**Good practice tips for ensuring a high quality internship experience**

1. Identify a supervisor and informal buddy for the intern and where they will be in your team
2. Create a mini induction for them so they can get to know the parameters of their role and colleagues
3. Introduce the student to your area of work and how it fits into the bigger picture of your service and the University
4. Explain clearly the work you would like them to undertake, giving clear instructions
5. Encourage the student to ask questions and take notes so they have something to which they can refer. It may be a first experience in an office setting so different from previous work experience.
6. Include them in team events and meetings
7. Ensure they have regular one to ones with their supervisor to check progress
8. Give them opportunities to feedback their progress to the team if appropriate
9. Before the end of their internship refer them to the careers service to reflect on their internship experience and see how this can be added to their CV and support them if they need to apply for further employment.
10. Agree who their referee would be once they leave and are seeking ongoing employment.