



making physics matter



Summer Internships Programme

Information for Interns



Information for Ogden Trust Interns 2020

This should answer any questions you might have about how the internships operate, what you have to do and when to expect things.

Contents:

1. Selection.....	2
2. Expenses for interviews.....	2
3. Accommodation.....	2
4. Photographs.....	2
5. Keeping in touch with The Ogden Trust.....	2
6. Duration.....	3
7. Bursary	3
8. Forms.....	3
8.1 Timesheet.....	3
8.2 Endorsement form.....	3
8.3 Feedback form.....	3
9. Dress code.....	4
10. Expectations.....	4
11. 'Contracts'.....	4
12. Illness and early cessation of internship.....	4
13. Written submissions.....	5
13.1 Reflective diary.....	5
13.2 Deadline for written submissions.....	6
13.3 Use of written submissions.....	6
13.4 Writing for public consumption.....	6
14. Ogden Trust contact.....	6

1. Selection

The supervisor for the internship to which you have been assigned will contact you directly. They will want to chat with you to see that you are suitable for the internship before confirming your place. For most people, a phone interview is sufficient and is often all that is practical; however, if your supervisor is at the university that you attend, they will probably meet you in person.

If you are being funded on a *Create Your Own Internship*, the Ogden Trust will contact your proposed supervisor to confirm the details and suitability of your placement.

2. Expenses for interviews

If you have been required to attend an interview, you may claim travel expenses using The Ogden Trust expenses claim form (please ask for one). Please send the form and receipts for your travel to Veronica Leacock, The Ogden Trust, The Phoenix Brewery, 13 Bramley Road, London, W10 6SP or by email veronica.leacock@ogdentrust.com If you travel by car, you can claim a mileage allowance. Please state on your form: *Internship interview*.

3. Accommodation

The Ogden Trust is not responsible for the accommodation of the interns. The interns should find their own accommodation where necessary. The cost of the accommodation must be met by the intern. The intern can apply for an **advance payment** of up to £500 (£700 for Central London based internships) to help cover the costs of travel or accommodation during the internship; the amount granted will be deducted from the final payment. Please be aware, it can take some time for the advance payment to reach you – payment processing can take up to three weeks.

Apply for an advance payment after your placement has been finalised and the agreement completed using the claim form available on our Flexigrant system. The application process for advance payment will only be open until the **28 June 2020**. If you do not complete your placement, you may need to repay some or all of the advance payment.

4. Photographs

You may want to take photographs during your internship to record your work. Please discuss this with your supervisor as they may have some guidelines regarding commercial sensitivity or intellectual property rights. Remember, also, if your work involves children or vulnerable people, there will be rules about who can be photographed. The Ogden Trust reserves the right to use photographs that you supply to us on our website and social media outlets, or in printed materials. If your photographs include people, please ensure you get their consent for The Ogden Trust to use the image in the manner outlined above and submit a signed consent form alongside the photographs.

5. Keeping in touch with The Ogden Trust

The internship programme is only open to Ogden Trust scholars and alumni, so your details are already on our database from your current/previous relationship with us. Please help us by keeping that record up to date. You can change your contact preferences or update your details at any time by emailing office@ogdentrust.com

There is also a Facebook page you can *like* to be kept informed about Ogden opportunities and you can also follow us on Twitter.

Facebook: www.facebook.com/ogdentrust

Twitter: @ogdentrust

Website: www.ogdentrust.com

6. Duration

Internships are six weeks long and will generally take place between mid-June and mid-September 2020. Any extensions beyond this time will not receive additional bursary.

7. Bursary

The bursary rate is £60 per day, payable *after* the internship is completed. For the placements based in Central London, the rate is £70 per day. No further supplements will be considered. The grant will be paid without the deduction of tax or national insurance but may form part of your overall taxable income for the year 2020/21.

We recognise that you may need some funds up front, so you can request an **advance** up to a maximum of £500 (£700 for Central London based internships) this will be available up to **28 June 2020** and no further advance payments will be made after this date. If you need an advance, you will have to submit a claim form on Flexigrant once your agreements have been completed – please note that it can take **up to three weeks for the payment to be made.**

Payment of the balance of the bursary will be made *after* the required written submissions have been submitted on Flexigrant. These are due within two weeks of the end date of the internship. Please note we will not accept written submissions after **31 December 2020**; if your paperwork is not received by this deadline, you will not receive the bursary for your internship.

After receipt of the final paperwork, payment is normally made within 2-3 weeks.

8. Forms

All forms will be available on Flexigrant. We will be using online feedback and endorsement forms this year.

- 8.1. Timesheet – during your internship, you will only receive a bursary for the days you work. There are no payments for days absent through illness. If you need a day off, the host organisation will grant that at their discretion, but you will not be paid unless the host organisation can allow you to work another day instead or extend the internship. You cannot receive the bursary unless your timesheet is signed by your supervisor and submitted.
- 8.2. Endorsement form – this must be completed by your supervisor to confirm that you have satisfactorily completed the internship. You cannot be paid unless this form is submitted, so please remind them to do it!
- 8.3. Feedback form – every year we consider feedback from both interns and host organisations when we develop the following year's programme. Please complete the feedback form at the end of your internship.

