Industrial Liaison Office
First Year Student Handbook 2017/18
Aerospace Engineering, Civil Engineering, Electrical and Electronic Engineering, Computer Science and Electronics, Engineering Mathematics, Mechanical Engineering, Mechanical and Electronic Engineering

University of Bristol
Faculty of Engineering
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This handbook is intended for students studying the following subjects:

- Aerospace Engineering
- Civil Engineering
- Electrical and Electronic Engineering
- Engineering Mathematics
- Mechanical Engineering
- Computer Science and Electronics
- Mechanical and Electricals Engineering

If you are studying Computer Science or Engineering Design, please refer to the relevant handbook.

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This handbook is also available online at:
www.bristol.ac.uk/engineering/currentstudents/ilo/mentoring/ and
www.bristol.ac.uk/engineering/currentstudents/ilo/internship/
Section 1: Introduction

1.1 What is the Industrial Liaison Office?

The Faculty of Engineering at the University of Bristol has strong links with a large and diverse set of engineering and technology companies. The Industrial Liaison Office (ILO) manages and develops these relationships to ensure that you are involved with industry from the start of your studies. The ILO has developed a range of activities for your benefit including two schemes that are only available to first year engineering students. These are:

1) The first year Industrial Mentoring Scheme
2) The Industrial Liaison Office Internship Scheme

We have developed these schemes as we recognise that work experience and contact with industry is crucial in helping you secure employment in the industry of your choice when you graduate. In particular, first years may find it difficult to obtain an internship as many companies prefer to recruit students from later years and the Faculty scheme aims to help you to undertake relevant work experience early on in your studies. The Mentoring Scheme aims to give you an insight into industry at the very beginning of your academic career. It is a compulsory and assessed part of your course.

You will find more detail about the Industrial Mentoring and Internship Schemes in Sections 2 and 3 of this handbook. Section 4 provides information about an internship scheme for overseas students while Section 5 summarises some of the other activities we run for all Faculty students.

1.2 How can you get in touch with the Industrial Liaison Office?

There are currently five members of the ILO team working on student activities.

Katharine Blackwell
Industrial Liaison Manager

Laura Stafford
Industrial Liaison Officer
You can contact the ILO in a number of ways – we are here to help so please don’t hesitate to get in touch, whatever the reason.

1. By visiting us in person in the Faculty Office (1.43) in Queen’s Building, Mon-Fri 9am-4.30pm
2. Telephoning us on 0117 95 45483 or 0117 95 45161
3. By emailing us at engf-ilo@bristol.ac.uk
4. Via the ILO website www.bristol.ac.uk/engineering/ilo
5. On Twitter @BristolUniIL0
6. On LinkedIn University of Bristol Engineering and Industry
7. On Facebook www.facebook.com/bristoluniversityilo

Section 2: Industrial Mentoring Scheme

2.1 What is mentoring and what are the benefits of the Industrial Mentoring Scheme?

Mentoring is a personal relationship in which a more experienced and/or knowledgeable person (a mentor) helps to support and guide a less experienced or less knowledgeable person (a mentee).

The scheme provides first years with a mentor from a relevant industry and with an appropriate qualification to:

- Provide insight into real life work in engineering and technology industries;
- Provide support and guidance with your career development;
- Give you the opportunity to explore a range of career paths;
- Give you practical advice on the job application process to help you develop an understanding of what employers are looking for;
- Help you to begin to develop a good network of contacts.
2.2 How does the Industrial Mentoring Scheme work?

The ILO has made arrangements for all students to have a mentor from an engineering or technology company that operates in a field related to your degree course.

The ILO will arrange for you to meet your mentor for the first time at the University in a small group of 3-5 students in February 2018. You will then be expected to arrange to meet with your mentor on two further occasions, including at least once at your mentor’s place of work or an engineering site location if appropriate.

