



Guidance for Internship Providers

City University London offers an unrivalled opportunity for both organisations and students to benefit from postgraduate IT internships. The scheme enables students* to undertake agreed industry-relevant project work of direct value to your organisation. These guidance notes outline what internship providers usually want to know about taking on a student.

When do internships take place?

Internships are normally undertaken in the July to December period, for up to six months. Students may work under a client's direction for all or part of this time.

How does an organisation advertise an internship?

Internships can be advertised to students by contacting Peter Kogan, Internship Coordinator, Professional Liaison Unit, City University London (internships@soi.city.ac.uk or 020 7040 0200).

What type of work does the internship involve?

Students may be recruited to carry out a specific project, or there may be an internship work role which provides the context for the student's dissertation. Students on internship are expected to carry out a substantial piece of project work, either on their own or with others, and to submit a report for assessment by early January.

The Internship Coordinator is available to advise potential internship providers and to put them in contact with appropriate members of academic staff to discuss internship project work with.

Is there external accreditation?

All of City's postgraduate programmes are accredited by professional bodies. Students taking internships will normally be from courses accredited by the British Computer Society, who require that project work is practical and problem-solving. The potential for project work is limitless; some examples of projects are listed overleaf.

Who decides the project topic?

Your organisation can propose a topic, or area of work. Internship project objectives and a work plan are then agreed with you and the student's Academic Supervisor before substantial work begins. Students submit the agreed objective and plan to the Professional Liaison Unit by mid July.

Who manages the student in the workplace?

The person responsible for the student at your organisation will be referred to as the "Client-based Supervisor". This will normally be the person who manages the student's work, or the person the student agrees their internship project objective and plan with. The student is required to maintain regular contact with their Client-based Supervisor, and to agree his/her working arrangements with him/her.

Who manages the student at City University?

Students on internships will normally document their internship experience using a Professional Development Scheme, and they will be assisted in doing so by a Work-based Learning Advisor (WLA), who is a tutor from the Professional Liaison Unit.

Are there financial implications?

Internship providers vary in their attitude towards paying the student. Some pay a salary or fee, others reimburse various expenses or make a contribution to the student's costs. We encourage some sort of payment to the student and the internship fee (£490 in 2009). However, these details are decided by the internship provider and the student. Unpaid internships are permitted.

If you require further information, or would like to offer an internship, please contact;

Peter Kogan
Internship Coordinator
Professional Liaison Unit
City University London
Email: internships@soi.city.ac.uk Tel: 020 7040 0200

*For details of the courses undertaken by our students, visit www.soi.city.ac.uk/pgcourses/internships.html

Past Internships

City Informatics postgraduate students are able to investigate, design, build, test and evaluate information systems... and more! They can be relied upon to act in a professional manner at all times. Some past projects completed by students include;

- To review and improve XXX's value proposition and engagement model for ERP clients (BSAD)
- Greening Government ICT: developing a Green ICT plan for XXXX Council. (BSAD)
- Reconciliation and implementation of data set linkages between secondary uses service accident and emergency and hospital episode statistics accident and emergency (BSAD)
- A strategy for the implementation of web collaborative technologies at London Borough of XXX. (EP)
- A study of pupillometrics and aesthetics. Do we subconsciously exhibit preference to certain aesthetic compositions over others?
- Library redevelopment project (BSAD)
- Application of BPM technologies to NHS Information Centre reporting system (BSAD)
- Open-sourcing Excelain Grid Abstraction Layer (EBS)
- Evaluating XXX's enterprise architecture framework (SE)
- Research into the procurement of a client database information system (IS&T)
- Investigating the use of EEG (ElectroEncephaloGraphy) and eye-tracking in measuring user experience (HCS)
- Web-based credit management tool (CS)
- Design, production and evaluation of an accessibility business case with case studies (HCS)
- Feasibility study: bridging the digital divide via a deployment of PCs and broadband in social housing (BSAD)
- Using census and global data to locate buildings to improve accuracy in X company's catastrophe modelling programmes (GIS)
- Design and implementation of a client-server based task management and process monitoring system (EBS)
- Development of a lender product administration database (IS&T)
- Design of market-research support system, with administrative functions for questionnaire management, researcher management, database management, and information reporting capabilities. The design is documented as a reference for how future IT projects should be developed in house.
- Develop an online sourcing system to create a collaborative online environment for buyers and sellers to negotiate dynamically.
- Develop a prototype for a database-driven web site to assist the marketing of properties.
- Evaluate software (commercial or web-based) for data representation/information visualisation (using HCI guidelines and principles)
- Develop Secure and Successful Electronic Payment Systems.
- Evaluate an electronic journal using HCI guidelines/principles leading to the possible re-design of an online journal website.
- The Application of Service-Oriented Principles to the Modelling of Airline Processes.
- Develop an Electronic Auction Companion capable of producing well-reasoned forecasts of items that are likely to sell for a good price at on-line auction websites by mining detailed analysis of previously sold items.
- Creation of a highly usable flow-based installation and troubleshooting dynamic website for Blackberry installations in organisation X.
- Innovative Tools for Developing Software Configuration Methods.
- Development of a Framework for Building Collective Knowledge by Use of Virtual Study Groups.
- Managing Coastal Geographic Information
- Measuring the Business Benefit of IT Support Services
- Service Oriented Architecture and Java Component Technology