



THE UNIVERSITY
of ADELAIDE



Information for Students

The Internship Program

What is an internship?

An internship is a short-term, placement where a student spends time within a company, business or organisation.





Internships have been put in place in order to allow organisations and students to come together in a beneficial manner to both. An internship or work placement is an opportunity for students to gain practical experience working with an organisation while studying at university.

Students - why get involved?

- > Gain a competitive edge in the job market by acquiring some work experience
- > Build your confidence when the time comes to apply for future job opportunities
- > Build industry specific and professional networks
- > Gain an increased awareness of your skills, attributes, personal qualities and values
- > Develop a personal work ethic and specific skills and knowledge related to your potential career
- > Enhance your resume

The internship program

The internship is University supported and students are monitored throughout the term of the placement. Internships are generally unpaid, however if the organisation wishes to pay you, they are welcome to do so. You are provided with public liability travel and personal accident insurance.

Length of the program

Usually 2 days a week for 10 weeks or full-time for 4 weeks. Attendance at the organisation is fully flexible and can be negotiated between yourself and the organisation depending on your needs and the needs of the business. Some internships may be offered remotely, with businesses moving away from traditional work environments.

Voluntary or for credit

You can complete an internship for the experience (voluntary) or have it be part of your degree in the form of an elective (credit). If you decide to undertake the internship for credit, it will count as a course and course fees will apply.

Internships for university credit

The internship will be structured and assessed through the use of journals and assignments which you must keep throughout your internship.

Overseas internship opportunities

Students who are interested in an overseas internship are required to come to the Internships Team to discuss the opportunities available to them.

Prior to enrolling into the course, students must:

1. Successfully obtain an internship.
2. Obtain confirmation from their Program Advisor that they have elective space in their program.
3. Seek formal approval from the Internships Team.

Eligibility requirements

Students must meet the following criteria to be considered for the Internship Program:

- > Enrolled and currently studying in a Faculty of the Professions program or in the process of conferral.
- > Students will generally have a credit average, however the Internships Team assesses each individual on a case by case basis.
- > Excellent written and verbal communication skills.

‘I was given the opportunity to lead a small team of volunteers, instructing them on what to do, how to do it and when, which has enhanced my leadership skills.’

Elena Stojanov

**Bachelor of Commerce
(Marketing and International Business)
Diploma of Languages (Chinese)**

Interned at The American Chamber of Commerce

- > Able to commit to a minimum of 2 days per week for the 10 week duration of the program (4 weeks full-time equivalent).
- > Approval from Program Advisor for course credit.
- > Approval from the Internships Team prior to commencing your internship. Please note, approval is essential for all Internships - student sourced, credit, voluntary and overseas.

Where can I find current opportunities for internships?

- > Search and apply for Faculty of the Professions Internships on Career Hub or through the Faculty of Professions Internships website.
- > You can also find your own internships and request approval from the Internships Team.



‘A highlight was rubbing shoulders with the partners, and senior staff and building those critical connections . I would highly recommend an internship with the university higher than many other opportunities. ’

Beau Brug

Bachelor of Laws and International Studies

Interned at Price Waterhouse and Coopers (PWC)

Tips for when you receive an internship opportunity

How to dress

Always dress professionally!

- > Dress professionally to your interview and to your day to day work at your given organisation.
- > Always look tidy and put together
- > Examples of office wear : button-up shirt, work pants, dresses, formal skirts, formal top, jackets, suits and tidy shoes. Jewellery and makeup are also acceptable. Ensure that you feel comfortable and ready to work.

How to approach the interview

- > Do some research on the company and what is asked from your internship position.
- > Practice some interview questions prior to your actual interview
- > Don't stress and be yourself
- > Treat it as a casual (yet professional) conversation.
- > Dress professionally for your interview

Once taking the internship

Dress code: Dress professionally everyday that you are there

Lunch: You should be able to bring your own or buy lunch on site or close by. During induction, the organisation that you place with will let you know about their kitchen areas and any important information regarding food and drinks.

Make some friends: Talk to other interns, don't be shy, you're all in the same boat.

Basic rules: always be organised and on time! Organisation and punctuality are very important!

Network: Make sure to take the opportunity to network! Don't be afraid of your mentor(s) or supervisor(s), they're just as excited to hear from you as you are to hear from them.

Enjoy your time: Don't forget to have fun!

For further enquiries

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adelaide.edu.au/professions/internships/

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