



In²STEM

Student Guide

2024

Welcome to the In²STEM programme!

A huge welcome from all the team here at In2scienceUK, we're so excited for you to join the #In2STEM24 programme! Each year, we receive thousands of applications and we were really impressed with your passion for STEM. Our team and volunteers are here to support your potential to become leaders and innovators of the future. The programme will provide you with the knowledge, skills and confidence to achieve your goals and help prepare you for a career in STEM. Over the summer you will have the chance to take part in a wide range of exciting activities including:

Placements:



Get first-hand experience with a STEM professional working in a career you may want to pursue.

Workshops:



Access tips from experts and learn about STEM careers by participating in skills, careers and employability workshops.

Competitions:



Get creative, show off what you've learnt and be in with a chance of winning prizes by taking part in our public engagement competitions.

“It’s such an insightful programme and I genuinely think it’s a great place to accumulate practical skills”

Adriana, 2023 participant

Good luck!



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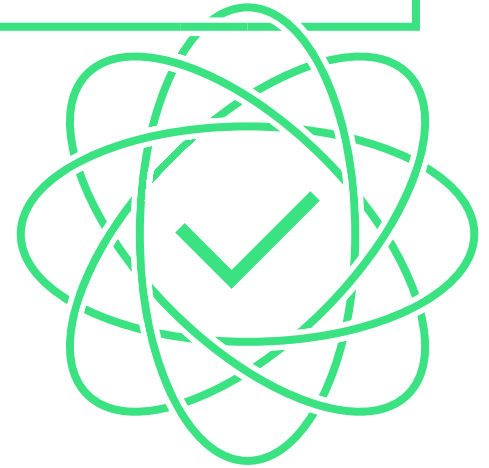
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Code of Conduct



By participating in the In2STEM programme, you need to adhere to the code of conduct. This is incredibly important and we take breaches very seriously.

While participating in the In2STEM programme, you will encounter researchers, STEM professionals, volunteers, staff and other students. It is important that you act professionally at all times whether on an in-person placement or attending an online session.

This includes:

- Being engaged and listening, not on your phone, during the placement and events.
- Being on time for each placement day and event. If you can't attend or will be late for a valid reason, it's very important that you let us and your host know so they can edit their schedule accordingly. Unauthorised absences are not permitted and we will follow up each reported case.
- Being professional and taking responsibility for your own behaviour: cooperate and treat everyone with respect both verbally and in writing.
- Respecting the confidentiality of STEM professionals' work and asking permission before taking photos or videos when on your placement.
- Following the instructions of your host and other staff, particularly with regards to health and safety.
- Not asking for or giving out personal information during online sessions. This includes email addresses, phone numbers, social media accounts and home addresses.

Contact our Safeguarding Lead if you have any concerns at: safeguarding@in2scienceuk.org 📩

We will take all reports of inappropriate behaviour seriously. Use of offensive language or imagery, acting abusive or aggressive towards anyone, harassing others, or engaging in disrespectful behaviour, is strictly forbidden. To protect the health and safety of all participants, everyone is expected to have read, understood and agreed to follow the code of conduct.

Failure to adhere to the Student Code of Conduct may result in a student losing their place on the programme and the possibility of informing parents, guardians or teachers.

These rules help ensure everyone on the programme has a positive and safe experience. Placements are hosted by unpaid volunteers and the behaviour of participants can significantly impact their view of our programme.

It would be fantastic if you could express your gratitude for all of the hard work the host has put in during the placement. By doing this, it helps ensure that the experience is positive for everyone involved and you may also find yourself nominated for student of the week!

With that out of the way, let's now discuss the programme...

In2STEM Programme Overview

Throughout the summer, we have a wide array of events and opportunities that will help support you in your future educational and career aspirations. We encourage you to get involved in as many activities as possible to make the most of the programme.

