjoyed my time here and it has been a valuable stepping stone for my career."

"My internship has been very positive. This has been my first full time salary job and overall it has taught me a lot in regards to organisational structures and how to handle projects on a corporate scale."

"My time keeping has improved greatly and thanks to the relevant workshops I am now more confident in giving presentations."

"My experiences here will set me apart from other candidates when I go on to apply for new jobs and at interviews."

"This role has helped me to realise what my next steps are in terms of my career."

"This role has really helped me transition from a recent graduate into a professional and I have had the freedom to develop into an independent worker who is confident in dealing with new and unexpected circumstances."

"The most positive aspect of my internship has been the development of my skills in a way which means I can transfer my abilities to any future career path I choose to pursue."



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Developed by Human Resources in partnership with
Careers and Employability

**For more information about the graduate internships
at the University of Lincoln, please contact:**
training@lincoln.ac.uk