9. Dress code

If you attend an interview, take your lead on what to wear from what you observe around you. If you are only interviewed by telephone, you may want to ask how smartly you are expected to dress for work. If you are required to wear any special or protective clothing during your internship, this should be provided by the host organisation.

10. Expectations

Interns are expected to make the most of this opportunity through enthusiastic participation in the tasks they are assigned. Some host organisations offer a more structured experience than others, but all should allow you the freedom to use your initiative at some point to develop your skills, experiment with your ideas, and explore areas outside your comfort zone. The internships are designed to give you a full picture of working life in a particular environment, and will include intellectual, organisational and responsibility challenges, but may also include some mundane tasks that you should tackle with equal fervour!

Needless to say, interns should be punctual, act as ambassadors for The Ogden Trust, communicate with their supervisor if they have any concerns or are unexpectedly absent/late and generally behave in a professional manner. This includes use of your mobile and personal emails.

11. 'Contracts'

The Ogden Trust will issue an *Agreement* for the interns, the host organisation and the Trust to sign. These forms will be issued and completed electronically using a platform called Signable. The agreements will be drawn up as soon as the placement is confirmed, and dates have been agreed; all parties will receive an email notification when the agreements are available for completion.

The agreement sets out the expectations on all sides and clarifies the relationship between all three parties; they are equally applicable to Ogden-sourced internships and 'Create Your Own' internships.

12. Illness and early cessation of internship

Absences through illness will not be covered by the bursary. Our experience shows that, as the internships are only for a relatively short period and at a time of year not usually associated with high levels of illness, this is not usually a problem. However, if you become ill for more than three days, you should contact the Ogden Trust office to discuss the situation. If an illness is likely to remain prolonged, the Trust reserves the right to bring the internship to an early closure after discussion with the host organisation to determine its requirements.

Early cessation of an internship may also occur at the request of the host organisation if the intern's attitude to work is consistently below expectations.

13. Written submissions

You are required to submit one piece of written work to The Ogden Trust to complete your internship, which you might like to work on from the day you start.

13.1. Reflective diary

The objective of a reflective diary is to assess and evaluate the benefit of the internship experience to you. **It should not be an academic paper or simply a list of things you did.**

Scientific researchers, in particular, beware – anything technical that you need to write about should be in layman's terms (not a bad skill in itself to acquire).

Here are some ideas of things to consider in your diary:

- What were your expectations *before* it started?
- How did the host organisation prepare you for your work or were you just thrown in at the deep end?
- What did you find difficult/straight forward/surprising/frustrating, etc.?
- How quickly were you able to acquire/develop new skills or knowledge?
- Were the host organisation's expectations of you appropriate?
- How would you assess the impact of internal/external politics, working environment, staffing levels, current financial climate on the work being done at your host organisation?
- How good were you at adapting to a new routine?
- Were you required to be (and were you) flexible?
- Did you prefer working on your own or with others?
- How would you rate your communication skills?
- Has the internship enabled you to confirm a potential career choice or perhaps dismiss one?
- What have you learned?
- How worthwhile was the internship and did it meet, exceed or fall short of your initial expectations; alternatively, did it turn out to be completely different to what you had imagined but valuable nonetheless?
- Was there one aspect about the internship experience that you thought particularly valuable (it could be, but is not necessarily, the actual work but perhaps something about the management style of your supervisor or the general ethos of the team you were in, etc.)?
- Was there one aspect about the internship that you had not been able to anticipate before you started, the effect of which could be either positive or negative?

The diary should be 1,000 – 1,500 words. Some examples from last year's interns are available for you to read on the Trust's website <https://www.ogdentrust.com/alumni/alumni-members-area/summer-internships>

In addition, you may be asked to contribute to an academic paper or create other documents for your host organisation. Previous feedback has shown that interns who were asked to present or contribute at departmental meetings and seminars found the experience to be really positive. If you get the opportunity, do try to take it – even if it seems daunting at first!

You do not need to submit these additional items to The Ogden Trust; however, if you are doing a presentation do let us know! We are also always delighted to hear about interns who have been named as co-author on a published paper or those who have produced a piece of work that will be influential in some way.

13.2. Deadline for written submissions:

You must submit your diary, on Flexigrant, within two weeks of the end date of your internship. You **will not** be paid until it is submitted.

13.3. Use of written submissions:

The Ogden Trust reserves the right to publish written submissions by interns either electronically or in print. A selection of interns' work may appear on Trust's website and have links to it from social media sites. It may also feature or be referenced in printed material.

13.4. Writing for public consumption:

Make sure you do not write about commercially sensitive information in your diary, or anything that compromises other people's intellectual property. If you are not sure about this, ask your supervisor to read your diary before submitting it to the Trust, explaining that it might be published online or in print. Take care to protect the privacy of people mentioned in your work. Do not identify anyone by their full name or give out personal information. If talking about children or vulnerable people, it is probably advisable not to mention them by name at all. Be sensitive to how you express your opinions about your colleagues, or about how things are run at your host organisation. It is perfectly acceptable to express doubt, surprise, lack of understanding or disagreement about something, but consider how to express this in a constructive way. Open, unreasoned criticism is not likely to reflect well on you, and it may cause the host organisation to withdraw its support of the internship programme in the future.

14. Ogden Trust contact

Veronica Leacock is the co-ordinator of the internship programme:

veronica.leacock@ogdentrust.com, 0208 634 7470