In order to receive a certificate, you need to:

- ✓ Follow the code of conduct, attend all of your placements days (unless there is a valid reason otherwise)
- ✓ Attend an in-person or online induction (a recording can be provided if this is not possible)
- ✓ Attend at least five workshops
- ✓ Complete our pre and post programme surveys

We encourage you to share your experiences using **#In2STEM24** on social media. Please always double check with your host before posting anything related to your placement on social media.



This guide is the best place to look for answers to any questions you have about the programme. Please use it as a reference document and come back to it every time you have a question. If you can't find an answer, please contact: students@in2scienceuk.org ✈

Programme timeline:

Inductions 8 June - 9 July

Programme delivery:
Placements, Online workshops, Competitions 22 July - 23 August

Celebration events 27 August - 4 September

Competition entry deadline 2 September

“ It is one of the best things I've ever done in my life! It is the most productive, yet fun experience I've had. Here [on the placement] it is really different every day, and we get to do experiments and gain practical experience. Many students at universities may have really good theory and knowledge, but I will have great practical experience that is already proving to be very useful.”

Ben, 2023 participant



Induction sessions (Online and in-person)

1. A half-day (in-person) or a 90-minute (online) event filled with different activities where you can meet your fellow cohort and the In2STEM team. It will introduce you to the programme and provide a space to ask questions and discover useful tips about STEM careers and university/apprenticeship applications.



Placements (In-person)

2. This is your chance to join a work placement for one or two weeks and get a real feel for what a career in a STEM field is like. You'll get hands-on experience, develop your professional skills, speak to other members of the team and gain an insight into potential professional pathways that interest you.



Workshops (Online)

3. These workshops offer you the chance to get a head start on some of the other skills that can help you not just with university/apprenticeship applications, but also in your professional career. You will get support drafting UCAS personal statements, preparing for university, hearing from careers panels and much more.



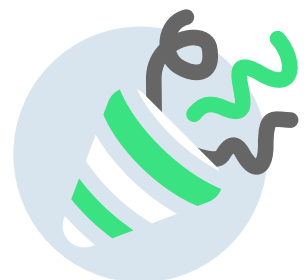
Public Engagement Competitions (Online)

4. Being able to communicate what you do to different audiences is a key skill in many STEM careers. These competitions give you the opportunity to show off your talents, share your work and win prizes!



Celebration Event and Certificate (Online and in-person)

5. You will be invited to a Celebration Event, in recognition of you successfully completing the programme. Like the inductions, you can either attend online or in-person. You will also receive your certificate via email and post in the months following the completion of the programme.



1. Induction sessions (Online and in-person)

What is an Induction session?

This is your first event of the **In2STEM programme** and we can't wait to see you there!

When you attend, you will have the opportunity to:

Learn more about the programme

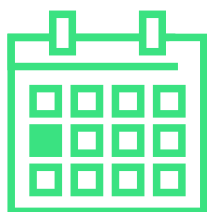
Meet your fellow participants

Ask any questions you might have

Hear inspiring speakers

You will receive an email invitation to a specific induction session depending on your location. Some inductions will be held in-person and others will be held virtually via Zoom. Your email will include information on where and when the induction will take place and how you can register to attend.

What should I do before my Induction Session?



- Register on Eventbrite for your session
- Add the date and time of the induction to your calendar
- Plan your day and check the location online e.g. check the campus map
- If you are going to an in-person induction, book your tickets for travel. Keep your receipt and upload a photo of it in the reimbursement form. This must be done within 5 working days



How will the reimbursement cover my travel costs?

If you are attending an in-person induction, we ask you to pay for your own travel in advance. We will reimburse reasonable costs after the induction. Please note we will not cover the cost of taxis.

In order to be reimbursed, you must complete the reimbursement form within 5 days. This involves uploading a photo of your receipt and confirming your bank details so any travel expenses can be transferred directly to your bank account.

If travelling with an Oyster card or any other means of transportation where you won't automatically get a receipt, you must provide evidence with an estimated price of the journey you have made (such as a photo of the screen when you top-up and screenshot of the cost using TFL's single fare finder). If you can request a receipt, please do so.

