



Ollscoil Chathair
Bhaile Átha Cliath
Dublin City University



DCU INTRA Programme

A Guide for Parents and Guardians



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Dear Parent/Guardian,

We are delighted that your son/daughter has reached this milestone of their degree programme and are now preparing for INTRA (INtegrated TRAIning) placement. We hope this booklet will provide you with the relevant information and key facts that you will need to support and guide your son/daughter through the INTRA process.

The INTRA office would like to ensure that parents/guardians fully understand the programme. We hope you can appreciate that our relationship is with the student and we cannot communicate with third parties including parents/guardians without the student's consent. We wish our students the very best of luck as they prepare to go on INTRA placement.



*We have addressed this guide to 'parents or guardians' but the information may be of interest to partners/friends or anyone who may be in a position to provide support to the student during the INTRA process. Please pass it on to them!

Introduction

The INTRA programme is an accredited and highly valued part of student learning at DCU. It is a compulsory element of many degree programmes and must be completed in order to graduate.

INTRA provides an opportunity for employers to benefit from the talent and skills of students across a range of disciplines including Business, Science, Computing, Engineering and Humanities. Our hard working and enthusiastic students have spent their first years of college learning the theory and pursuing the practical. Now they are ready to experience the real world of work and are eager to apply their knowledge and skills in a practical setting.

The INTRA office is located within the Student Support and Development department on the DCU Glasnevin campus. The team of Placement Coordinators and Administrative staff currently organise placements for over 1300 students per year. The team work hard to create and develop three way partnerships between the INTRA programme, the student and the employer.

Our Aim

To enable the student to apply and complement the knowledge acquired through their academic studies, facilitate the acquisition of competencies and skills that will prepare them to work in a professional environment and to enhance their employability. These learning objectives will be fulfilled through completion of tasks and projects outlined in the job specification provided by the employer.





Benefits of INTRA

INTRA helps students to “stand out” as a graduate in a competitive job market. This has been at the heart of the educational strategy of Dublin City University (DCU) since its foundation. A cornerstone of this strategy is the Internship or work placement programme (INtegrated TRAIning) which is a mandatory module in many of the undergraduate degrees at DCU.

Students can benefit from relevant work experience in a real world work environment.

INTRA placement will create enhanced employability as students graduate and enter into their chosen industry.

Students get a chance to apply their studies and gain insight into the practical applications of their degree programme.

Great opportunity for students to clarify their career goals.

INTRA placement’s often lead to many students being offered a job or a place on a graduate programme.

Students will develop DCU graduate attributes (Creative and Enterprising, Solution-Oriented, Effective Communicators, Globally Engaged, Active Leaders, Committed to Continuous Learning).

Existing skills will be enhanced and new skills will be created within the workplace.

Student Support

INTRA Briefing

All students are given an informative briefing on the module. This gives them an opportunity to get familiar with the programme and provides an opportunity to ask questions.

Interview Skills Presentation

This presentation is designed to help students maximise their performance during interviews with potential employers. INTRA also provides "INTRA Interview Advice" booklet.

Competitive CV Preparation

Students are given guidelines from their nominated INTRA Coordinator on how to produce a competitive CV. All CV's are reviewed by the relevant coordinator and suggestions will be made for improvements before the CV will go live on the INTRA portal. A booklet is provided to students containing "INTRA CV Guidelines".

Interview Preparation

INTRA Coordinators conduct mock interviews with any student who feels the need to get some practice prior to their interview.

Direct Coordinator Support

Each student has a direct contact in the INTRA office that is always available for support and guidance throughout the process.

Excellent Job Bank created by the INTRA Office

Placements are sourced from the INTRA office and the interviews are scheduled on their behalf in order to make the process as stress free as possible.



Students with Disabilities

We encourage students with disabilities to disclose their disability to employers however this is completely at their own discretion. It would be beneficial for parents and guardians to have regular discussions with their son/daughter before the INTRA placement process begins in order to prepare them for disclosure or non disclosure.

Please note:

Students are entitled to keep all personal details private however it is a good idea to discuss with them the consequences of not disclosing.

The first consequence to not disclosing is that they cannot receive any reasonable accommodations. This means that no one will be aware of any difficulty that they have and will not be able to support them.

Students who choose not to disclose may feel pressured when competing with other students and feel like they are at a disadvantage.

Many students decide not to disclose as they fear they will be discriminated against however encouragement and support from family and friends may help change their mind.

Discrimination is illegal in Ireland. Their rights are protected under Equal Status Acts 2000 and 2004 and the Disability Act 2005.

By students disclosing a disability to their employer it is important to note that the information is still confidential and will only be shared with the necessary individuals. The information is protected under the Data Protection Act 2018.

Students with disabilities should consider how disclosure may aid their performance and enable them to succeed in their INTRA placement and future career.

Our INTRA Coordinators work very closely with employers to ensure all students get the most valuable experience. Full support is provided to students from our Disability and Learning Support Service.



What INTRA expects from Students

Students must:

Engage fully with the INTRA process from start to finish.

Attend INTRA briefing and INTRA skills presentation.

