FAQ’s for Students

What is an internship?
An internship or work placement is an opportunity for students to gain practical experience working in an organisation while studying at university. They are generally 2 days per week for a minimum of 10 weeks over a semester and are normally defined by specific goals and objectives and aim to bring benefits to both the internship students and their host organisations.

When do internships take place and how long do they last?
Internships generally take place 2 days per week in an organisation over 10 weeks (4 weeks full-time equivalent). There are 3 internship intakes per year. To be considered for Semester 1 intake your application should be submitted before the end of January, for the Semester 2 intake your application should be submitted before the end of May and for Summer School intake your application should be submitted before the end of October.

Am I Eligible to Apply?
You must be enrolled and currently studying as a Business or Economic student in the Faculty of Professions for the duration of the intended internship. You must also have registered for or completed the JobReady Workshops in order to apply for this Internship Program. Students who have graduated or have had their Degree conferred, cannot be considered. For full eligibility requirements please visit: http://www.adelaide.edu.au/professions/internships/students/
Details on how to apply for an internship can be found at: www.adelaide.edu.au/professions/internships.

How do I find an internship?
Some internships are sourced by the university; however students are encouraged to source their own internships. Approach organisations that you may be interested in working; ask them if they would be prepared to take you on as an intern, be sure to advise the Internships Office and we will assist you as necessary.

Is there a dress code?
You should dress neatly in business attire for the duration of your internship. Any questions check with your Supervisor.

Are internships paid?
No. Internships are generally unpaid. You may be lucky enough to secure a paid internship but majority are unpaid. The University may be able to provide you with personal accident, travel and public liability insurance if your internship is directly related to your discipline and program, and this is approved by appropriate University staff and Head of School.

Can I get course credit for my internship?
To receive course credit for their internship it needs to be directly related to the degree program and discipline, as well as giving students the opportunity to experience and integrate into a workplace. You would need to have an appropriate experience approved by the internships staff, be matched to an academic supervisor and course assessment established and confirmed, and you need to have room in your program to enrol in the internships elective course.

What are the academic requirements of the internship?
To obtain course credit for an internship you will be required to complete academic tasks associated with the course. This can include a professional reflective journal, pre and post survey and feedback, workplace report and/or professional report, presentation, and feedback from your industry supervisor.

Am I insured whilst participating in the internship?
Yes. The University will provide you with Public Liability Insurance to a limit of $20,000,000 per any one event for an act or omission that results in injury, loss or damage to the host organisation; Travel and Personal Accident Insurance.

Can I get Adelaide Advantage Status Points?
Yes! If you are registered under the Adelaide Advantage you can earn up to 15 Status Points for completing an approved internship.
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Faculty of the Professions Internship Program

What visa information do I need to be aware of to complete an internship?
If you are on an international student visa you cannot work until you have commenced your course in Australia. Once your course has commenced you are permitted to work a maximum of 40 hours per fortnight when your course is in session, and unlimited hours when your course is not in session. If you are enrolled to complete the internship for course credit the internship does not count as part of your 40 hours maximum.

What organisations participate in the internship program?
Government, private and public organisations, and not for profits, are all welcome to participate. Details of past internship providers can be found here: www.adelaide.edu.au/professions/internships/experiences/

What are the benefits of doing an internship?
Internships can help in gaining an edge in the job market – it’s a competitive world out there so having actual industry experience on your resume can be an invaluable asset. An internship experience can help you gain increased awareness of your skills, attributes, personal qualities and values, and ultimately build your confidence when it comes time to apply for future job opportunities. Internships help in building industry/professional networks as well as help you further develop a personal work ethic and specific skills and knowledge related to your potential career.

If I cannot attend a day(s) at the internship (e.g.: due to illness) do I have to make up the day(s)?
The internship program has a minimum requirement of 20 days in the workplace. If you miss a day you are expected to negotiate with your workplace supervisor an appropriate day and time that is convenient to all parties to catch up the time missed. This is we so we can ensure that internship project outcomes can be met.

What kind of work can I expect to do?
You would usually undertake a general mix of tasks such as; 50% Project work (which includes the research and writing of a research report of use to the organisation), 40% Observation Client work (which includes attending office meetings, board meetings, client meetings with supervisor, shadowing supervisor, researching clients, follow-up work and support work for placement supervisor) and; 10% Clerical Work (which includes administrative duties, filing, and reception duties).

Are internships guaranteed?
No. The number of internships available is limited and it’s a highly competitive market. However we will assist in every way that we can to help you secure an internship.

What do I receive after the internship?
Once you have completed your internship the University provides you with a certificate of participation in the program. Should you wish you could also approach your industry supervisor for a written reference or ask them to be a professional referee for you on future job applications.

Can I speak to someone about internships?
The Faculty of the Professions internships team is available to speak to with if you would like to discuss further the possibility of completing an internship.
Email us at internships.professions@adelaide.edu.au.
Or visit: http://www.adelaide.edu.au/professions/internships