

YOUR TURN TO INTERN

You've done the hard bit, now join a thriving team of dedicated staff at your University.



WELCOME THE LINCOLN AW/ARD

FOR GRADUATE INTERNS

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Welcome to our intern magazine that will introduce you to 'The Lincoln Award (For Graduate Interns)' here at the University of Lincoln.

The University of Lincoln is an ambitious institution which is continually looking to the future as well as giving our

staff a rewarding and interesting career with a wealth of benefits. Our students are at the heart of everything we do and we want to offer our students exciting opportunities from around the University for employment after they graduate.

The Human Resources department works in partnership with the Career and Employability team to deliver a dedicated internship programme and to develop our interns to their full potential. The Lincoln Award (for Graduate has excellent development Interns) an and gives our graduates programme experience of working in a fast paced and busy working environment. It helps to develop the key transferable skills which our graduates can take into their future employment as well as supporting them through the transition from student to employee. We recruit interns in various departments across the university.

We hope that you find this a useful guide in finding out about our dedicated internship programme and how we can support your development if you decide to join us a member of staff.

Jayne Billam Director of Human Resources



The idea of becoming an intern after studying for three years at university may be one that doesn't come to mind straight away. Thoughts turn to travelling and being able to earn all that money that hasn't been possible before.

However, an internship can open all sorts of doors for you and make you more employable in the long run. The experience you can gain from interning at a business, no matter how big or small, will prove invaluable to your CV and your future career.

Whilst there may be many myths associated with internships such as low or no pay, you have to think in terms of how it will affect you afterwards. There are many options out there for anyone looking to complete a placement. No matter what degree background you may have, there will be relevant industry experience for you to gain. Think about it from an employer's perspective. Faced with a million different CV's from prospective employees, the ones that are going to stand out are those who have relevant industry experience and up-to-date skills and knowledge.

Furthermore, it's a great opportunity for you to work out what career path you want to take! For example, if you take an internship in a marketing office, you could have the opportunity to work with a press team, web team, events, finance, publications-there are loads of different aspects you can get your hands on. Similarly if you think you want to work in fashion, but don't know what area, working with a big company could give you experience in styling, buying, writing, payroll, events – the list is endless!

Internships are all about your development, so they're a great opportunity for you to build up your CV and make yourself more employable than someone who jumps straight into a career. Many jobs now want more than just a degree, they want evidence that you can DO something, or at least that you've given it a good go!

Make sure you do your homework – internships have a bad reputation for getting someone in to make tea and do the horrible iobs that nobody else wants to do, but that's rarely the case anymore! Many well-known companies now look at internships as an opportunity to take a graduate and mould them into someone they can later employ, so make sure you impress and are willing to give anything a go!

Nikki Hunt and Jessica Brierley

Previous Marketing Interns



Why Choose the University of Lincoln as an Employer?

The University of Lincoln is an ambitious, exciting university which has developed a reputation as one of the most successful UK universities. As a young, dynamic and vibrant institution, the University of Lincoln has created a transformational environment, is continually looking to the future and seeking out new challenges, and sees change as a catalyst of opportunity.

The University has risen rapidly in the independent league tables over the last few years in the Times Good University Guide.

As well as a rewarding and interesting career and attractive working environment, the University offers a wealth of other benefits such as:

- A generous holiday allowance
- Occupational Health Provision
- Cycle2Work scheme
- Access to our fantastic sports centre and fitness classes at staff prices
- Perkz an online benefits scheme that works with the best retailers to provide market-leading offers
- Full programme of development workshops available to all staff
- Wellbeing initiatives throughout the year including Healthy Campus Week
- Staff Suggestion Scheme
- Merit and Achievement Awards an internal celebration event to celebrate both individual and team efforts
- Volunteering scheme your opportunity to volunteer in the local community

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Healthcare Plans



MYTH "" BUSTING

Myth: You should only take an internship in your chosen field

Whilst this might be useful for certain fields such as a budding journalist interning for a magazine or a wannabe DJ interning at a radio station, it may not always be possible or may not work out. Think outside the box and look for internships at different companies in different sectors – they can often give similar internships and experience such as a journalist interning in a University publications team or a PR/marketing department. It can also open up even more career options!

