 

**InternMe Information Pack**

**Welcome to the InternMe Programme!**

You are the public and global health leaders of the future.

This programme is designed to help you get there.

Through hands-on work experience you can gain:

* Employability and career enhancing skills
* Industry-specific knowledge
* Commercial awareness
* Networking and self-advocacy skills
* Connections and networks for future opportunities

This information pack summarises everything that you need to know to help you get there.

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**1. Overview of InternMe**

InternMe is a pilot initiative at LSHTM designed to provide you with career-enhancing micro-internship opportunities.

InternMe aims to mitigate some of the barriers you might otherwise face in (a) securing and undertaking relevant work experience by offering paid, flexible opportunities that accommodate your academic commitments; and (b) experience in transitioning into professional employment due to not having relevant work experiences and knowledge.

The project aims to provide you with essential career enhancing and management skills, confidence, experiences, and professional networks and opportunities that will help prepare you for graduation and increase your likelihood of success in your chosen career.

**2. InternMe Timeline**

|  |  |  |
| --- | --- | --- |
| **STEP** | **DETAILS** | **DONE?** |
| 1. Attend Information Session | * You will be invited by email to attend an online Information Session with an LSHTM Careers Consultant. During the session, we go through everything that you need to know in order to successfully complete your InternMe programme. This session is mandatory. |  |
| 2. Book 1-to-1 Consultation | * You have the option to book in for a 1-to-1 consultation with an LSHTM Careers Consultant to discuss your application strategy, CV, Cover Letter, or cover any other questions that you might have. You can book online via Moodle [here](https://ble.lshtm.ac.uk/mod/scheduler/view.php?id=22060). |  |
| 3. Apply for Internship | * A key part of the InternMe programme is about giving you the skills, knowledge and confidence to source your own Internship. This will enable you to focus on the organisations and roles that interest you most, as well as equipping you for job hunting in the future. You will be supported with the application process through the next section in this document, as well as the information session, and the 1-to-1 careers consultation. |  |
| 4. Complete Internship | * You will complete a 20-rour internship with your organisation, either in-person or remotely, depending on what you agree with your organisation. You will be supported to make the most of your internship experience, with additional tips available in Section 4 of this document, as well as in the information session and 1-to-1 consultation. |  |
| 5. Follow-up after Internship | * Once you have completed your 20-hour internship, you can submit your timesheets and manager review for payment. Note: you can negotiate an extension with your organisation on a mutually agreed basis, however this will need to be paid for by the organisation or on an unpaid basis if that is what you choose to do next. You will be supported at the end of your InternMe programme, with additional tips available in Section 5 of this document, as well as in the information session and 1-to-1 consultation. |  |

**3. Applying for Internships**

In this section we cover top tips for identifying and approaching organisations for Internships. Note: organisations need to be based in the UK to be eligible for the InternMe programme.

**3.1 Identifying Organisations for Internships**

Here are some ideas to identify relevant UK organisations for your Internship:

|  |  |
| --- | --- |
| **RESOURCE & LINK** | **DESCRIPTION** |
| [LSHTM Graduate Destinations 2012-2017](https://ble.lshtm.ac.uk/pluginfile.php/178830/mod_page/content/10/Graduate%20destinations%20collated%202021%20%28latest%20data%202017%29.pdf?time=1718368956560) | Gives example organisations of where graduates have gone on to work between 2012-2017 data, organised by MSc Programme. |
| [LSHTM Graduate Destinations 2019-2023](https://ble.lshtm.ac.uk/pluginfile.php/178830/mod_page/content/10/Gradaute%20Destinations%20%28Employer%2C%20Job%29%20by%20MSc%20Programme%202019-2023.pdf) | Gives example organisations of where graduates have gone on to work between 2019-2023 data, organised by MSc Programme. (Note: for MSc Vetinary Epidemiology data only see [here](https://ble.lshtm.ac.uk/pluginfile.php/178830/mod_page/content/10/MSc%20Vet%20Epi.pdf)). |
| [LinkedIn](https://www.linkedin.com/school/london-school-of-hygiene-&-tropical-medicine-cp/people/) | A network of over 20,000 alumni from LSHTM. Use the search function and filters to find relevant people and organisations. |
| [LSHTM Connect](https://lshtmconnect.org/) | A network of nearly 5000 alumni, students and staff of LSHTM. Use the Directory with search function and filters to find relevant people and organisations. |
| [LSHTM Careers Fair](https://ble.lshtm.ac.uk/mod/tab/view.php?id=342024) | 20 organisations who have specific interest in LSHTM students and alumni. |
| MSc Programme | Refer to your course materials for any relevant organisations of interest that you come across in your learning e.g. case studies, research papers. |
| [LSHTM Student Database](https://docs.google.com/spreadsheets/d/1E4YdHEJyvHJK8bG8tr4ZGR7zYvYD3CtAFxp7VgIdeZE/edit?usp=sharing) | A repository of LSHTM Students who have worked with a variety of organisations. |
| [Where to find public health jobs](https://ble.lshtm.ac.uk/mod/page/view.php?id=105280) | A list of job boards and useful resources hosted on the LSHTM Careers Moodle page. |
| [Google](https://www.google.co.uk/) | Search via keywords e.g. job title, location. Use quotation marks to search for exact phrases e.g. “research assistant” |
| [Prospects](https://www.prospects.ac.uk/job-profiles) | Prospects has a list of job profiles to help you identify the kind of job roles and organisations that you are interested in. |

**3.2 Approaching Organisations for Internships**

Once you have identified your target organisation(s), the next step is to approach the organisation(s) and ask about Internship opportunities.

