

**Project Provider Handbook for**

**School of Business Masters Project Internships**

**Academic Year 24/25**

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# Welcome to the Masters Project Internship Module

Thank your interest in participating in the University of Dundee, School of Business Internships. We look forward to working with you and wish to ensure that your experience as a placement provider is positive and beneficial to your organisation. To make this process run as efficiently as possible, please familiarise yourself with the following information.

# Meet the Team

We have a dedicated team working on making your experience of the Internship and the experience for the students while on placement a success.

Employer Engagement Team:

**Kirsty Beaumont:** Employer Engagement Officer

Teaching team:

**Dr. Ioannis Zsis:** Deputy Associate Dean, Education, Learning & Teaching

**Professor Susan Kinnear:** Associate Dean, Education and Student Experience

**Jill Moore:** Careers Adviser

**Hayley Smith:** Careers Adviser

# Module Overview

The School of Business at the University of Dundee run a Postgraduate Masters Project Internship Module. This module consists of students studying a variety of degree pathways, with these Internships open to students studying degrees under the following: MSc International Business; MSc International Marketing; MSc Management. The module runs over the Summer Period from May 2025 – July 2025. The purpose of the modules is to provide students with the opportunity to build on their classroom teachings and apply theory into practice. Many students will have industry experience, but this may be their first taste of working in your sector.

Students will have support from Careers Service staff, and a series of workshops prior to Internships starting to ensure they are efficiently prepared. Students are assessed on a written report about their Internship, focusing on how they have put academic theory into practice whilst on placement. There is no employer input required as part of the students assessment,

# Internship Project Overview

The Master Internship project involves an 8 week full time Internship. **Internships start w/c 27th May and must be complete by 18th July 2025.** The Internship can be undertaken in person or in a hybrid format and must be commutable within 90 minutes of Dundee. During the Internship the student will be working on a specific business challenge or project that will ideally be of benefit to your organisation, as well as undertaking other duties to provide a full Internship experience.

Ideally the placement should involve the student in a professional experience where they undertake work of a level sufficient for that of a postgraduate Masters student and for the development of new skills and/or new learning. This may be a discrete project with a clearly defined outcome or endpoint but will be equally valuable if it involves more operational tasks.

Student are required to submit a report upon completion of the Internship where they are expected to discuss theories and academic learning they were able to put into practice and solutions they may have contributed to the business, creating the basis of a theme that their report will be built on. There is no employer input in the report, but you may provide data should the students request this.

# Placement Provider Commitments

##### Before Placement Begins

* You should appoint a member of staff to act as supervisor for the student and a second contact to cover any holidays/absence. They will be responsible for monitoring the students' progress and liaising with Careers Service staff.
* **Complete the Project Proposal form and Health and Safety forms**. The proposal form will be used to advertise your project to the students.
* **Please ensure that your placement student is covered by your liability insurance policy**. Your placement can only be advertised to students once we receive both pieces of paperwork above.
* **You will be provided a shortlist of Cover Letters and CVs of potential Student Interns and required to Interview them between 24th March to 4th April 2025 to decide your preferred student(s)** and inform Careers Staff of your decision. Please note your preferred student may have more than 1 offer of internship.
* The supervisor should meet with the student prior to starting the placement to set out the aims of the project. This meeting should include:
* Plan the timing of the placement project and agree hours
* Make sure the student is aware of your organisation's structure, employees and contacts for their project and relevant resources.
* Confirm the specified project outline and identify goals for the student.
* Inform the student of Health & Safety matters and other customs, such as dress code, absence requirements, contact numbers and break/lunch times.
* Discuss with the student any additional support or adjustments that may be required.

##### During The Project

* During the Placement the Student is to undertake the tasks relating to their project, and any other tasks deemed appropriate to support their skills and development.
* Internships start 27th May 2025 must end by 18th July 2025.
* Complete a short online feedback questionnaire at the end about your experience.

# Key Dates for Your Diary

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| --- | --- |
| **Deadline** | **Tasks** |
| **Monday 19th January** | * Complete and submit **Project Proposal Form**. |
| **Monday 24th March – Friday 11th April** | * Careers Service staff will provide a shortlist of students to be interviewed by Employer. This will be CVs and Cover Letters of successful students. |
| **Monday 14th April** | * Please provide a note of successful intern(s) by this date. If you have more than one preference, please provide this by in order of preference. |
| **Wednesday 16th – Wednesday 23rd April** | * Students will have the opportunity to accept the Internship in this period. Please note some students may have multiple offers of internships. We will inform you in this period of confirmed interns. |
| **Tuesday 27th May 2025** | * Placements begin, please follow checklist (Appendix 1) to ensure you have completed all actions prior * **Placements should NOT start before this date.** |
| **Throughout Placement** | * Our team will be in contact to find out how the student is doing. (Please feel free to contact us prior to this if   you are experiencing any difficulties.) |
| **Friday 18th May 2025** | * Placements should finish on or before this date * The team will contact you to ask for your feedback on your experience. |

# Equality and Diversity on Placement

The Equality Act (2010) protects individuals against direct and indirect discrimination under nine protected characteristics: age, disability, gender reassignment, marriage/civil partnership, pregnancy and maternity, Race, religion or belief, sex and sexual orientation. [www.legislation.gov.uk/ukpga/20l0/l5/contents](https://www.legislation.gov.uk/ukpga/2010/15/contents).

This requires Universities to ensure that students are not discriminated against for reasons relating to any of the above protected characteristics whilst on an internship or placement. The Equality Act also obliges internship providers not to discriminate on the grounds of disability and to make reasonable adjustments to meet the needs of disabled students undertaking an internship within their organisation. If the student has disclosed a disability that requires adjustments to be made, the internship module team will be in touch with you to discuss this further.

## Questions

We hope you enjoy the experience of hosting a student in your organisation. If you have any questions or concerns about any aspect of the placement or module, please do not hesitate to get in touch. You can contact us by telephone on 01382 384017 and ask for Kirsty Beaumont or using our email address [careers@dundee.ac.uk](mailto:careers@dundee.ac.uk).

# Appendix 1

**Employer Internship Provider Checklist**

* Ensure you have read this handbook.
* Agree start date and end date with student.
* Agree working hours with student.
* Agree working location with student.
* Ensure student has a named supervisor and contact details (including back up due to absence or leave).
* Describe scope of project to student to ensure they understand roles and responsibilities.
* Provide instruction, training, and support to ensure student understands their role.
* Provide regular check ins with student to support progress.
* Provide relevant health and safety induction for department.
* Provide relevant confidentiality and data protection induction for role.
* Explain to student how absence is managed (reporting mechanism).
* Agree what equipment you are providing with the student and management of said equipment.
* Risk assessments, health checks and relevant PPE, where appropriate and necessary, in place for tasks to be undertaken by student intern.