Myth: For a good internship, you need to be at a high-profile company Sometimes, smaller companies can be better to intern at – giving more opportunities. In a low-profile company you may get given more work and have more of a say about what you would like to be doing as well as the chance to try out other departments. Remember, your internship is about the work you carry out and the skills you develop, not the size of the company you intern for.

Myth: Internships don't pay

Internships have a bad name when it comes to money, with many being unpaid or underpaid. But fear not, there are companies that will pay for you to intern for them – usually bigger companies or certain sectors such as education (Universities), finance, marketing etc. Sectors that are less likely to pay include, but are not limited to, media and journalism.

Myth: Interns are not treated the same as employees and do not get the same benefits

Again, this can depend on the company and the internship. Many good companies will give their interns similar benefits to their staff such as a discount scheme, offers, and free parking. However benefits like medical care and bonuses are a lot less likely for an intern. A good company will treat their intern just as well as their staff – after all, they do have a duty of care.

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An internship can be an important aspect the to beginning of anyone's career. But it can also be valuable asset to an α employer. Lee Clements spoke to two employers' to get their opinions on the reasons behind hiring interns and what they can bring to the workplace.

hris Edmunds, Banking, Finance and Insurance Recruiter at Inspiring Interns (inspiringinterns.com) says: "The role of an intern has often been glamorised as a chance for employers to exploit workers based on their lower salary expectations and a desire to please. But nothing could be further from the truth.

"Without even realising it, interns offer employers valuable insights into how younger workers are educated and how they think. This offers organisations a prime opportunity to be experimental and progressive with their training techniques and policies due to the reduced labour costs, but the experiences the intern will gain can prove invaluable in their future career. This symbiotic relationship invariably leads to highly successful career development and better prospects for future interns that the business will employ as well."

Specifically at the University of Lincoln Library, Ian Snowley, Head Librarian describes the internship as an opportunity for both the intern and the library itself.

He says: "For the Library, the internship programme has offered two benefits: firstly, is has been an opportunity to employ someone trained in marketing/publicity/ PR/design so we get the opportunity to improve our marketing, communications and publicity, and make sure that what we're doing meets students' needs as well as making sense to them.

"Secondly, it is a chance for us to get a (recent) student's view on the Library's effectiveness and for that person to be a voice in the decision making process for future development of the University's primary services.

"For the intern, the role is an opportunity to gain plenty of experience working as part of a team in a complex service, and the chance to build up a portfolio of examples of their work to show future employers. They also have the opportunity to develop their skills in a personal and proffessional capacity."

Lee Clements Previous Finance Intern





Internships at Lincoln: Everything You Need to Know

Who can apply?

The Lincoln Award is open to recent graduates of the University of Lincoln. You do not need to have completed The Lincoln Award at undergraduate level to apply for any of The Lincoln Award intern positions; however you will need to be enthusiastic, hard working and innovative. Generally, there are no specific degrees which are required, however if there is, these will be specified on the individual job description and person specification when a vacancy becomes available.

When can I apply?

The internship vacancies are advertised on our jobs website: **jobs.lincoln.ac.uk**. This website also offers more information on our recruitment process and how we support student employability.

What is The Lincoln Award (Graduate Interns)?

A structured development programme encouraging graduates to develop their skills and gain valuable experience in the workplace. The programme builds up development activities which run alongside the normal working days. The programme will include workshops on topics such as time management, project management, team working and communication. There will also be a group project for you to work directly with the other university interns to put into practice the content from the workshops. This project will result in a presentation to members of the University's Senior Management. There will opportunity also be an to attend a celebration event to hear about each individual intern's projects they have been working

on. You will also be eligible to submit an application to win a monetary prize for 'Graduate Intern of the Year' for one intern who demonstrates outstanding work during their internship.

Why is an internship different to work experience?

The internships the at University of Lincoln have a dedicated development programme to develop and enhance the graduate's key skills and to give them up to a years worth of experience in a working environment. The internships can act as a stepping stone to future chosen careers as it gives graduates essential the experience that many employers want when you apply for jobs.