2.3 Do I have to take part in the mentoring scheme and is there a link to my academic studies?

Yes, you do have to participate in the mentoring scheme and you have to attend the mentoring event where you will meet your mentor. This is because the mentoring scheme forms an integral part of your academic study through the Professional Engineering unit that you will study in your second or third year. You will be expected to meet with your mentor on three occasions and complete a Student Mentoring Form which will be assessed by University staff as part of Professional Engineering and which contributes to your final mark for this unit. (See section 2.5 for dates of the events where you will meet your mentor.)

Should you fail to attend the mentoring event or fail to engage with your mentor and miss the planned visits the ILO will contact your personal tutor and Head of Department to inform them of this.

2.4 Will I get to choose my mentor?

All of the mentors are working in relevant industries and the main support they offer will be to do with general employability skills and engineering and technology related careers. Therefore, it is not crucial which company they work for although you will be offered some choice as to the type of industry your mentor works in.

For each department, the ILO will draw up a list of companies that will be providing mentors. These lists will be published on Blackboard so you can research the companies. You will be given the opportunity to discuss the advertised companies with your personal tutor during one of your tutorial sessions in November so that you can make an informed decision about the type of company you would like your mentor to work in.

Before the end of the autumn term 2017 you will be asked to select three companies that you would prefer your mentor to work in (you will do this in Blackboard). The ILO will then match students to mentors and publish this information on Blackboard and directly to you via email at the start of teaching block 2 after the Christmas vacation. This will give you time to further research the company you have been assigned before you meet your mentor (See section 2.5 for the relevant deadlines).

The ILO will do their best to ensure that your mentor is from one of your chosen companies but this cannot be guaranteed. If you do not have a preference you do not have to make a choice and you will be allocated a mentor by the ILO.
2.5 When does the scheme start and what are the timescales?

- **Week 9**
  ILO publishes mentor lists on Blackboard so students can research companies and discuss them with their personal tutors

- **Week 11**
  Students submit their three mentor preferences via Blackboard

- **Week 12**
  Students attend a timetabled session ‘Preparation for Industrial Mentoring’

- **Week 13/14**
  Mentor and student lists are announced via Blackboard. Students discuss their goals for the mentoring with their personal tutors and complete section A of their Student Mentoring Form (see section 2.9 and pages 8-9 for more information)

- **Week 14 or 17**
  Students meet their industrial mentor at the University

- **Weeks 18 to 24**
  Students complete section B of their Student Mentoring Form and visit their industrial mentor at their place of work
The table below outlines the dates of the events that you will need to attend.