If you have any questions or issues, contact: students@in2scienceuk.org 

2. Placement (In-person)

The placements will take place during summer, between **July 22 and August 23**. Each one will look different, but all will give you a chance to learn more about your host's profession and gain an insight into their work.

Every placement will support you and your decisions to go into a STEM based career and will be a great experience to add to your university, apprenticeship and job applications. Even if the host isn't a perfect match to your subject interest, the experience you gain will be transferable. Please keep in mind that hosts have given up their time to prepare and support you, so please do try and attend and be engaged. Unauthorised absences may jeopardise your place on the programme. If you have a long commute to the placement location, please let your host know so they can plan this into their schedule.



How do I get information about my placement?

You don't need to worry, your host will contact you by email to introduce themselves. You must reply to their email as soon as possible (see our template for inspiration). They will be in touch again with detailed information about your placement: where to meet, what time and any other information you need. **Remember to regularly check your inbox and spam folder!**

If your host hasn't sent an email with the information about your placement at least one week before your visit, please email us: students@in2scienceuk.org ✈



How do I reply to my placement host's email?

Your host will contact you by email and they will expect you to promptly reply. This will probably be the first contact you have with your host, so it is important to make a good impression. Our advice is to read it carefully and reply to all of the questions that they have asked - see the example on the next page.

If anything said in the conversations makes you feel uncomfortable, please let us know and forward the emails onto: safeguarding@in2scienceuk.org ✈



Example of an initial email response:

Hi Charlie Thompson,

Thank you for your email. It is great to e-meet you.

I'm delighted to have this opportunity to work with you between 1st to 5th of August at University College London (UCL).

A bit about me:

I have just finished Year 12 at UCL Academy, studying Biology, Chemistry, Geography and Maths at AS-level. I enjoy reading books and watching TV shows about forensic science. I would love to learn more about your work in this area, and understand the tools and methods you use. I hope to gain insight on the daily life of a researcher like yourself, and see if this is something I want to pursue. I'm looking forward to seeing your workplace and trying some hands-on activities. I'm also interested in some tips about how to write a CV and a personal statement.

To reply to your question, I'm okay to be part of a group email with the other two students.

I'm looking forward to hearing more about the placement details.

Thank you.

All the best,
Mariam



Your placement host may send further emails after your response, with more information about your placement.



Again, you should reply to these emails using the tips from the above example. If there is anything that you need to know that is missing in your placement host email, this is a great opportunity to ask them.



Example of follow up email response:

Hi Charlie,

Thanks for sending all the information about the placement.

I was wondering if there is anything you would like me to read or prepare before starting the placement?

I'm really looking forward to meeting you in-person and working with you.

Best,
Mariam

Here are a few suggestions from the In2STEM team:

- When replying to your host's email, suggest things you'd like to do.
- Listen carefully to all your host's instructions in advance and during the placement.
- Be enthusiastic and prepared to try new things.
- Complete our reflective diary. This document will be really beneficial for future applications!

[You can access our diary template here ↗](#)

Here is some advice from 2023 programme participants:

“

Come prepared, there is so much specialist knowledge to gain while you are on placement, you want to think about what you can get out of it before you attend.”

Basmala



“

I was nervous at first but it has been incredible. Don't be scared. Be ready to learn and have fun.”

Mohammed

“

If you put energy into talking to your host, you can make good connections. I now have a list of companies that take students for placements, and have academics I could email for career/personal statement advice.”

L.W

“

Don't be shy. Ask questions. Social anxiety can be hard for a lot of young people now but it is great to find a community with In2STEM. It has been a magnificent experience.

I was really scared at the start of the placement. I feel like a different person now than when I walked in.”

Lee

“

Even if you're not interested in the placement you have, go anyway! The skills you learn can transfer to anything. Don't stress about meeting other people, it might feel intimidating, but everyone is really nice so don't be nervous. Take pictures to remember it!”

