

INTRA (INtegrated TRAIning)

# INTRA – DCU’s Work Placement Programme

# INTRA (INtegrated TRaining) DCU's Work Placement Programme

At DCU we pride ourselves in providing employers with a pool of highly skilled and work-ready students for hire on our "INTRA" (INtegrated TRaining) Work Placement programme. Our students bring expertise in a wide range of areas including: Chemical, Physical, Analytical, Biological and Sport Sciences; Financial Mathematics; Information Technology; Computing; Electronic and Manufacturing Engineering; Business Studies; Marketing; Aviation Management and Journalism.

We will help you identify students from specific degree programme(s) that will meet your skills needs, advertise vacancies directly to relevant students, shortlist applications if required, schedule interviews at a date and time suitable to you and confirm hires all within a short timeframe and at your convenience. We will provide guidance and support to students and employers throughout the recruitment process and the placement period.

INTRA work placements are a compulsory, accredited and highly valued part of student learning at DCU. Following the work placement, undergraduate students return to DCU to complete their final year of study. Employers and students are encouraged to maintain links through involvement with fourth year projects and in some cases, students are offered graduate job opportunities with their INTRA employer.

Reasons to participate

- Availability of enthusiastic, skilled and highly motivated students
- Access to the most up to date technical expertise
- Assistance during seasonal work load increases or at peak times
- Opportunity to train and evaluate possible future employees
- Provision of additional resources for new projects
- Raises awareness of your company and products/services on campus
- Forges links between your company and DCU to mutual benefit
- Fast efficient recruitment process

## WHEN SHOULD YOU ADVERTISE AN INTRA WORK PLACEMENT VACANCY?

To benefit from the largest selection of students, you should aim to email us with a job description and terms & conditions, from September onwards for: Sciences; Mathematics; Computing; Engineering and European Business Studies. In the case of Business Studies, Marketing, Aviation Management and Journalism students, it would be best to contact us from February onwards. We operate a rotational system when demand is high, so be sure to get in early! For contact details and email addresses, please see INTRA Office Staff details on page 4.

Employers who have participated in previous years and who have indicated an interest in becoming involved will receive an email from the INTRA office in Spring or Autumn. If you haven't already received a reminder email, please contact us on +353.1.7005422 and you will be directed to the appropriate member of the INTRA team to discuss your specific requirements.

## RECRUITING AN INTRA STUDENT

Your vacancy/job description will be advertised on our internal portal (INTRA On Line) to the relevant class groups and we will forward CVs after a short deadline for your consideration. We will then contact you to schedule interviews with your chosen candidates, either at your premises, or on campus, whichever suits you best. If you choose to conduct interviews on campus, INTRA has a suite of interview rooms with a receptionist, 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 during the interviews.

## CONDUCTING INTERVIEWS

Students will be attending many interviews throughout the academic year and offers of INTRA placements happen on a daily basis throughout the process. Students are placed with the first employer to confirm their decision to the INTRA team so it is advisable to make the offer as soon as possible after the interview. It is also advisable to rank students into first, second and third choice if possible in case your first choice has been placed with another employer before you revert with a decision.

Occasionally, another employer may have hired your chosen candidate while you are interviewing them. We are really sorry if this happens, and hope that you will consider offering the position to the next student on your ranking list.

## EMPLOYING AN INTRA STUDENT

It is a good idea to issue a written fixed-term contract for each student with terms & conditions and to forward a copy to the INTRA Team for our records. The expectation for a work placement is that students work “normal” hours. Occasional overtime is acceptable, but a requirement for shift work should be indicated on the job specification and only undertaken with the agreement of the successful candidate.

We also suggest that you provide a Health & Safety briefing and a general induction for each student and that a supervisor or mentor is assigned for the duration of the placement, preferably someone close at hand and prepared to assist with any queries.

## REMUNERATION

We recommend that you pay at least the adult minimum wage, as the burden of responsibility will then fall on each student to deliver measurable results for your company. We are willing to advertise relevant unpaid opportunities, but these often fall short of a real work experience for both student and employer.

## INTERNATIONAL STUDENTS

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

## INSURANCE

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

## STUDENT ASSESSMENT

Students are assessed in the following ways:

### Tutor Visit

- An academic tutor will arrange to visit the student and their supervisor once during the work placement in order to assess the student’s progress and to discuss issues of mutual interest. They make an interim assessment of the student’s performance up to that point. In some instances, a visit may not be possible and in such circumstances the assessment may be conducted by phone.

### INTRA Student Report

- Students are required to produce a report on their INTRA experience which is assessed by an academic member of staff. Credits for the INTRA module are awarded on the basis of this report and in some cases, a presentation to the incoming INTRA cohort is required. We require students to submit the INTRA Report to their employer first for review in case of any non disclosure issues.

### Employer Questionnaire

- Employers receive a link to a short online questionnaire at the end of the placement which requests the employer to rank the student on a list of attributes. You will have an opportunity to provide feedback on the student’s strengths, areas for improvement and any skills gaps that you may have identified. There will also be an opportunity to provide a written reference for the student, although this is optional. We also ask you for feedback on the service provided by the INTRA Unit as we aim to continuously improve our processes.

## 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."*

*"Getting involved with INTRA is the very best way to source the best quality graduates"*

*"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 in terms of 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."*

*"The INTRA Programme gives DCU graduates an edge over other graduates".*

## INTRA CALENDAR

For details of programmes and work placement start & finish dates, please refer to the INTRA Calendar at [www.dcu.ie/intra](http://www.dcu.ie/intra).

### HOW TO FIND US

For directions to DCU and campus map, please go to [www.dcu.ie/info/about.shtml](http://www.dcu.ie/info/about.shtml)

The INTRA Office is located in Room CG29 Henry Grattan Building (beside the Helix).

Please park in the multi-storey car park and proceed to DCU reception (opposite car park).

Reception will call the INTRA Office and we will collect you from there.



### INTRA OFFICE STAFF

Head of Unit	<a href="mailto:maeve.long@dcu.ie">maeve.long@dcu.ie</a>	+353 1 7005515
--------------	--	----------------

### INTRA Coordinators

Faculty Science & Health	<a href="mailto:anne.somerfield@dcu.ie">anne.somerfield@dcu.ie</a> and <a href="mailto:carol.power@dcu.ie">carol.power@dcu.ie</a>	+353 1 7008877
--------------------------	--	----------------

Faculty Computing & Eng	<a href="mailto:maeve.long@dcu.ie">maeve.long@dcu.ie</a>	+353 1 7005515
-------------------------	--	----------------

Business Studies, Aviation, Journalism	<a href="mailto:vanessa.wade@dcu.ie">vanessa.wade@dcu.ie</a>	+353 1 7005178
--	--	----------------

Physics, Marketing, Business with Irish, Science Communications	<a href="mailto:geraldine.farrell@dcu.ie">geraldine.farrell@dcu.ie</a>	+353 1 7005033
--	--	----------------

### Administrative Staff

INTRA	<a href="mailto:nora.obrien@dcu.ie">nora.obrien@dcu.ie</a>	+353 1 7005422
-------	--	----------------

INTRA	<a href="mailto:caroline.collopy@dcu.ie">caroline.collopy@dcu.ie</a>	+353 1 7005176
-------	--	----------------

### CONTACT DETAILS

INTRA Office  
Student Support & Development  
Dublin City University  
Glasnevin  
Dublin 9

Ph: +353 1 7005422

Fax: +353 1 7005505

[www.dcu.ie/intra](http://www.dcu.ie/intra)

