



UNIVERSITY OF  
**LEICESTER**

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# Micro- internship programme

Add value to your business



## What is a micro-internship?

Micro-internships are short-term, voluntary learning and development opportunities designed to benefit both students and employers.

Our micro-internship programme connects participating employers with their own University of Leicester intern, who will volunteer up to 40 hours of their time to a designated project.

Project themes are set by the employer and relate to real business needs, enabling genuine benefit and insight to be gained by the organisation, while boosting the intern's employability.

Micro-internships are completed on a part-time basis over a four week period. The programme runs three times a year in autumn, spring and summer.

For students, micro-internships provide an opportunity to demonstrate their skills, explore career paths, and build relationships with prospective employers in a way that fits around their studies and other commitments.

**"A time efficient, flexible way to solve real business problems."**

## What are the benefits of hosting a micro-internship?

- Receive a project deliverable that adds real value to your organisation
- Benefit from students' enthusiasm, creativity, fresh ideas and transferable skills
- Opportunity to trial/pre-screen potential hires from the University of Leicester
- Promoted to undergraduate and postgraduate taught students from all disciplines, introducing you to a very wide talent pool
- Limited time commitment
- Straight-forward recruitment process, facilitated by the University
- No financial cost.

## What can students do?

Micro-internship projects are self-contained projects with the aim to solve a business problem for you.

The programme is entirely voluntary and is therefore not a replacement for work-experience. The scope of each micro-internship project should be realistic and outputs and expectations achievable in the time available.

Projects should be small-scale (achievable in 40 hours) and result in the creation of a deliverable of benefit to your organisation, e.g. a report, whitepaper, presentation, one pager, database, project plan etc.

Projects can cover a wide variety of topics and can come from any department in your business.

### Ideas could include:

- research and report writing
- competitor analysis
- exploring new markets
- content creation
- digital design
- building marketing strategies
- creating business models
- quality testing
- conducting audits
- programming and software development.

You should aim to provide a well-rounded learning experience that enables the student to develop employability skills including project management, communication, teamwork and initiative, and engage in meaningful tasks of sufficient complexity and have clear learning outcomes.

Multiple students can be allocated if there is enough work to be done to fulfil the students' learning objectives.

## What do we ask of you?

- Provide a suitably detailed description of the micro-internship project offered and what it will entail, including an overview of the skills required
- Ensure the micro-internship provided accurately reflects that which has been advertised to applicants
- Ensure the intern volunteers for no more than 40 hours in total, and that flexibility is provided regarding which days and times they work each week, to accommodate study and paid work commitments
- Provide a designated line manager/supervisor for the intern. This person will provide a comprehensive introduction at the beginning of the internship, hold a minimum of one

meeting with the intern per week throughout the project, and should be contactable by the intern if needed

- Ensure the internship project develops graduate-level skills and helps to solve a genuine problem for your organisation, thus ensuring the intern has meaningful experience to add to their CV
- Provide feedback to the University of Leicester by evaluating the micro-intern(s) at the end of the micro-internship.
- Make any necessary and reasonable adjustments to accommodate micro-intern(s) in the case of disability or additional needs, in accordance with any legal requirements.



## How do I get involved?

### Step 1

If you have not already done so, we will ask you to register your organisation on MyCareers (<https://mycareers.le.ac.uk>). MyCareers is our online platform used by students and organisations to access vacancies and our services.

Once you have done this, we will check you have provided all the relevant information before approving your account.

You will receive an email to confirm that your account has been approved.

### Step 2

Once your account is approved you will be able to submit your micro-internship proposal on MyCareers.

When submitting your project, please ensure it is added as an 'Exclusive Opportunity' and not an 'Opportunity'.

For further guidance and support on how to do this, please contact [employer.services@leicester.ac.uk](mailto:employer.services@leicester.ac.uk).

### Step 3

Once submitted, all proposals come through to the Career Development Service for approval. A member of the team will then get in contact with you to discuss next steps.

## Diversity initiatives and encouraging individuals with disabilities

We strive to make our internship programmes accessible to all. The micro-internship proposal features a diversity initiatives section, where employers can outline any policies, programmes or practices they have which support diversity and inclusion within the workplace. We encourage you to provide information in this section.

### Get in touch:

For more information, or to arrange a call with a member of our team, please email [employer.services@leicester.ac.uk](mailto:employer.services@leicester.ac.uk).





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## **Career Development Service**

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