Sahar

“

Be calm, talk to everyone, don't be nervous, always listen and then talk, ask questions and be on time! Curiosity is the main skill you need on this programme. You need to have the drive to want to know more and more and more.”

Ben

Will you provide a bursary for the placement?

We provide all students with a bursary to help cover food and travel expenses. The bursary does not cover accommodation costs.

This will be paid by bank transfer ahead of your placement.

If the bursary doesn't cover your expenses, top-up requests are accepted when accompanied by receipts.

Please let us know if there are any issues or you require a top up.

Will I be the only student in the placement?

You will likely be placed in a small group of students during your placement, some students may have a 1:1 placement.

Whilst on placement you will be treated as a member of staff and you will likely refer to colleagues by their first name.

This means you will be expected to behave as a professional in the workplace, and you should follow the Student Code of Conduct during your visit.

How should I prepare for my first placement day?

To make the most of your placement, it's good to try and read around the topic and prepare some questions in advance. You should also ensure that you have responded to your host to confirm that you'll be attending.

Make sure you plan your route in advance and aim to arrive 15 minutes early.

If you are running late or need any support you can email us at: students@in2scienceuk.org  or reach out to your regional officer by phone for additional support, see **Asking for Help**.

Please let your host know via email.

What should I wear?

In general, office-appropriate 'smart casual' clothes and sensible, closed-toe shoes will be suitable for most environments.

If you're unsure, wear something simple, comfortable and appropriate. You can always double-check with your host before the placement as they will let you know about anything specific you need to wear. Please make sure to follow their advice.

Laboratories may require you to cover exposed skin and will provide PPE if necessary. Don't be afraid to ask for clarification if anything is unclear.

What will I learn during my placement?

Each placement will be unique and different. Some will have more hands-on activities than others, but all of them will give you a fantastic insight into a career in STEM. Here are some questions you may want to reflect on and think about during your placement to support your learning experience. The answers to these questions can be recorded in **the reflective diary**.

Health and Safety

- What have you learned regarding safety in the workspace?

Knowing your Placement Host

- What was your host's career path? What qualifications did they get? What led them to their current job/position?
- Who is the leader of the work group? Is it your host or someone else?
- What degrees/career paths did the other people in the lab/office take? How do they vary?

