



Roehampton Internship Scheme in association with Santander Universities 2021-22

Student Terms and Conditions

This Agreement is to confirm and set out the parameters of your engagement with the Roehampton Internships Scheme.

Should you be successful in your application to this internship, listed below are the key elements of the Agreement to participate in this programme and by signing this form you confirm your acceptance.

As an intern, you have the opportunity to gain experience and display professional development. Whilst it will feel strange being asked to work at home, the same rules still apply.

Terms & Conditions:

- If you are working remotely, your host organisation shall may conduct a desk safety assessment with you upon the commencement of the internship. The form this assessment will take may be made at the discretion of your internship host.
- You will comply with your client's confidentiality and data usage policies and procedures when working with their information and data. This confidentiality will shall continue after the project has been completed.
- Notice period for termination of the internship: make sure that this is clear in the written agreement you receive from your host organisation before you commence your internship.
- You will be contacted to provide feedback and testimony to the Roehampton Internship Programme staff after the completion of the programme. This will be used for the purposes of programme evaluation, marketing and reporting.
- You may also be contacted about your employment or career destinations up to 2 years after you graduate for reporting and evaluation purposes.
- For more information about how we use your data please see <https://www.roehampton.ac.uk/corporate-information/information-compliance/data-protection/>

Code of Conduct:

It will be your responsibility to:

1. Behave in a professional manner at all times. How 'professionalism' is defined will vary from organisation and working from home is no different. You will be expected to learn and develop work at home practices such as setting office hours, having a dedicated office space, avoiding home-bound distractions and actually dressing as if you were going to an office. Here are some tips to help you stay professional, productive and healthy whilst working from home:
 - Create a professional workspace: Dedicate a specific room or surface in your home to work. Don't be tempted to work from your bed!
 - Look the part: Wake up in good time and get dressed as you would do in normal circumstances! By waking up in good time and getting dressed you will feel presentable and ready to take on the day's tasks.
 - Structure your day: Ensure that you agree your hours and breaks with your manager in advance. To stay on schedule, segment what you'll do and when over the course of the day. You could use an online calendar to create personal events and reminders.

- Interact with others: Interact with other people during the day, even if they're not your co-workers. This will alleviate feelings of isolation and loneliness.
 - Think about how you're communicating: Use other digital tools to communicate with your manager/team such as Instant messaging and videoconferencing that can better replicate the in-person office experience. Remember to voice any concerns to your manager ASAP as this will help avoid any misunderstandings. If this is more serious, then please get in touch with us.
 - Take regular breaks: It's important to take a break from your work and your screen. Being cooped up without stopping for a break can mean your productivity levels drop, you become more tired and less motivated to complete what you're working on.
2. Abide by the rules and regulations of the organisation. This could include things such as:
 - Agree your working hours with your manager before you start your internship. Working hours and patterns may change week by week, but if you do feel concerned then please speak to your manager in the first instance and voice any serious concerns with us.
 - Be presentable. Whilst you won't be expected to work from home in a suit or formal dress, it is important to get dressed into something comfortable such as jeans/loose clothing as this will ensure your mind is ready to work.
 - Be prepared to undertake training for example data protection and working from home etc. If you are unsure about what you are expected to complete, then please speak to your manager.
 3. Work hard and diligently throughout the internship. This is your opportunity to learn as much as possible, make a positive impression with an organisation you may want to work with after University, or get a great reference. Ensure you keep your promises, get your work done in a timely and accurate manner, and if things aren't going to plan, communicate with your manager to manage expectations. We'd also recommend you setting some objectives so that you can work towards a goal.

What you should expect from your organisation:

- You should be treated with respect and as any other employee should receive a written contract as well as clear information as to how and when you will be paid.
- You should expect to have a full virtual induction.
- You should be supported and trained appropriately for the tasks you are asked to complete virtually.
- You should be given as much access to learning and development opportunities as possible via online resources.
- Your employer must inform Placements & Work Experience Team of any issues which lead to termination of your internship so that the Placements & Work Experience Team can help you with appropriate support and guidance.
- Remember to...
 - Ask lots of questions
 - Write objectives and set some goals – what do you want to get out of the internship?
 - Evaluate your experience afterwards – seek feedback so you know what you can learn and improve on for next time
 - Raise any issues with your manager asap OR with the P&W team.