Produce a competitive CV to the best of their ability.

Be available for positions anywhere in Ireland.

Apply for the majority of the positions that are advertised on the INTRA portal.

Attend all interviews that are scheduled (medical certification is required for non-attendance).

Inform the INTRA office if they wish to source their own placement. The job description must be ratified by their academic school.

Accept the first position that is offered to them.

Behave in a professional manner at all times as they are representing DCU and paving the way for future students.

Produce a report which is assessed by their INTRA Coordinator in accordance with specific guidelines.



What INTRA expects from Employers

Employers must:

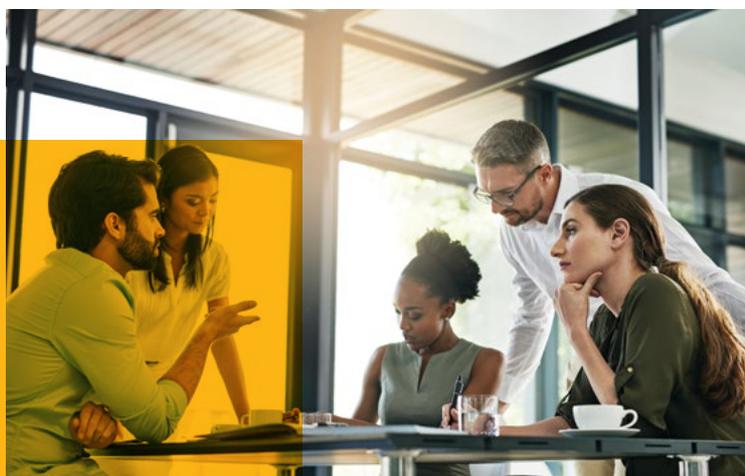
Pay each student at least the national minimum wage. If this cannot be provided it must be clearly stated in the job description so that students can apply at their own discretion.

Nominate a direct supervisor for each INTRA student who is responsible for supervision, advice, guidance and feedback.

Issue each student with a contract of employment along with copies of their company policies, procedures and agreements.

Ensure the safety, health and welfare of the INTRA student at all times during the placement (in compliance with Health Safety and Welfare at work act 2005).

Accommodate DCU tutor visits that will take place during the placement and complete the employer evaluation questionnaire.



How can you help?

Parents and Guardians can contribute to their son/daughters success whilst on work placement by providing support and encouragement in as many ways as possible. Although your son/daughter may be working in an industry that you have restricted knowledge on they will benefit from your life experiences and skills.

Please note:

Students will experience hard days. There will be highs and lows within the experience. Listen and reassure.

It is a steep learning curve for a lot of students and they will require some of your wisdom and guidance throughout the process.

Be sure to discuss how they will adapt to a professional environment and encourage them to practice professional etiquette/behaviour in the workplace.

They will be moving from a university environment in which “emoticons” and “text speak” is acceptable, however it is likely that this may not be acceptable in their workplace.

It will be beneficial to have regular discussions on how the experience is going for your son or daughter and what they have learned. This will also help them when writing their INTRA report.

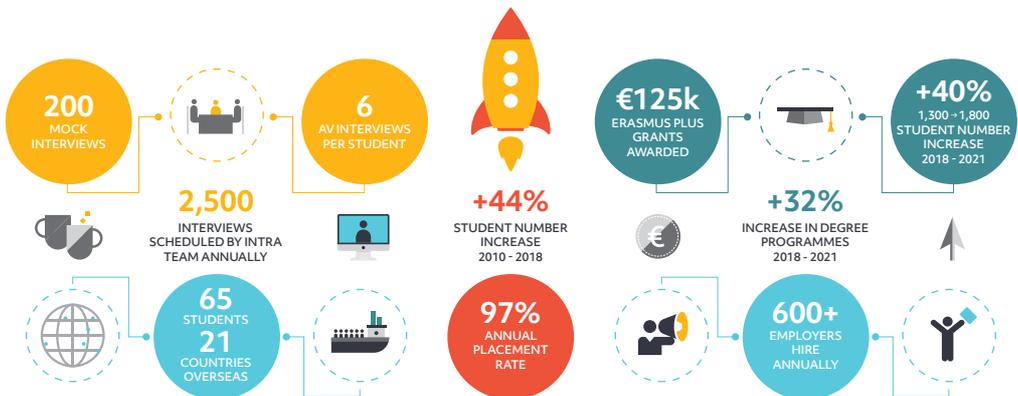


No Guarantees: Despite all students having the full support of the INTRA office, there are a small number of cases each year in which students are not hired. Some students may not be successful with interviews or simply run out of time for a useful work placement period to be possible. This may occur despite the student availing of our help and support with their CV and interview skills.

INTRA will always strive to get all students placed however ultimately it is the employer who will choose each candidate. In this case, students can discuss their options with their INTRA Coordinator.

Find out more: dcu.ie/intra

Facts about INTRA



We hope this booklet was useful and provided the necessary information you require in order to guide your son/daughter in the best way possible as they take this next step into their future career.

Please encourage your son/daughter to contact the INTRA office if they have any queries.

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