Developing skills

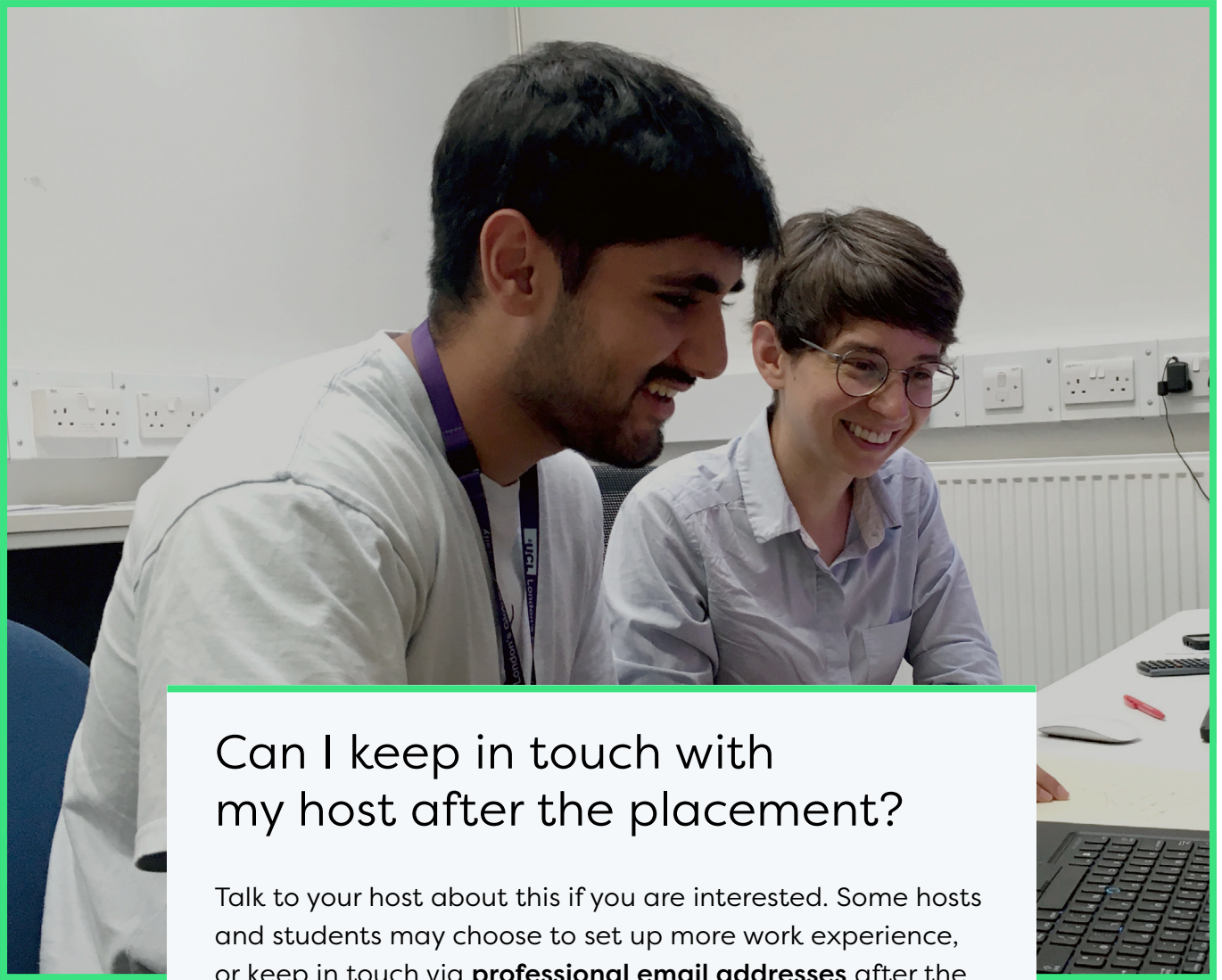
- What skills have you learned during your placement? Here are some examples: critical thinking, data collection and analysis and use of pipettes.
- What kind of skills does your host suggest you learn?
- What kind of resources can you use to learn these skills?
- What sort of techniques have you learned about during your placement?
- What kind of results is your host expecting and when?
- What does your host do, day-to-day?
- What do you want to learn more about at university or an apprenticeship?

Understanding the work

- What area of STEM do your host and their team work on?
- What is the team/your host interested in finding out more about, and why?
- What scientific techniques are they using to answer their questions?
- Which resources are very relevant to the work your host does?

Further reading

- In your applications, or at interviews, recruiters will want to see evidence of further reading or super-curricular activities outside of your further education courses.
- You can keep a work diary with the skills that you learned during the placement and ask your hosts to provide feedback at the end.
- You can also read an article, either recommended by your host or one you have found independently, and answer some of the questions below:
- What is the title of the article?
- Who is/are the author/s?
- Where was the article published?
- What is the article about?
- What are the author's conclusions?
- Once you have finished, show your answers to your host to review.



Can I keep in touch with my host after the placement?

Talk to your host about this if you are interested. Some hosts and students may choose to set up more work experience, or keep in touch via **professional email addresses** after the In2STEM programme.

If you wish to do so:

- You will need to organise this directly with your host.
- Make sure to make your school/college aware of the placement, that it is no longer part of the In2STEM programme and fill out all necessary forms including parental consent. If you are not sure who to contact at your school, speak with us and we can help direct you.
- If you have any concerns when communicating with your host after the programme has ended, please follow the guidance provided by your school, but if you wish to report anything to In2scienceUK you can do so using the contact details in the **Asking for Help** section.