<table>
<thead>
<tr>
<th>Week</th>
<th>Date</th>
<th>Time</th>
<th>Event</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>12</td>
<td>Monday 11th December 2017</td>
<td>2-3pm</td>
<td>Preparation for Industrial Mentoring – Computer Science and Maths and Computer Science students</td>
<td>Chemistry LT1</td>
</tr>
<tr>
<td>12</td>
<td>Tuesday 12th December 2017</td>
<td>2-3pm</td>
<td>Preparation for Industrial Mentoring – Computer Science and Electronics, Electrical and Electronic Engineering students</td>
<td>Chemistry LT2</td>
</tr>
<tr>
<td>12</td>
<td>Thursday 14th December 2017</td>
<td>9-10am</td>
<td>Preparation for Industrial Mentoring – Engineering Mathematics, Engineering Design, Mechanical Engineering students</td>
<td>Priory Road Lecture Theatre</td>
</tr>
<tr>
<td>12</td>
<td>Friday 15th December 2017</td>
<td>12noon-1pm</td>
<td>Preparation for Industrial Mentoring – Aerospace and Civil Engineering students</td>
<td>Biomedical Building, E29</td>
</tr>
<tr>
<td>14</td>
<td>Tuesday 8th February 2018</td>
<td>5.15-7pm</td>
<td>Civil Engineering mentoring event (initial meeting between mentor and student groups)</td>
<td>MVB Atrium</td>
</tr>
<tr>
<td>14</td>
<td>Tuesday 8th February 2018</td>
<td>5.15-7pm</td>
<td>Engineering Design mentoring event (initial meeting between mentor and student groups)</td>
<td>MVB Atrium</td>
</tr>
<tr>
<td>14</td>
<td>Thursday 6th February 2018</td>
<td>5.15-7pm</td>
<td>Electrical &amp; Electronic Engineering (including CSE) mentoring event (initial meeting between mentor and student groups)</td>
<td>New Wing, Queens Building</td>
</tr>
<tr>
<td>14</td>
<td>Thursday 6th February 2018</td>
<td>5.15-7pm</td>
<td>Engineering Maths mentoring event (initial meeting between mentor and student groups)</td>
<td>New Wing, Queens Building</td>
</tr>
<tr>
<td>14</td>
<td>Thursday 6th February 2018</td>
<td>5.15-7pm</td>
<td>Mechanical and Electrical Engineering mentoring event (initial meeting between mentor and student groups)</td>
<td>New Wing, Queens Building</td>
</tr>
<tr>
<td>16</td>
<td>Tuesday 13th February 2018s</td>
<td>5.15-7pm</td>
<td>Aerospace Engineering mentoring event (initial meeting between mentor and student groups)</td>
<td>New Wing, Queens Building</td>
</tr>
<tr>
<td>17</td>
<td>Tuesday 20th February 2018</td>
<td>5.15-7pm</td>
<td>Mechanical Engineering mentoring event (initial meeting between mentor and student groups)</td>
<td>New Wing, Queens Building</td>
</tr>
<tr>
<td>17</td>
<td>Thursday 22nd February 2018</td>
<td>5.15-7pm</td>
<td>Computer Science mentoring event (initial meeting between mentor and student groups)</td>
<td>MVB Atrium</td>
</tr>
</tbody>
</table>

2.6 What should I do to prepare for meeting my mentor?

Before you meet your mentor you need to decide what you would like to achieve during your mentoring experience and to set yourself some goals. Your goals can be wide ranging and may be very different from other students in your group but will relate to your career development and employability.

For example, you may want to find out about the best way to search for jobs, or to develop your networking skills, or improve your CV. Alternatively you may want to find out more about a specific part of an industry that you are interested in, the different types of roles within a career path or about graduate schemes. The important thing is that your goals are relevant to you and what you want to achieve from the mentoring. For help with goal setting please see the current students section of the ILO website [www.bristol.ac.uk/engineering/currentstudents/ilo/mentoring/](http://www.bristol.ac.uk/engineering/currentstudents/ilo/mentoring/).
You will have the opportunity to discuss your goal setting with your personal tutor during one of your tutorial sessions in Week 13. Your tutor may be able to help you decide on goals that are relevant to you. You will then be able to discuss your goals with your mentor when you meet.

2.7 Meeting my mentor

The ILO will arrange an initial meeting at the University (over dinner and drinks) where you will meet your Industrial Mentor with the other students in your group. These meetings will take place in departmental groups (i.e. all Aerospace students will meet their mentors at one evening event). See the timetable in section 2.5 for when your meeting will take place.

Each group of students will need to agree a 'group leader' who will liaise with your mentor and other group members to make arrangements for subsequent meetings.

Following this initial meeting and before the end of the summer term you will need to arrange to meet as a group with your mentor at their place of work or a site location if appropriate. A good time for this meeting could be during study week in TB2 but the meeting must take place before the official end of term on 8th June 2018. If your mentor invites you to a meeting at their office or project site we have asked that the company reimburses your travel costs. These arrangements should be agreed between you and your mentor before any visits are undertaken.

The third and final meeting should be in the autumn term of your second year (preferably in October or November 2018). This meeting could take place either at your mentor’s place of work or the University, or another location to suit everyone. This is something you will need to discuss and agree with your mentor after your second visit.