Workexperienceplacements are normally aimed at school to undergraduate level as they are short term





placements (typically 1-6 weeks) and rarely offer development programmes. They can contribute to having experience that employers look for but it gives graduates an advantage in a competitive market to have up to a year of experience in a working environment.

How will The Lincoln Award (Graduate Interns) help me to further my career?

The structured programme will help to develop the key skills which are learnt at University through a series of developmental workshops topics ranging from on communication to project management. The tasks that form part of each job will also enhance those skills and will provide examples for future job roles. The group project allows you to network within the University and beyond.

What support will there be when my internship has nearly finished?

We work in partnership with Careers & Employability to support our interns with furthering their career and gain their next stage of employment, whether that is with the University still or Through elsewhere. The Lincoln Award, we also offer CV and interview workshops and individual careers appointments also are available.

What are the long term job prospects at the University of Lincoln for interns after their internships finish?

The University of Lincoln offers a wide range of job opportunities. All vacancies are advertised on our website: **jobs.lincoln.ac.uk** and can be applied for through this site. The average continued employment rate for interns on the programme

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is 48% for the last three years and continues to grow due to the university being an attractive employer. The majority of these positions have been in professional service departments, although some have been academic and research focused.

The University offers a wealth benefits to beina of a member of staff and has a large range of Professional Service departments which support the academic and research staff. For example, Finance, Human Resources, ICT Services and Estates and Facilities which all offer a variety of positions which may be of interest to interns once they have completed the programme.

Don't forget that as a graduate you can still access the Careers and Employability service up to three years after you graduate.



Intern Case Study

Current Publications Intern Dan Willcocks, talks about the his experiences applying for an internship and his work in Communications, Development and Marketing.

me, the journey or from application to employment at the University of Lincoln was an intense one. Having juggled several part-time jobs for a year after finishing my degree I wanted to focus my ambitions to pursue a career that complemented English mv course: and Drama.

Upon seeing the position for PublicationsInternadvertised on the University's Careers & Employability website I applied immediately. I had been researching a career in copy-editing and this seemed to be a fantastic opportunity to explore that path further and to hone current skills whilst learning a whole host of new skills in a real-world environment. I filled out all of the information needed on the University website, attached my CV, and waited for a call.

To keep a long story short, I attended the interview – which included a small 30 minute task – and a couple of days later I was offered the job. Overwhelmed and excited, I started planning a start date with my linemanager and was told everything that was needed to be completed in order to get my start underway.

Working as an intern at the University countless has benefits for anyone looking to get themselves on the employability ladder. Besides the standard rewards and benefits that are available to all members of staff (i.e. pension schemes, University discounts at local retail and food outlets, and use of campus facilities), you are open to receiving a whole wealth of on-thejob experience with the opportunity to work with some of the finest minds in the country today. In my

short time of being here at the University I have already interviewed several high-profile academics, been involved with the alumni team at the Lincoln araduation ceremonies and contributed content to the Staff Magazine - a publication that circulates amonast the University's 1600 members of staff. That doesn't even include my daily tasks that need to be completed.

A typical day in the life of the Publications Intern would start by checking emails to see if there are any new exciting projects or tasks that need completing, and then logging the tasks to prioritise deadlines and to organise the best way to complete these amongst other projects. The rest of the day would then be a mixture of proofreading any documents that are sent through to us to check for corporate branding





consistency and correct use of the University's house-style, travelling around campus to meet with staff and academics to take photos various publications, for copy-writing for brochures and prospectuses, editing old text to keep materials up-to-date and sometimes helping other departments with anything extra that they need help with. The most recent example of this being that the Events team needed help gathering materials for

happy to lend a hand.

I hope that, once I have achieved the Lincoln Award, it will contribute towards my employability factor. I hope that it adds another level of prestige that will help me with my future career endeavours as I will be one of a very small group of graduates to have achieved such an award. It's always in your best interests to have

the upcoming Open Day, that little extra something to which I was more than that makes your profile stick in an employer's mind, and it will be a great way to show evidence of professional skills and attributes in future job interviews. I consider myself extremely lucky to be a part of this programme and I look forward to learning new skills and further developing existing ones, alongside such a great employer.