3. Workshops (Online)

We have experts from all fields of STEM lined up to deliver workshops that you won't want to miss! This is where you can get guidance on what career path suits you, as well as the steps to take and what skills you need to get there. These take place on Zoom, so please **create a free account** [↗](#) using the same email that you applied to the programme with. Make sure your account name is appropriate.

Remember, you need to attend and provide feedback for at least five workshops in order to receive your certificate.

What will I learn?

Through attending our workshops, you will learn about what options are available to you after finishing school or college. This will include guidance on university admissions and apprenticeships, as well as panels about careers that you may want to consider pursuing. You will also build specific skills to support you in your professional development such as CV writing and interview technique.

For now, here's a taster of what will be happening:

- Personal Statement Masterclasses
- Surviving Your First Year of University
- Apprenticeships 101
- Marketing and Communications in Healthcare
- Succeeding in Your Last Year of School
- Mental Health & Accessing Support at University
- Navigating Student Finance
- Careers Panels on the topics of Engineering, Maths, Healthcare, Computer Science, Psychology and many more!



Sign up for workshops here!

How will the workshops work?

A list of workshops will be added to our **Workshop page** [↗](#) so you can easily keep track of all the exciting events! You will need the following password to access it: **in2stem24**. To attend a workshop you'll need to register your place on Eventbrite. This is first-come, first-served so make sure to book early so you don't miss out! On the Eventbrite page you'll find all the information you will need such as a brief description of the workshop, who the speakers are, what time it will happen, for how long and the zoom link to access the event.

We recommend adding the workshops you registered to into your calendar, so you don't forget about them since there will be so many activities taking place during the programme.

4. Public Engagement Competitions (Online)

One of the most important skills needed for a career in STEM is being able to communicate with different audiences. This may seem simple, but have you thought about how an expert would need to describe their work differently when talking to a colleague or the public?

What categories are there?

Blog competition 'So what? How STEM makes a difference'

This will involve writing a short blog describing why your host's STEM field is important and how it could make a difference to society. This is an opportunity to explain the importance of your host's work and how it might be useful to the public.

Photo competition 'STEM Behind the Scenes'

This is a chance to capture the unseen world of STEM (this includes you!) in a photo or video. Feel free to get creative - maybe a selfie from your placement, an image from a microscope or a video of an experiment/activity. The possibilities are endless! Just remember to please ask permission from your host before taking photos.

Poster/illustration competition

'Inspiring people to take action'

Communicate a global challenge to a non-STEM audience of your choice. Produce a poster or illustration to be displayed in a place your audience will see, this could be your local shops, school or youth centre. The design should communicate a current challenge, issue or task from the world of STEM.

Host of the week

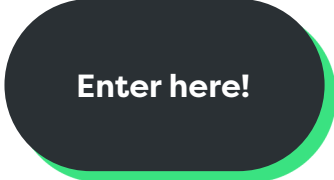
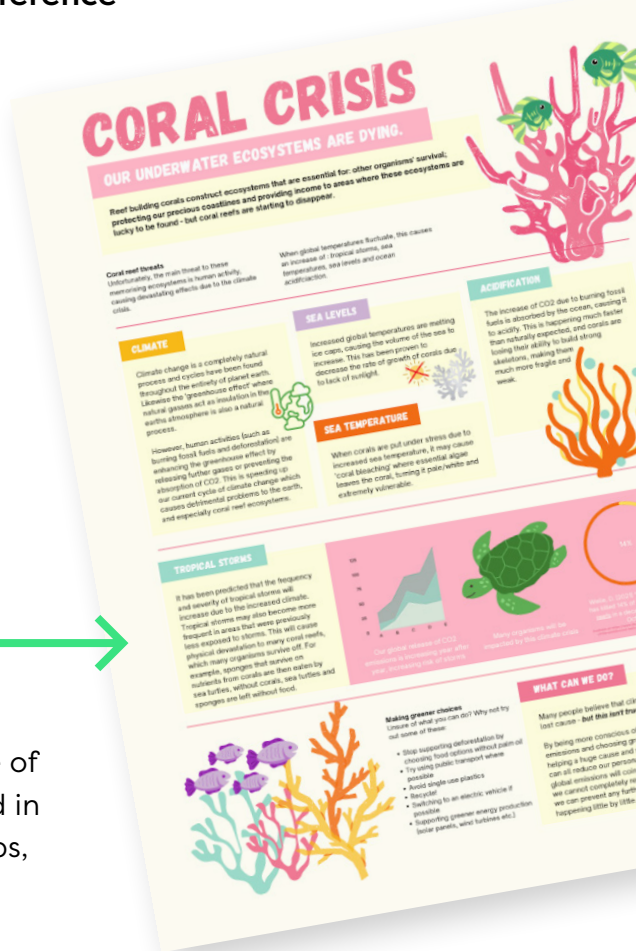
As your hosts will be volunteering their time to support you, we encourage you to nominate them for the chance to win, and be crowned, host of the week!