If for any reason you are unable to attend a planned visit to your mentor, for example, because you are ill, you must inform your mentor and the ILO as soon as possible. If you are having difficulty contacting your mentor to arrange a visit you must also inform the ILO who will help you get in touch. You must not assume that because you cannot make contact that you do not have to meet your mentor. Please record any absence on SAFE.

If you have not met your mentor the required number of times you will not be able to complete your Student Mentoring Form and therefore you will not be able to complete your PSA coursework. Writing about a meeting you did not attend will be considered plagiarism. We will spot check registers and ask for attendance records from mentors.

2.8 Am I allowed to miss timetabled lectures to visit my mentor?

Yes, students have permission to miss some teaching (but not assessed or group work) to have meetings with their mentors. If you do miss any essential work it is your responsibility to ensure you catch up. You may, for example, be able to attend a session similar to the one missed but it is your responsibility to approach the member of staff concerned and arrange this. You will also need to record any absence in your file store on SAFE.

2.9 What is the Student Mentoring Form?

As part of the Industrial Mentoring Scheme, students need to complete a Student Mentoring Form. This form is a simple Personal and Professional Development Plan to help you reflect on your
experiences, review how the mentoring went and help you plan for future activity that you might like to undertake as part of your professional development.

See the next page for a copy of the Student Mentoring Form. You will need to download this form from the Industrial Mentoring Scheme page of the current students section on the ILO website at [www.bristol.ac.uk/engineering/currentstudents/ilo/mentoring/](http://www.bristol.ac.uk/engineering/currentstudents/ilo/mentoring/).

You must complete the various sections of the form as you progress through the scheme and when complete, submit it via Blackboard as part of the Professional Engineering Unit. The form will be assessed by University staff as part of the Professional Studies unit and contributes to your final mark for this unit.

**Faculty of Engineering Industrial Mentoring Scheme 2017/18 – Student Mentoring Form**

<table>
<thead>
<tr>
<th>A) Before you meet your industrial mentor</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Your name</strong></td>
</tr>
<tr>
<td><strong>Your mentor group - names and emails of other students in your group</strong></td>
</tr>
<tr>
<td><strong>Name of mentor and job title</strong></td>
</tr>
<tr>
<td><strong>Name of mentor’s company and department/section</strong></td>
</tr>
<tr>
<td><strong>Brief overview of what your mentor’s company does</strong> (Max 100 words)</td>
</tr>
<tr>
<td><strong>What do you want to achieve from your mentoring experience i.e. what goals have you set yourself?</strong> (Max 150 words)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>B) Plans for your second meeting with your mentor</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>What did you achieve from your first meeting with your mentor?</strong> (Max 150 words)</td>
</tr>
<tr>
<td><strong>Date and time of 2nd meeting</strong></td>
</tr>
<tr>
<td><strong>Location of 2nd meeting and travel arrangements</strong></td>
</tr>
<tr>
<td><strong>Name and email of your group leader</strong></td>
</tr>
<tr>
<td>What do you want to achieve from this meeting?</td>
</tr>
<tr>
<td>-----------------------------------------------</td>
</tr>
<tr>
<td><em>(Max 100 words)</em></td>
</tr>
</tbody>
</table>

**C) Outcomes from your second meeting and plans for your third meeting with your mentor**

<table>
<thead>
<tr>
<th>What did you achieve from your second meeting with your mentor?</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>(Max 150 words)</em></td>
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</table>

<table>
<thead>
<tr>
<th>Date and time of 3rd meeting</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Location of 3rd meeting and travel arrangements</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>What do you want to achieve from this meeting?</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>(Max 100 words)</em></td>
</tr>
</tbody>
</table>

