

Dublin City University
Student Support & Development

A Brief Guide to
INTRA Internships



Since its foundation, DCU has been committed to forging strong links with employers for the benefit of our students and the development of our teaching and research output. The INTRA (INtegrated TRaining) Internship programme is one important mechanism by which we can develop and maintain our partnership with industry.

INTRA Internships are an accredited and highly valued part of student learning at DCU and together with the DCU Graduate Attributes initiative “Generation 21”, it provides industry with a pipeline of high-calibre graduates, equipped with the experience and essential skills to excel in today’s dynamic and globalized workplace.

We hope you will participate in our internship programme to the benefit of your organisation and the development of the next generation of enterprising DCU graduates.

Reasons to hire a DCU INTRA Intern

- DCU students are enterprising, enthusiastic, and highly motivated, with up to date skills
- The DCU Graduate Attributes initiative “Generation 21” is an integral part of all degree programmes at DCU which prepares students, from first year onwards, for success in the workplace. For more information please refer to www.dcu.ie/generation21
- The INTRA team runs a fast, efficient and free recruitment service for employers
- Students are prepared specifically for their internship through CV preparation advice, interview skills training, work-readiness training and one to one support
- Your involvement also helps to:

.....
Identify future potential talent

.....
Produce a pipeline of graduates with the skills you are looking for

.....
Raise awareness of your company and products/ services on campus

.....
Forge links between your company and the academic teaching and research community in DCU to mutual benefit

Following the internship, employers and students are encouraged to maintain links through fourth year project collaboration or campus ambassador opportunities. 60% of DCU INTRA students are offered either a place on a graduate training programme or a job after graduation by their INTRA employer.



For the full listing of Degree Programmes with an integrated INTRA Internship please refer to the INTRA Calendar.

www.dcu.ie/intra/intra_employers.shtml

INTRA Recruitment Process



Advertise Interview Hire

Advertise

To benefit from the largest selection of students it is ideal to contact us at the start of the academic year (September/October). We do however continue to advertise internship vacancies up to the end of May. A waiting list system for vacancies is in operation when demand is high, so be sure to contact us as early as possible in the process.

To discuss your specific requirements, please contact us on (01) 700 5422 and you will be directed to the appropriate member of the INTRA team who will invite you, following a discussion on your requirements, to email a job description for each vacancy. The job description should ideally include:

- 1 Company name and location of internship(s)
- 2 Short paragraph about the company
- 3 Number of students required
- 4 Degree programmes of interest (please refer to the calendar for internship durations)
- 5 Short job description
- 6 Skills desired or required
- 7 Salary per week

We will advertise your vacancy on our website to relevant class groups and invite students to apply. After a few days, we will forward CVs for your consideration and contact you to schedule interviews on campus or at your premises, whichever suits you best. It is advisable to communicate with the INTRA team at all times, rather than directly with students.



Advice on Remuneration

For internships of four months or longer, we recommend that you pay each student at least the Irish adult minimum wage. The quality of the internship will be higher than for an unpaid or low paid position because the burden of responsibility will fall on the student to behave professionally and deliver measurable results for your company.

If the salary on offer is below adult minimum wage level or the internship is unpaid, please state this clearly on the job description. Unpaid internships often lack quality, with poor student engagement and lower levels of employer satisfaction. Students are less likely to apply for a below minimum wage or unpaid vacancy if other employers are offering paid internships at the time.

