



University of Sheffield



Information for Students

The employability team in the Faculty of Social Science have sourced over 100 internships exclusively for our students.

They are only available for students from certain departments - yours is included!

We have tailored these internships to your discipline so that the project is meaningful.

- **70 hour internship** full time during the University Easter vacation 2024 (exact working hours to be agreed with the organisation).
- You'll receive a **£770 financial bursary**.
- You'll complete a project provided by a company with a tangible outcome, like a report of recommendations, a marketing plan, designs, a video or a presentation to name a few.
- **We will match you** to a project based on your discipline, skills and interests
- Your internship may be in person, virtual, or a mixture of both (most in-person projects will require you to be in Sheffield during the Easter vacation period. Blended or remote projects could offer more flexibility. Please be honest in your application about your availability for in-person attendance.
- You could work on your internship independently, in a pair or a small team.
- You must be in your second year in the [Faculty of Social Sciences](#) to apply.
- Regardless of how much work experience you've done in the past, you're eligible to sign up for WI and lead a bespoke project.

The deadline to apply is 18th February 2024 at 12:00PM GMT

Please don't be worried about applying - we really want to make sure that even those who are not confident or haven't had any work experience take part in this scheme.

We encourage you to come and talk to us if you are interested but nervous, or if you'd like some help in the written element of the application. Call in to [Cornerstone](#) from 10am-3pm Monday-Friday and any of our team will be able to share some project examples and help you apply.

Keep reading to find out:

[What is Workplace Insights? How will I be matched to a project?](#)

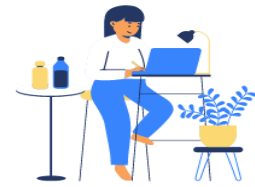
[What kind of project could I work on?](#)

[What did students say about the programme last year?](#)

[How do I apply?](#)



University of Sheffield



Workplace Insights

What is Workplace Insights?

Lots of students come to university without work experience - especially experience that's relevant to their studies and future career goals. It can be difficult to meet people in roles you'd like to have, and building a strong network of professionals before you graduate is a daunting task.

However, on WI, you'll work on a project submitted by one of the University of Sheffield's trusted partner organisations over the Easter Vacation to apply your knowledge and skills to a real-world task outside of the classroom.

The project you work on will align with your aspirations and interests: sign up and **we'll match you** to the company and internship that best suits you.

How will I be matched to a project?

Since the start of the academic year, we've sourced over 100 projects from our partner organisations for students like you to work on. In order to match you with the right project, we'll:

- Get to know how you would benefit from an internship and your key skills through a short written application
- Take account of any interests away from your degree that you may want to pursue as a career
- Invite you to an informal chat with our team where you can find out more about the project and organisation you have been matched with and discuss any concerns

If you're offered an internship, you must:

- Make contact with your organisation you are matched with to discuss the project working arrangements (we'll give you some tips on this)
- Attend a pre-internship training session, the week commencing 4th March, to make sure you're ready to make the most of your project
- Attend a post-internship workshop, the week commencing 24th April, to reflect on your experience
- Complete a feedback form.
- Update your bank details on MUSE so that we can process your bursary.

There will be an agreement form for you to fill out, if offered an internship



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Workplace Insights

What kind of project could I work on?

A huge variety of projects have been submitted to us, and your preference will take precedence when we match you to one.

The project will be meaningful and important so it will benefit the organisation as much as yourself

Here are some examples of projects that students completed last year through Workplace Insights:

Supporting exhibition curation of a 'E-Waste' community and educational program. Liaising with contributing artists, setting up talks and analysing audience figures, feedback and statistics for project funders. .

Creating a 'independent book tour' of Sheffield - Interviewing local businesses owners and using this in creating a printed and online tour whilst planning a social media plan to launch the book tour

Investigating the impact of place-based policy agendas at Northern England's largest think tank, such as 'levelling up' on local election campaigns in the North, leading to published analysis while contributing to wider thinking and public debate.

Completing marketing campaigns or reviews with various outcomes, from social media content, analysing current marketing efforts, and researching competitors. Organisations were from a range of sectors including the restaurant industry, architecture, retail, and recruitment.

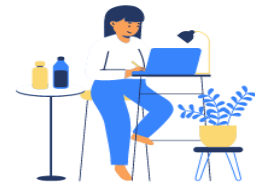
Remapping the Peak District with the National Trust, by completing a signage audit out in the field and strategically planning the replacement and removal of outdated signage. In addition, researching for educational information boards along popular routes.

Improve the profitability of a Sheffield micropub by analysing areas of inefficiency and wastage, including by analysing their best-selling beers.

Historical Social Impact Reporting - Collating historical 'social and local economic value' data based on a company's activities to produce a Social Impact report using a nationally recognised system.



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Workplace Insights

We also offer Civil Service projects...