**D) Mentoring review and next steps – to be completed after mentoring meetings have ended**

<table>
<thead>
<tr>
<th>What did you achieve from your third meeting with your mentor?</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>(Max 150 words)</em></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>What do you feel you have learnt from your mentoring experience and how has your mentor helped you work towards your goals?</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>(Max 500 words)</em></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Action</th>
<th>By when?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>What 3 things will you do to build on your mentoring experience and develop your employability?</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>(Max 150 words)</em></td>
</tr>
</tbody>
</table>

| 1)  | 1) |
| 2)  | 2) |
| 3)  | 3) |

| Date: | Signature: |
2.10 Where to get help or more information

More information about the Mentoring Scheme including some Frequently Asked Questions can be found on the ILO website www.bristol.ac.uk/engineering/currentstudents/ilo/mentoring/. Information about the Mentoring Scheme is also available on the Blackboard Organisation called ‘Faculty of Engineering Industrial Mentoring Scheme’.

If you need any other help please contact the ILO by email engf-ilo@bristol.ac.uk or telephone 0117 954 5483/0117 954 5161, or visit us in the Faculty Office (1.43 Queen’s Building).

The University’s Careers Service offers useful resources and support on networking and maximising opportunities like mentoring. For more information please visit the Careers website at www.bristol.ac.uk/careers/.

Section 3: Faculty of Engineering Internship Scheme

3.1 What is an internship and why should I think about doing one?

An internship is a short, paid work experience placement. The ILO has arranged for a number of companies to provide internships especially for Faculty of Engineering students to undertake at the end of their first year during their summer vacation. These internships typically last 6-12 weeks and the ILO manages the application and interview process to help support you. Interviews generally take place at the University.

There are many benefits to doing an internship at the end of your first year. For example, it will:

- Provide you with relevant work experience early on in your studies to enhance your employability;
- Allow you to experience an industry and company for a short period of time and help you make decisions about the type of industry or role you might wish to pursue when you graduate;
- Give you an opportunity to develop your practical skills and to see how your studies can be applied in the working world;
- Help you begin to develop a network of industrial contacts.

3.2 How does the Faculty of Engineering Internship Scheme work and what are the timescales?

<table>
<thead>
<tr>
<th>October 2017 – December 2017</th>
<th>The ILO recruits companies to take part in the scheme and advertises the internships on the current students section of the ILO website <a href="http://www.bristol.ac.uk/engineering/currentstudents/ilo/internship/">www.bristol.ac.uk/engineering/currentstudents/ilo/internship/</a>.</th>
</tr>
</thead>
<tbody>
<tr>
<td>November 2017 – June 2018</td>
<td>Students make applications for the internships they are interested in and companies come to the University to interview selected students</td>
</tr>
<tr>
<td>June 2018 – September 2018</td>
<td>Students undertake their internships</td>
</tr>
</tbody>
</table>

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3.3 Who can apply?

The internship scheme is open to all first year Faculty of Engineering students. Overseas students on a Tier 4 visa are permitted to work full-time during their vacations whilst studying at university and are therefore eligible for the scheme.

3.4 How do I find out about the available internships?

Details of available internships can be found on the current students section of the ILO website www.bristol.ac.uk/engineering/currentstudents/ilo/internship/. For each internship you will find information about the company and the role, what subject you need to be studying, location, duration, salary, application deadlines and interview dates etc. This webpage will be updated regularly so you should bookmark it and check it often. We will also send notifications to tell you about any new internships.

3.5 How do I apply for an internship?

If you want to apply for an internship you need to download and complete an application form from the ILO website. Once you have completed the application form you will need to upload it to Blackboard.

3.6 What happens after I submit my application?

Once the deadline for applications has passed the ILO will download the application forms and forward them to the company for them to review and select candidates they would like to interview.

The ILO will contact you by email to let you know if you have been invited for an interview. If you are invited you will need to confirm that you can attend. When you receive your invite, you will be informed about how long the interview is likely to last, how it will be structured and if you need to do any particular preparation. The ILO will also contact you to let you know if you have not been successful at this stage.

Interviews generally take place at the University and you are allowed to miss timetabled lectures to attend as long as you inform your lecturer in advance and catch up on any work missed. If your interview slot clashes with an assessment or group work, we will try to rearrange the time.