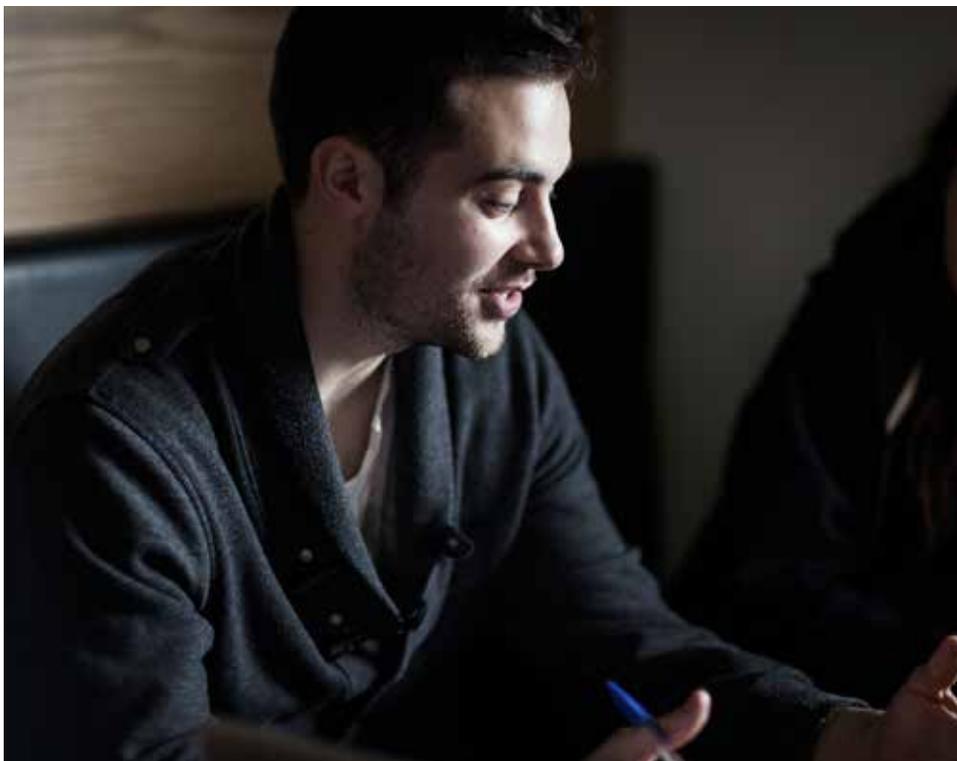
Interview

We advise scheduling interviews as soon as possible after receiving CVs to ensure as many students as possible on your list are available and have not been hired by another employer before you get a chance to meet with them.

When you have selected candidates for interview, we will contact you to schedule interviews at your convenience. If you decide to conduct the interviews in DCU, we will book one or more of our dedicated interview rooms for you. There is a staffed reception desk, a quiet waiting area and a restaurant next door. A member of the INTRA team will be on hand to assist you with your requirements at all times during the interviews.

Hire

Students attend many internship interviews throughout the academic year and job offers are made on a daily basis. Students are hired by the first employer to notify the INTRA office of the job offer, therefore it is advisable to contact us as soon as possible after interview with an update on your desired candidate(s). It is also advisable to rank students for this reason. Occasionally, another employer may have hired your chosen candidate while you are interviewing them. We apologise if this happens, and hope that you will consider offering the position to the next student on your ranking list. There is no cap on the number of interns you can hire.



Post Recruitment Information

International Students – no work permit required

About 25% of the student population at DCU are from outside Ireland, with 10% of these from non-EU countries. There is no work permit or extra paperwork required to hire a non EU student for INTRA, the process is exactly the same for both EU and non EU students.

Contract & Induction

We recommend that you issue a written fixed-term contract to each student with terms and conditions and forward a copy to the INTRA team for our records. At the start of the internship, it is advisable to provide an induction and Health and Safety briefing to each student and to assign a supervisor or mentor who will work closely with the student and be available to assist with any queries.

Student/Employer Support

We provide support to the student during the internship via email and through the academic tutor visit. The INTRA team is on hand throughout the process to provide any necessary assistance to employers.

Insurance Cover

DCU students on INTRA internships are covered by the University's Public Liability Policy, details of which are available on request.

INTRA Student Assessment

Employer Evaluation Towards the end of the internship, you will receive a link to a short online evaluation for each INTRA student which gives you the opportunity to provide feedback on their strengths and areas for improvement, and an option to provide a written reference. This evaluation comprises one third of the student's overall assessment. We also request feedback on the INTRA process.

Other elements of the students' assessment are carried out by DCU and include:

Academic Tutor Visit An academic tutor will arrange to visit the student and their supervisor during the internship in order to assess the student's progress and to discuss issues of mutual interest with the student's supervisor. The tutor will make an interim assessment of the student's performance up to that point and submit a report to the INTRA office. In some cases, this assessment will be conducted by phone.

INTRA Student Report Students are required to produce a report on their INTRA experience in accordance with specific guidelines and to submit it via the INTRA office to their academic tutor for assessment. We ask all students to gain clearance for the report from their employer before it is submitted, to ensure it is not in breach of a non-disclosure agreement and/or does not contain confidential information.

Accreditation Credits for the INTRA module are awarded on the basis of the three elements described above. Students must successfully complete their INTRA Internship in order to graduate.

Employer Testimonials

“DCU’s INTRA Programme – it’s one of the best internship programmes in the world. Of all the Universities I have worked with, it is the most professional and well organised. I have hired several graduates on the strength of their INTRA performance with us and have offered two bursaries to DCU students so far.”

“The ability to resource small to medium sized technical projects with suitably qualified students allows us to make valuable improvements to our operations, which our full-time staff, due to competing priorities, cannot always address. [INTRA] is an important part of our future recruitment planning process.”

“Students are assigned to live projects for the duration of their stay. This provides the company with valuable feedback from people who have worked with our processes for a number of months. Their contribution is excellent both output and quality.”

“For the student, it’s a great opportunity to work in a real environment. They receive on the job training, allowing them to work alongside trained personnel. Very quickly, they become a valuable asset to the department. Based on our satisfaction level, we will continue to participate.”

