

Business Internship Program

TEN STEPS

The student guide 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 MMI301 Business Internship 1 and MMI302 Business Internship 2. Students can do one or both of these units. Students cannot enroll in these units until the WIL Coordinator approves your application and 'unlocks' the unit.

1. Please download and read the **BIP Student Information Kit** and **WIL Student Application Form** thoroughly. You can get both from the BIP website www.deakin.edu.au/BIP (go to the *Resources for Students* tab). Then resolve anything that is not clear with any of the **WIL Advisers** (see list below for contact details).

A special **BIP eBrochure** is also available from the website. This six-page e-brochure is an overview of the Business Internship Program designed to promote the BIP to prospective hosts. It is ideal for sending as an email attachment and can also be printed.

Another useful resource for general information is the **Internship and Work Experience** booklet published by the Careers and Employment unit at Deakin – you can download a copy from www.deakin.edu.au/careers.

2. Confirm you have progressed sufficiently in your degree and ensure a Business Internship unit will fit into your study plan (see a Faculty Student Adviser on your home campus if you need advice on how to structure your course).

The normal requirement is that you have completed 12 credit points of your degree and 3 credit points of a relevant major sequence before attempting an internship. However this is negotiable depending on the individual circumstances of each student. It is also recommended that you have completed **MIS291 Community Based Volunteering A** and **MMH299 Business Communication** prior to undertaking a Business Internship but this is not compulsory.

International students are encouraged to consider an internship and all students have the option of doing an internship overseas. Deakin University provides free travel insurance to assist students doing international internships. Contact a WIL Adviser for more information.

3. Identify suitable opportunities and start contacting prospective business hosts. **A Business Internship requires a minimum of 100 contact hours.** It is important to note that most students find and negotiate their own internships - part of the assessment in the unit is based on this task.

Finding and negotiating your own internship opportunity can be the most challenging part of the whole Internship process. This can be especially so for international students who may not have the network that some Australian students have established.

The key for all students is to make the best use of the resources available to you. Look at the people you have contact with (BIP Advisers, current or past employers, customers where you work, lecturers, friends or family) and see if they have ideas or can introduce you to someone in a professional area appropriate for you to undertake an internship.

If you decide your only option is to "cold canvas" potential hosts (ie. contact them without an introduction or referral) then our advice is to initially just ask for a meeting to discuss the possibility of undertaking an internship with the organisation. It is much harder to say 'no' to this request. At this initial meeting you will then need to sell yourself and the BIP. You need to be clear and confident about what you want out of the internship.

The Careers Advisers in Student Life are also a valuable source of advice on what types of organisations are suitable for internships. There are some excellent opportunities listed under *Internships* on the **Deakin Jobshop** (www.deakin.edu.au/jobshop).

International internships are strongly supported and encouraged with many international students taking advantage of stronger personal networks in their home country to create such opportunities.

At the Warrnambool campus a number of special Faculty sourced opportunities are available – students should speak initially to a BIP Adviser at Warrnambool for more details on these excellent opportunities to engage with a business, government or community organisation in the region.

4. There are five things you should take to an interview with a prospective business host:

- **BIP eBrochure** (download from BIP website)
 - **BIP Student Information Kit** and **WIL Student Application Form** (download from BIP website under Resources for Students area)
 - **Resume / CV** (Careers & Employment at Deakin have a free resume checking service)
 - **Passion** (for an internship experience and the career you aspire to)
 - **Understanding** (of what you want from the internship experience).
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Once you find a suitable opportunity, then

5. Discuss with a **WIL Adviser** the suitability of your proposed internship (telephone or in person preferred - or email if no other option).

If given the green light to proceed, then

6. Complete the **WIL Student Application** form, **make sure you and your business host sign it** and then send the form to the **WIL Coordinator** at the Geelong Waurn Ponds campus (the address is on the last page of the form). If you are not being paid, which is the norm, then you need to make sure the Student Insurance form on page 6 of the is also signed – preferably witnessed by your business host. If you have been able to negotiate a paid opportunity then please leave the form attached and put a line through it. We prefer you to mail the signed original, but fax or scan/email are also acceptable. The WIL Coordinator may contact your proposed host to verify the internship arrangements.

If your BIP Application is approved, then

7. The WIL Coordinator will email you and your host confirming approval, giving further instructions and then ‘unlock’ the unit on StudentConnect.

8. You can then log in to StudentConnect and add MMI301 (or MMI302 if it is your second internship). In some cases the WIL Coordinator may need to add the unit on your behalf. (eg. after normal closing dates for adding a unit or if a prerequisite needs to be waived)

9. Once enrolled you may start your internship but **NOT** before. (**Important Note: student insurance is not in place until you are enrolled in the unit**).

10. The next task is to log into DSO and introduce yourself to the BIP academic staff and other students completing internships in the trimester.

At the same time you should download the special BIP Assignment Coversheets for A1 (Negotiation), A2 (eJournal) and A3 (Project Report or Case Study Report option) from the Assessments area on DSO. These are also available in an undated format on the BIP website under the *Resources for Students* tab.

Note re assignment due dates. The actual dates are determined by when you start and finish your contact hours. A1 is due **before** you start your internship with A2 and A3 due 21 days after completion of your internship. Please note however that submitting assignments after the first day of the exam period may impact on which graduation ceremony you are able to attend.

Last day to add a BIP unit

<ul style="list-style-type: none">• Trimester One 2012• Trimester Two 2012• Trimester Three 2012 (Summer)	31 March 2012* 15 August 2012* 15 December 2012*	*Note: These dates are the Census Dates for each trimester and apply to BIP units only. Please allow <i>at least 3 days</i> for the BIP Coordinator to approve and process your application.
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Advice for students

Students seeking advice on any aspect of the Business Internship Program should initially email bl-wil@deakin.edu.au or contact one of the following WIL Advisers on their home campus.

Geelong & Off-Campus Students: (Including international internships for students at all campuses)	Craig McGowan Coordinator – Work Integrated Learning International and Partnerships Group Faculty of Business and Law	T +61 3 522 71258 Fax +61 3 5227 2151 E craig.mcgowan@deakin.edu.au M 0417 354062 Reception T +61 3 5227 1277 Room ib3.231 Business and Law Building Geelong Waurn Ponds Campus
Burwood Students:	Cynthia Thomas WIL Adviser International and Partnerships Group Faculty of Business and Law	T +61 3 924 45072 E cynthia.thomas@deakin.edu.au Room lb5.302 Business and Law Building Melbourne Burwood Campus (Elgar Rd)
Warrnambool Students:	Sally Conheady Student Adviser / WIL Adviser Student Administration Group Faculty of Business and Law	T +61 3 556 33620 E sally.conheady@deakin.edu.au Room j441 Business and Law Building Warrnambool Campus

BIP Email bl-wil@deakin.edu.au **BIP Web** www.deakin.edu.au/bip

Deakin Jobshop www.deakin.edu.au/jobshop