After the interview, the ILO will let you know if the company wishes to offer you an internship or not. If you are offered an internship you must confirm to the ILO if you wish to accept. You will not have to decide immediately if you need time to think about it but if you make more than one application you will not be able to keep a company holding on while you wait to see if you are made offers by other companies. Please also note it is your responsibility to find and pay for your own accommodation during the internship.

3.7 Can I arrange my own internship?

Yes, you can arrange your own internship and we encourage students to do so as unfortunately we are not able to provide internships for all the students who apply to the first year Faculty scheme. There are a number of ways in which you can search for an internship and more details can be found at www.bristol.ac.uk/engineering/currentstudents/ilo/internship/.
3.8 Where to get help or more information

As part of the Inside Track Seminar series, students will be able to attend a seminar during the Autumn term about the value of, and getting the most from, an internship.

More information about the Faculty of Engineering Internship Scheme can be found on the ILO website www.bristol.ac.uk/engineering/currentstudents/ilointernship/. Information about the Internship Scheme is also available on the Blackboard Organisation called ‘Faculty of Engineering Internship Scheme’.

If you need any other help please contact the ILO by email engf-ilo@bristol.ac.uk or telephone 0117 954 5483/0117 954 5161, or visit us in the Faculty Office (1.43 Queen’s Building).

The University’s Careers Service offers useful resources about internships and support with your application and interview techniques. Please visit the Careers website at www.bristol.ac.uk/careers/.

Section 4: Other Industrial Liaison Office activities

We have developed a range of other ILO activities to ensure you get the most from your time in the Faculty. These include:

- A fortnightly ILO Newsletter highlighting a range of opportunities and events especially for University of Bristol engineering students.
- The Inside Track Lecture series where engineering industry insiders (often Bristol graduates) give their take on how to get ahead in a particular industry – last year’s sessions included The Inside Track on Startups vs Large Companies, Revitalising new product development, Multi-Disciplinary Design, Engineering and Designing Scientific Instruments for Spacecraft, Technology Consulting and Software built by engineers.
- A fortnightly informal discussion series – The Inside Track Seminar series – where we invite industrial partners to discuss and answer questions in an open forum on a topic related to careers and employability. Last year’s sessions included How to Present Yourself Effectively (CVs, Application Forms and Social Media) and succeeding at Interviews and Assessment Centres.
- A dedicated Bristol Engineering LinkedIn Group for current staff, students, alumni and engineering industry contacts, providing a ready-made professional network for all Bristol engineers. The group currently has over 2,200 members.
- A Twitter feed with faculty reminders, industry events and news @BristolUniILO
- A Facebook group with news, events and faculty updates facebook.com/bristoluniversityilo.
Section 5: Industrial Liaison Office Competitions

5.1 ILO Internship Video Competition

Tell us your story and win a prize! Share your experiences of your summer internship by entering the ILO internship competition and be in with a chance to win up to £400!

The Internship Competition has FOUR categories:

1. UK - Industrial Internships
2. International - Industrial Internships
3. University Education Internships
4. University Research Internships

In each category, the winner will receive £300 with 2 runners up receiving £150. The overall winner of the competition will receive £400!

This competition provides you with an opportunity to share your internship experiences creatively – submissions can be in the form of a video, blog, photo montage, infographic, power point presentation or any other format appropriate that you choose!

5.2 Student survey - your feedback matters!

Complete our feedback survey at the end of the academic year and be in with the chance of winning one of two £75 Amazon vouchers! The survey will help ensure that what we do in the Industrial Liaison Office is relevant to you and gives you the chance to put forward suggestions for future activities and comment on the past year. We value your feedback!

This handbook is also available online at:
www.bristol.ac.uk/engineering/currentstudents/ilo/mentoring/ and
www.bristol.ac.uk/engineering/currentstudents/ilo/internship/