Getting involved
INTRA is the way
to source the best
graduates.

ed with
ery best way
est quality

How to find us

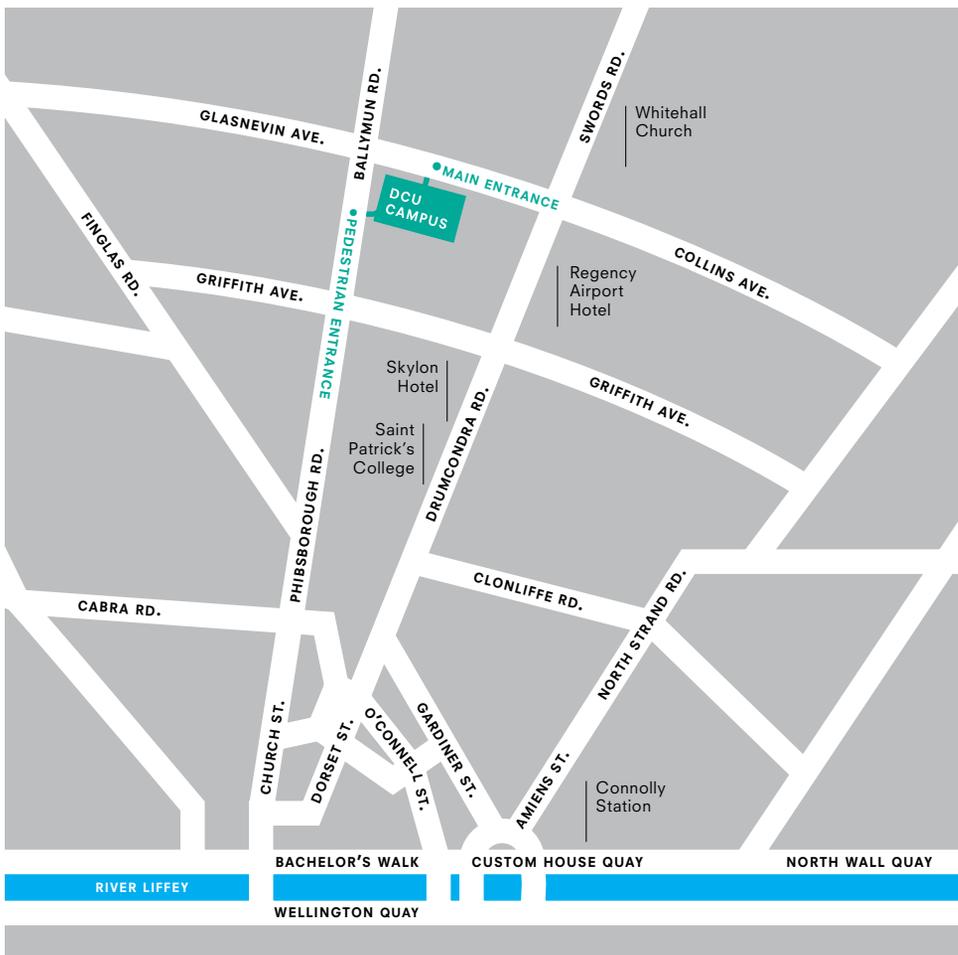
If coming by car, please enter the DCU campus via the Collins Avenue entrance, follow the road around to the right and park in the multi-storey car park on the right hand side. Proceed to DCU reception (opposite the car park), ask for the INTRA office, and we will collect you. We are based in room CG29, ground floor, Henry Grattan Building (beside The Helix).

Directions to DCU

www.dcu.ie/info/get_to.shtml

Campus Map

www.dcu.ie/info/campus.shtml



INTRA

Contacts



Head of Unit	Maeve Long	maeve.long@dcu.ie T (01) 700 5515
Faculty Science & Health	Carol Power	carol.power@dcu.ie T (01) 700 8877
	Anne Somerfield	anne.somerfield@dcu.ie T (01) 700 8877
Faculty Computing & Engineering	Maeve Long	maeve.long@dcu.ie T (01) 700 5515
Business School, Humanities & Social Sciences	Vanessa Wade	vanessa.wade@dcu.ie T (01) 700 5178
Physics, MINT, GG, MSC	Geraldine Farrell	geraldine.farrell@dcu.ie T (01) 700 5033
Admin Assistant	Geraldine Farrell	geraldine.farrell@dcu.ie T (01) 700 5033
Admin Support	Nora O'Brien	nora.obrien@dcu.ie T (01) 700 5422
	Rachel McCullagh	rachel.mccullagh@dcu.ie T (01) 700 5176

INTRA Office
Student Support & Development
CG29 Henry Grattan
Dublin City University
Glasnevin
Dublin 9
T (01) 700 5422
F (01) 700 5505
www.dcu.ie/intra