This year we're pleased to be able to offer a number of projects with DWP and DfE in Sheffield. This is a great opportunity to make a real contribution to policy development and planning. Most projects involve some in-person attendance at the Sheffield offices, and some independent working.

Here are some examples of past projects students have completed with the DWP and DfE

Galvanising the Higher Education sector to support the roll out of the National Education Nature Park and Climate Action Award scheme - This project supported work on the national launch of the park and Award by raising awareness within HE and creating case studies on how Universities are engaging.

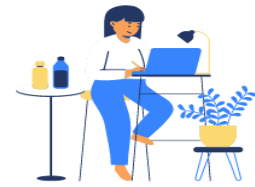
Evidence Review on ethnic minority employment – Looking at international comparisons; what other north European countries are doing to increase ethnic minority employment and to support them into career progression.

Research & Conducting Literature review on the DWP dispute processes - This project involved highlighting the differences between procedural and legal justice, discussing challenges for different stakeholders and making recommendations on how best to address challenges.

Evidence Review to inform future Policy supporting unpaid carers – Investigating think tanks, stakeholder reports and international comparisons, to identify barriers and good practice for unpaid carers who want to work alongside their caring.



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Workplace Insights

What did students think of the programme last year?

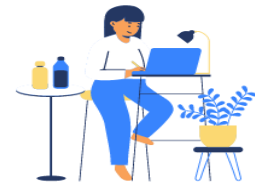
- 'I learnt how to **apply skills** and **knowledge** learnt on my course into a real life situation'
- 'I learnt about what it is like working in a smaller organisation and the **differences in working practices**. It was **really insightful** and encouraged me to consider organisations of different sizes and industries'
- 'I have **developed core skills for my career**, which allowed me to enhance my employability skills. I have also **improved my digital capabilities** through the assigned task, giving me the flexibility to be creative and innovative in completing the tasks. It was **overall an enriching and valuable experience**'
- 'Workplace Insights gave me **more confidence in myself and my ideas**'
- 'I would **recommend everyone to apply** for the scheme and test your skills in a working environment'
- 'It **really boosted my confidence** - I now have a better understanding of how an office operates and I feel more comfortable networking with people'
- 'They introduced me to the whole office with other teams and **invited me to join the weekly design meeting** to learn the business model and how it works'

Find out more about what your day-to-day experience could look like with Workplace Insights

- Find out how a [Landscape Architecture student](#) incorporated wanting more plant knowledge into the project
- Watch an **Day in the life at Dearadh ZU**
- Learn how valuable students found the experience [here](#)



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Workplace Insights

How do I apply?

If you can commit to a two-week project during the Easter Vacation period [please complete this application form](#) before the 18th February.

Completing your application

It may be helpful to draft your statements separately and then paste them into the application form. We will use your statements to match you with suitable placements so please be honest and consider your answers carefully.

- Use the list of example projects to tell us what type of project would interest you
- Many students now use AI tools such as ChatGPT to help write application statements - whilst this can be helpful in developing your writing, it can lead to very bland statements which are unlikely to result in shortlisting. Make sure your application reflects your genuine interests and skills and is written in your authentic style.

Any questions relating to your personal circumstances are for the purposes of monitoring equality of access, these details will not be shared with other organisations.

Work Experience Section - This scheme will prioritise students with little or no work experience, however please include any information you feel will be relevant to help us match you with potential projects

Benefits to you - some examples you could include in this section are below

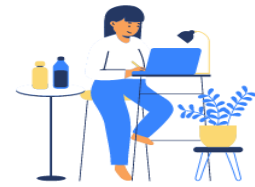
- Build confidence
- Learn more about the industry you're interested in
- Expand your network
- Commercial awareness
- Push yourself outside your comfort zone, away from your academic studies
- Explore a sector that may not be typically associated with your degree

Skills - Organisations will provide support to enable you to undertake your project, for example training in specific software. However, in order to make an impact and deliver a helpful outcome to your organisation within two weeks, it's important that you identify the skills you can already offer. Please select the three skills you feel best able to apply in the workplace at the moment.

Career ideas - Many second year students are unsure about career plans so don't worry if you can't complete this section. Workplace Insights can be a great way to explore options that may not have occurred to you before. Information you provide will not be used for initial shortlisting but if you have particular interests it may be possible to match you with a suitable project.



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Workplace Insights

The deadline to apply is Sunday 18 February. You'll hear back from us shortly after this date.

Please don't be worried about applying - we really want to make sure that even those who are not confident or haven't had any work experience take part in this scheme.

We encourage you to come and talk to us if you are interested but nervous, or if you'd like some help in the written element of the application. Call into Cornerstone or email cornerstoneemployabilityhub@sheffield.ac.uk

Workplace Insights is being run and funded by the Faculty of Social Sciences at the University of Sheffield. If you have any questions please email isabel.eustace@sheffield.ac.uk