Daniel Willcocks

Publications Intern

Lincoln School of Performing Arts

MPhil/PhD Research Opportunities in Performing Arts

Course Facts School Lincon School of Performing Aris Duration 3 years fail time or 5 years part time Entry Requirements At least a 2.1 degree, usually a Master's degree. Course Facts

The Lincoln School of Performing Arts of supervision for research at MPhi/PhD ler in a wide range of arts-related fields.

Many members of staff in the School are established or emerging as internationally acknowledged rese leaders in their respective fields.

You will undertake independent research supervise by an advisory panel of academic staft. You can access a range of training programmes, provided by the University, to develop your research skills.

- Example Research Areas Theatre and Consolcusiness Adaptation, Translation and Dramaturgy Modern European Avant Garde Indian Theatro

- Indian Theatré Gender and Performance Shakespeare's Theatre Directing Music Theatre
- Directing Directing Music Theatre Dance and Technology Dance and Technology Dance and Technology

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The institution has been success instructing a silverse range of external funding opportunities rour students from Research laborative Occoral Awards, through impored programme in partnership leading businesses.

Our Postgraduate Research Community

and healthy research environment.

The University of Lincoln recognises that its

research students are critical to providing a dynamic

University of Lincoln's Gradu he University of Lincoln's Graduate chool provides a highly collegiate atting where our postgraduates can your sector of their research studie your sector of their research studie well as acclimative and integrate in ademo life. In advantation of practical sport, our Graduate School heigs deents access competitive funds ma

ble by the Universitation etitive fun sity for rea nd project

The School holds an annual postgraduate conference where academics and recearch students showcase their work ind debate key challenges of current iterest to anado

Claire Markham PhD student in the School of Social & Political Sciences



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Phil Begley

PhD student in the Lincoln School of Humanities

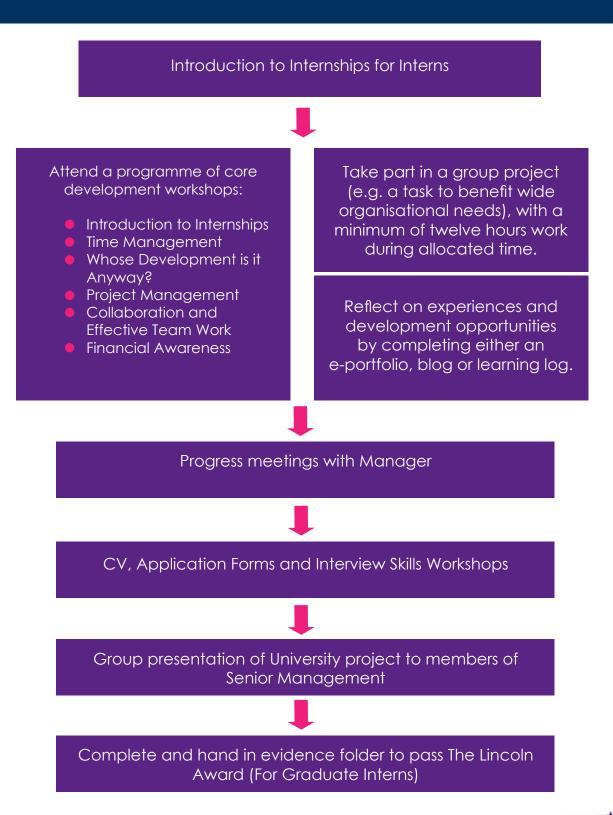


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Your Turn To Intern | University of Lincoln

The Lincoln Award (Graduate Interns) What's involved?







Frequently Asked Questions

Is the internship paid?

Yes, interns are paid at a salary starting from £16,000.

How long do The Lincoln Award Internships last for?

The length of the internships varies from between six months to one year.

Is it full time hours?

Yes, normal working hours are typically between 8.00am and 5.00pm however this will be confirmed with your department once you have been successful in your application and interview

Will I be based in Lincoln?