Student of the week

We also want to recognise the hard work that you put in. If you're especially engaged, ask lots of questions and really make the most of the placement, then your host might nominate you for student of the week. This is great to mention in future applications and interviews.

How will the submission work?

Further details about the competitions including prizes, deadlines, marking criteria and how to submit your entry can be found on our [Competitions Page](#) ↗. Use password **in2stem24** to access it. Don't forget to read the Terms and Conditions before submitting. Good Luck!



5. Celebration Event and Certificate

(Online and in-person)

What is the Celebration Event?

After a busy and exciting summer programme, we can't leave without getting together and celebrating all of your achievements! Hosts, staff and supporters will also be invited. You will have the chance to share your experiences on the programme and connect with even more STEM professionals.



Do I get a Certificate of Participation?

All students who actively take part in the In2STEM programme will receive a certificate of participation to recognise their achievements from engaging in all aspects of the programme. This is a great opportunity to be formally acknowledged for your efforts and great for your personal statement and CV.

To be awarded the certificate you must meet the following requirements:

- Follow the **Code of Conduct**
- Attend a live in-person or online induction or watch a recording
- Attend all days of your placement (authorised absences will not affect your eligibility for a certificate)
- Attend and leave feedback for at least five workshops
- Complete the pre-programme survey
- Complete the post-programme survey

Your journey doesn't end with the In2STEM programme; it's just the beginning!

After finishing our programme, we will continue to support you as you navigate the next steps of your career and education. Prepare yourself for an unbreakable network of support and expert guidance provided through our In2careers Programme.

Our In2careers team will help nurture your passion for STEM and kick-start your brilliant career! From cutting-edge workshops and mentoring to hands-on experiences and industry connections, we'll equip you with the skills and knowledge necessary for you to thrive in the exciting world of STEM.

In2careers will continue to inspire and support you as you journey through STEM education and into brilliant careers.

When you join our interactive platform you will benefit from access to the huge array of specially designed resources and support that's tailored just for you!

What do we offer?

Workshops:

Ranging from employability skills to how to present research.

Alumni spotlight:

Hear personal journeys and connect with our growing number of brilliant graduates.

Site visit:

Our partners offer insights into the world of STEM work.

Summer placements:

Including Oxford University Programmes.

Internships:

Industry placement opportunities including workshops on how to succeed with the application process.

Networking events:

Practise your networking skills in a relaxed, informal setting with In2careers support.

Mentoring:

Join our formal programme as a mentor or as a mentee.

Volunteer projects:

Including school outreach, solving coding problems with others, science exhibitions, etc.

Careers panel:

Discover career opportunities in STEM.

Jobs:

Graduate job opportunities through our partner organisations.

Drop in coffee:

Fancy a chat? We are here to listen.

Festivals:

Promote exciting science events and festivals across the UK.

Here is your invitation to join!

Good luck and enjoy the programme!

Danielle - Alumni and Careers Officer and Ciara - Alumni Coordinator

alumni@in2scienceuk.org 

Asking for help

Everybody needs a little help now and then, and In2scienceUK is here to support you every step of the way throughout your journey on our In2STEM programme.