**3.2.1 Before Contacting Organisations**

**It is very important that you thoroughly research organisations before contacting them, to help you with**:

* Relevance – to find out if they align with your interests and values
* Customisation – knowing about the organisation will help you customise your CV and cover letter
* Professionalism – it will be noticeable to the organisation if you have done your research, as this shows geniune interest and commitment

**You will need a professional and up-to-date CV before contacting/applying to different organisations**.

* Please refer to the CV Template you have received and tailor it individually.
* Please watch [this CV video](https://www.youtube.com/watch?v=7HBiUi8PbzI) to help you with the process
* There are additional resources available on the LSHTM Careers Moodle page [here](https://ble.lshtm.ac.uk/mod/page/view.php?id=187030)
* Please book in for a 1-to-1 appointment with an LSHTM careers consultant [here](https://ble.lshtm.ac.uk/mod/scheduler/view.php?id=22060) if you want support with your CV

**3.2.2 Contacting Organisations**

Once you have identified an organisation that is of interest to you:

1. **Address your email to a named contact** (where possible)
2. **Be clear on what you are asking for**

* You can send the organisation an overview of the InternMe programme, which you have received in your welcome pack.
* It is very important that you mention the specific details of the Internship, which include:
  + 20 hours, paid for by the LSHTM Careers Service
  + An Internship, not a work placement or apprenticeship
  + Start and end dates of the Internship
  + You will need to have a named supervisor

1. **Attach your CV to the email**

**Template Email**

**Email subject:** Internship Opportunity – London School of Hygiene and Tropical Medicine

**Attachments to include in the email:** Your CV and the ‘LSHTM InternMe Programme Summary’ PDF

Dear (contact name),

I hope this email finds you well.

My name is (your Name) and I am a Master’s student at London School of Hygiene and Tropical Medicine (LSHTM), studying for an (MSc) in (Degree Title). As part of my degree I am undertaking an Internship, which involves completing 20 hours of work – paid for by the LSHTM Careers Service - to gain relevant experience and grow my current skill set. I am writing to see if I would be able to complete this Internship at (Organisation Name) at no financial cost to you, as I am very interested in (organisation’s sector).

I would like to use my Internship as an opportunity to develop my skills in xxxxx and I am keen to learn as much as I can. I have experience of xxxxxxx and would like to build upon that to work towards my goal of ultimately xxxxxx.

My modules so far at LSHTM have included xxxxx and xxxx. I have particularly enjoyed learning about xxxx and would really benefit from the opportunity to apply some of my knowledge in practice.

The Internship programme requires me to work for 20 hours on a part-time basis, whilst studying, between April and June this year. I have also attached a PDF that outlines the requirements of an Internship in more detail.

If you think it may be possible to find internship work I can support you with, it would be great to hear from you and arrange a call.

Many thanks for taking the time to read this email. I enclose my CV and I hope to hear from you.

Yours sincerely,

(your full name)

(your mobile no.)

**3.2.3 After Contacting Organisations**

1. **Track your Progress**
   * Keep a record of who you have contacted, when and how (email, telephone, LinkedIn) with the **Internship Search Tracker** that has been sent to you.
2. **Follow-up**
   * Be pro-active and reach out to organisations again if you haven’t heard back. This also shows your interest in and commitment to the organisation.
3. **Continue your research and keep contacting other organisations**

**4. Doing your Internship**

Here are some tips for making the most of your Internship experience:

#### **4.1 Setting Goals**

* **Personal Objectives**: Identify what you hope to achieve, such as learning specific skills, gaining industry insights, or networking.
* **SMART Goals**: Set Specific, Measurable, Achievable, Relevant, and Time-bound goals.

#### **4.2 Building Relationships**

* **Networking**: Connect with colleagues, attend team meetings, and participate in company events.
* **Mentorship**: Seek out mentors within the organization for guidance and advice.

#### **4.3 Professional Development**

* **Skills Development**: Take advantage of training sessions, workshops, and online courses offered by the organization.
* **Feedback**: Regularly seek feedback from supervisors to improve your performance and skills.

#### **4.4 Reflection and Documentation**

* **Journaling**: Keep a journal of your experiences, challenges, and achievements during the internship.
* **Portfolio**: Document your projects and contributions to build a professional portfolio.

**5. After your Internship**

* Complete the formal evaluation with your supervisor
* Complete the ‘learning gain’ form to track your learnings and provide feedback
* Complete your timesheets and get sign off from your supervisor
* Email your completed timesheets to the LSHTM Careers Service for processing and payment

And here are some general tips for following-up after your Internship:

#### **5.1. Reflecting on Your Experience**

* **Evaluation**: Assess what you learned, how you contributed, and areas for improvement.
* **Feedback**: Request a formal evaluation from your supervisor.

#### **5.2 Maintaining Connections**

* **LinkedIn**: Connect with colleagues and supervisors on LinkedIn.
* **Stay in Touch**: Send occasional updates and keep in touch with your internship network.

#### **5.3 Next Steps**

* **Updating Your CV**: Include your internship experience, skills gained, and accomplishments.
* **Job Search**: Use your internship experience to leverage job opportunities in the field.
* **Further Education**: Consider if additional courses or certifications could benefit your career path.

#### **5.4 Leveraging Your Experience**

* **References**: Ask for references or recommendation letters from your supervisors.
* **Showcasing Work**: Present your projects and achievements in interviews and on professional platforms.

**6. Contact Information**

If you have any questions, concerns, or issues, your key contact email throughout the InternMe programme is **careers@lshtm.ac.uk**.   
  
We are here every step of the way to support you and if at any point you would like to have a chat, book a 1-to-1 for support and advice, or refer an issue outside of your remit, please do not hesitate to get in touch.