

Faculty of Business and Law Work Integrated Learning (WIL)

Ten steps to finding a business internship and getting started.



Business internships are part of the Faculty's undergraduate Work Integrated Learning (WIL) suite and comprise the units MWL303 Business Internship and MWL304 Advanced Business Internship. You can complete one or both of these units but each must be with a different host. You can only enrol in these units once your application has been approved, and the WIL team 'unlocks' the unit.

Step 1

Please download and read the **WIL Student Guide** thoroughly. The **business internship flyer** also gives an overview of the internship program for prospective host organisations.

Step 2

To undertake a business internship unit you must have completed any 12 credit points of your degree (including credit for prior learning). It is your responsibility to ensure this unit contributes to your course requirements. If you are unsure please see a course adviser or contact **Student Central** or telephone +61 3 9244 6555.

Please note: It is preferable if you have completed 3 credit points of a relevant major sequence before attempting an internship. You may also have the option of doing an internship overseas.

Step 3

Identify suitable opportunities and start contacting prospective hosts. A business internship requires a minimum of 100 contact hours and must not exceed 160 hours. The organisation must have five or more employees. An internship may be paid or unpaid. Careers advisers at DeakinTalent are a valuable resource for advice on what types of organisations are suitable. There are some excellent opportunities listed with **UniHub**. Internships undertaken overseas are strongly supported and encouraged. In exploring the many WIL opportunities you find online, be cautious about the authenticity of those offering fee-for-service arrangements. You can find Deakin approved opportunities via the **WIL webpage**.

Step 4

There are five things you should take to an interview with a prospective internship host:

- Business internship flyer (to give to the host organisation)
- OHS & Insurance Declaration (Host) form
- Resume (DeakinTalent has a free Resume checking service)
- Passion (for an internship experience and the career you aspire to)
- Understanding (what you want from the internship experience)

Step 5

Once you find a suitable opportunity, complete the online application process on **InPlace** (make sure you and the host organisation provide all the required information and signatures). If your internship is unpaid you will also need to upload the OHS & Insurance Declaration form on InPlace.

Step 6

All students completing a WIL unit outside of Australia must register at both the **Deakin Insurance page** and **Deakin Abroad** and also arrange their own travel insurance.

Step 7

All WIL experiences are subject to academic approval. A WIL adviser may contact your proposed host to verify the internship arrangements. If your business internship application is approved, a WIL adviser will 'unlock' the unit on StudentConnect then email you and your host confirming approval and giving further instructions.

Step 8

You can then login to StudentConnect and add the unit. Once you have done so, contact the WIL team with a screenshot of your enrolment so they can provide you with access to the unit content in CloudDeakin. It is important to note that student placement insurance is not valid until you are enrolled.

Step 9

Once enrolled you must login to CloudDeakin and locate the MWL303/304 site, read the welcome information (under the 'Resources' Tab). Then introduce yourself to the WIL academic staff and other students via the Student Introductions discussion folder under the 'Collaborate' Tab.

Step 10

The next task in CloudDeakin is to go to the Assessment area and complete Assignment 1. You must complete Assignment 1 before the start date that has been approved on InPlace. You cannot start your internship without completing Assignment 1. Any alterations to your internship start and/or end date must be confirmed by your supervisor in writing to the **WIL team**.

Last day to add a WIL unit

Trimester 1	18 March 2018
Trimester 2	22 July 2018
Trimester 3	18 November 2018

Note: you must submit your application at least 10 working days prior to your internship start date.

For more information and advice, please email bl-wil@deakin.edu.au or call +61 3 5227 8619.



Find out more at
deakin.edu.au/buslaw/wil