Most of The Lincoln Award internships are based on the Brayford Campus; however some may be at Riseholme near Lincoln or at our Holbeach Campus.

Will I be working with other interns as well as my own departmental colleagues?

Yes you will join the other interns in your cohort for all the development workshops as well as working on the project, so you will spend quite a lot of time together as a group. You will work with your other colleagues on a day to day basis too in your office, as well as colleagues from around the University from both academic and professional support departments.

What type of projects could I be involved with?

The project which is set for each cohort of interns changes year on year however there will be a project brief which is set for you from an organisational perspective. This means your



group will have the opportunity to work with various departments around the University, however it is likely that one department will take the lead in supporting the project.

Why should I apply and be part of The Lincoln Award (Graduate Interns)?

If you want to gain experience, improve your skills and enhance your knowledge learnt from your degree whilst being supported in the workplace with a dedicated development programme, then the award sounds right for you! The internship can run from six months to one year depending on the opportunities available in the department.

We will also recognise your contribution as an employee with a variety of benefits including generous holiday allowance, high street and online discount shopping opportunities as well as access to our fantastic sports centre and fitness classes at staff prices.

How do I apply?

Once a vacancy has been advertised, you can apply through our e-recruitment system online at: **jobs.lincoln.ac.uk**. Applications will then be reviewed and candidates shortlisted. If you get to this stage, you will receive an email telling you have been shortlisted and any further information about the interview. Good Luck!





A Day in the Life of an Intern

As a member of staff the University of Lincoln, what kind of tasks could form part of your working day?

B:30 Upon arriving at the office each morning, as an intern you will genearlly check your emails, catch-up wtih colleagues in your team and assess tasks for the day ahead. This may also be the time when a weekly briefing is held for the whole department.

9:00

8:30

From 9.00am you may find that you are working on current projects, and/or tackling tasks specific to your job role. This time of day is also useful for updating your calendar, arranging meetings and contacting any other members of staff or external parties via phone/ email. You may find you have to liaise with companies outside of the University, plus other departments to support your day-to-day tasks.

11:00

You may attend a training

session for new staff, or through discussion with your line manager to support your development. 00 As an intern you will take part in a

number of sessions which count towards The 'Lincoln Award (Graduate Interns)' and develop key skills. This gives you a chance to network with each other over lunch, gain contacts and improve employability.

15:00 Conce a month (for the first six months of your employment) you will be required, as with any new member of staff, to take part in probation with your line manager. These meetings give you a chance to discuss your development, look at your work progress and also discuss the workshops on the Lincoln Award.

> O Before leaving work, interns should plan

ahead for the following work day, outlining continuing tasks, checking emails and completing your learning log/evidence forms where appropriate. 13:00

15:00

17:00





What Previous Interns Have Said About the Lincoln Award (Graduate Interns)

"I don't think I would be anywhere near as employable as I am today without doing this internship"

"I couldn't have wished for a better start to my career and I feel that I've learnt an incredible amount when comparing what I know now to what I knew when I started."

"I feel that I've been given so many opportunities and projects and have been fully supported the whole way through."

"I feel as though I've developed a lot as a person - my confidence and professionalism have both grown massively"

"I have very much enjoyed my time and look forward to progressing my career as a result of skills gained"

"I'm proud of what I've achieved over the course of the year - the project work I've been involved with in my department has been a particular highlight"





"Brilliant, challenging and fulfilling"

"I would like to thank you for all the opportunities I have been given over the past 11 months!"

"I feel like as a fresh graduate I would not have experienced enough for the next steps of graduate employment and the internship has provided me with these skills"

"I am thoroughly glad I took on this internship and feel that it was been a crucial and solid foundation to my career"

"The internship has enabled me to develop on both a professional and personal level and has been an unforgettable learning curve which has ultimately led to my dream position"

"My experience has been really good and positive overall! The staff have been supportive and helpful when I have needed it and the opportunities for development and training and been amazing"





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Human Resources in partnership with Careers and Employability

For more information on internships at the University of Lincoln, contact: careers@lincoln.ac.uk

They also offer a daily drop in service from 10am - 2pm