

Rights and Responsibilities of US Interns

	Pre Internship	On Internship	Post Internship
Student	<p>Prepare and submit application form and British style CV by the published deadline</p> <p>Attend an internship interview with the home college co-ordinator</p> <p>Once accepted, make and maintain contact with the London Met Internships Co-ordinator to help in the securing of internship</p> <p>Once confirmed, research the organisation to prepare for the internship</p>	<p>Maintain documentation required by home college / Careers and Employability Service</p> <p>Keep in regular contact with London Met Internships Co-ordinator, with a minimum of two telephone calls, visits or emails</p> <p>Refer to the Code of Conduct and act appropriately throughout the internship</p>	<p>Completion and submission of journal (if required) to the London Met Internships Co-ordinator before UK departure</p> <p>Formally thank host for the internship experience</p>
Careers and Employability Service	<p>Provide internship information pack and material to assist in the preparation of a British style CV</p> <p>Maintain contact with student throughout the process of securing the internship</p> <p>Secure appropriate internship opportunity and liaise with home college for approval</p>	<p>Be responsive to ad-hoc issues arising, in a timely and professional manner</p> <p>Draw together the administrative processes,</p> <p>Support to internship hosts and student as required</p>	<p>Formally thank internship host for providing opportunity</p> <p>Collect assessment and forward to home college</p> <p>Collate evaluation material</p>
Home College	<p>Forward student applications and relevant supporting documentation</p> <p>Carry out internship interview and feedback the results to the London Met Internships Co-ordinator</p>	<p>Be responsive to enquiries, queries or problems arising from student</p>	<p>Assess student work</p> <p>Arrange credit transfer</p>
Internship Host	<p>Offer either a confirmed or conditional internship</p> <p>If possible make contact with the student, by telephone or email</p>	<p>Facilitate student supervision</p>	<p>Complete student feedback questionnaire</p>