For most problems, please contact:
students@in2scienceuk.org ✉

For safeguarding concerns, please contact:
safeguarding@in2scienceuk.org ✉

For serious or life-threatening emergencies and accidents, contact **999**.

For any other issues such as problems with transport or your experience on the programme, contact your **regional officer**. If your placement will be affected, please also inform your host.



North West: Manchester, Liverpool and Lancaster.
Yorkshire: Leeds
Scotland: Edinburgh
☎ **07470 720493 / Jordan Radwell**

Midlands: Birmingham, Wolverhampton, Coventry, Leicester, Warwick and Nottingham
Wales: Cardiff and Swansea
South West: Exeter
☎ **07551 399073 / Tim Green**

London & South East: Cambridge, Oxford, Reading and Colchester
☎ **07919 162703 / Zoe Marras**
07830 300759 / Hannah Kelly

If you can't get in touch with your regional officer, please contact the general In2scienceUK contact numbers

Phone & text: 07830 300 759
Freephone: +44 808 175 6766

If you see anything concerning

We have measures in place to ensure placements are safe and enjoyable for everyone involved. If you see something that doesn't feel right, it's important that you let us know as soon as possible. No matter how big or small, or if it involves you or not, please reach out to safeguarding@in2scienceUK.org



Here are some examples of concerns or issues that would need raising to us immediately:

- Someone tells you something worrying or you see abuse happening to someone else
- You see marks, bruises, burns or other injuries including those due to self-harm
- You see disordered eating, anxiety or serious depression or someone removing themselves from certain activities
- Sudden changes in behaviour, e.g. very withdrawn when previously confident and happy, or suddenly aggressive
- Serious aggression or inappropriate behaviour
- Concerning language including sexualised and inappropriate comments
- Someone sharing inappropriate or sexualised content of themselves or others with anyone
- Unexplained absences

Additional Support

If you have any concerns or issues while on placement, either at your place of work or home, let us know - we are here to support.

Below are some resources and contacts should you need further information.

(safeguarding means: "action that is taken to promote the welfare of children and protect them from harm")

- [Our Safeguarding policy](#) ↗
- **Impartial and confidential advice:**
 - [Thirty-one Eight](#) ↗ - 0303 003 1111
 - [NSPCC help](#) ↗ - 0808 8005000
- **In2scienceUK Safeguarding contact:** safeguarding@in2scienceUK.org ↗
 - Designated Safeguarding Lead - Stephen Hancock
 - Deputy Designated Safeguarding Lead - Anishta Shegobin

If a concern relates to a member of In2scienceUK staff, email tsl@in2scienceuk.org ↗



Placement first day checklist



Everyone forgets things from time to time, and so to ensure your placement day goes smoothly we've made a list of things to check before you go. We'd recommend gathering the information below and taking it with you so you have all the information easily at hand. Remember to Save this PDF after marking off the checklist

HOST DETAILS CHECKLIST: Fill in the field and press '**Enter**'. Make sure to click save.

Name:

Email:

Office Address:

Office Phone Number:

Department:

CHECKLIST: keep this information in the notes app on your phone.

Do you know where to meet your host?

Have you got an office contact number or host's email address saved?

Have you got an In2scienceUK number saved?

Have you filled out any additional forms a host may have asked you to fill out e.g. visitor form or confidentiality agreement?

Have you received your bursary and let the In2scienceUK know if you think it's not enough?

**Have you planned your journey?
(Key tip! Have access to the campus map/know your route on Google Maps)**

**Do you have appropriate clothing for your workplace visit?
(e.g. closed toe shoes if required)**

Do you have any specific items requested by your host?

Do you have a pen and paper to make notes?

Have you thought about what questions you might like to ask your host?

In²STEM



Navigating Your STEM Future.

www.in2scienceuk.org/in2stem

In2scienceUK is a registered charity (1164821) and company (07706662) in England and Wales.
Our registered address is: 10 Queen Street Place, London EC4R 1BE.