

# Guidelines for interns working with SEE What You Are Buying Into Ltd



## Background

SEE What You Are Buying Into Ltd (hereafter SEE Ltd) recruited its first interns in February 2005 at the UK's first Social Enterprise Careers Fair, held at the London School of Economics (LSE). This proved to be a very positive experience for both the company and the interns and one that we have repeated regularly since. The relationship with the LSE has also continued, as both sides find it to be beneficial, but other universities and colleges have become involved too.

These guidelines are the result of our past experience and have been drawn up in consultation with the interns. They are regularly revised, this being the sixth and most recent version.

They are a starting point, designed to give some structure to what is in many respects an informal working arrangement. The objective is to set out what each side might reasonably expect from each other.

## The internship

You are required to work for a minimum of 15 days. We are flexible about how this time is fitted into your schedule but most interns have worked for one full day per week, over 15 consecutive weeks, at the company.

The internships are unpaid but reasonable travel and lunch expenses will be met by SEE Ltd. In return, you gain work experience in a pioneering, socially responsible, for-profit business. SEE Ltd will help you to develop your particular skill sets by setting you challenging tasks and by giving you responsibility for conducting business on behalf of the company. We will provide every assistance to you in carrying out your tasks to the required high standards.

An appraisal will be carried out at mid-point so that both you and SEE Ltd can identify what is working well, think of better ways to do things and identify any issues or areas where we need to provide more support. The point is that we all learn most from success.

At the end of the 15 day period there will be a final review with a possibility of extending the internship if people are happy working together.

## Expectations on both sides

- To work with mutual respect and trust;
- To support each other to the fullest extent possible;
- To work with confidence and openness in expression of opinions and ideas;
- To measure the success of the relationship in terms of the each other's satisfaction;
- To undertake regular feedback and to discuss whether or not expectations have been met and possible improvements to the relationship;
- To always act in each other's best interest, both inside and outside the workplace;

If both sides are happy with the relationship, it is highly likely that we are doing the best we can.

### **The intern's expectations**

Your expectations might reasonably include:

- To be asked to undertake meaningful tasks that employ your skills and offer challenges that will help you to develop new ones;
- To be given ongoing projects that will give you the opportunity to think independently and use your initiative for the good of the company;
- For us, the SEE Ltd staff, to be accessible, approachable and willing to respond to any questions that you may have regarding your work;
- For us, the SEE Ltd staff to be willing to share our insight, expertise and knowledge to help you learn and increase your knowledge;
- For you to develop skills and knowledge that help make you employable;
- For you to be supported in future job searches;
- For us to respect that you have committed 15 days to the placement and that you will have competing commitments for time. We will not ask for time outside the agreed hours;
- For us, the SEE Ltd management, to regularly review, update and communicate our expectations of you;
- For you to be given constructive feedback on your performance, including your strengths, weaknesses and the contribution you make to the company;
- For SEE Ltd to strive to constantly improve the internship experience.

### **The company's expectations**

- For you to make a valuable contribution to the company and to help us meet our goals and serve our clients;
- For you to work to the best of your ability, producing high quality work to tight deadlines;
- For you to take ownership of your work and to act independently while ensuring that the final product will match the original brief. This will include ongoing discussion with us about the progress of the project and any problems that you may have encountered;
- For you to be willing and able to perform diverse tasks and types of work each day, depending on the needs of the company, and to balance these with ongoing, longer term projects;
- For you to use your initiative and to make any suggestions, or even to initiate projects that you feel may be pertinent to the company's development;
- For you to regularly review, update and communicate your expectations, experience and ideas to the company;
- For you to act as an ambassador for the company.