Step by Step of application process for SCIE30002

Step 1
Read through all content on the Science & Technology Internship webpage.

Important Documents:
- Download the Information Session hosted by Prof. Janet Hergt
- Information for Students
- Information for Hosts
- Step by Step Instructions
- Organising a Placement form
- FAQ's

Step 2
Complete the online Expression of Interest form.

Note: This will provide us with your contact details and area of interest so that we can send you important updates, information about upcoming workshops and to notify you of any internship opportunities when employers reach out to us.

Step 3
Attend any workshops offered to assist you with finding your placement, preparing your resume and approaching organisations. These will be advertised on Careers Online.

Familiarise yourself with the workshop resources listed at the bottom of this webpage:

- Get that internship (slides)
- How to approach employers
- Information Interviews
- Cold Calling Guide
- Internship Cover Letter Template
- Resume Template for STEM
- Sample Interview Questions
- STAR Model

Step 4
After you have looked through the helpful workshop resources, you will need to start researching companies to intern for.

Don’t focus your search just on big organisations that you are already familiar with, try the smaller one’s too. Ask your fellow students, academics, supervisors, family and friends if they know of any places you could contact within their networks and try to find a connection within the industry you are
interested in. Networking is helpful when finding internships or even when looking for work after you finish your studies.

You can find additional resources to help you with organising a placement in the document ‘Organising a Placement for the Science and Technology Internship Subject’ located on the webpage.

If you are still having difficulty finding a placement, please contact Fiona Simpson (Faculty Careers & Industry Consultant) or Elise Miller (Careers Consultant). They may be able to give you some new ideas on how to approach potential hosts.

**Step 5**

Once you have made contact with an organisation or company, you should send them the document called Information for Hosts which will let them know of their responsibilities as a host. If they have any queries that you cannot find an answer to, please ask them to contact either Fiona Simpson or subject coordinator Prof Janet Hergt, and they will be able to advise them further.

**Step 6**

If you have managed to find a host organisation (congratulations!) you will need to get the host to send you a letter or email of confirmation that you can then upload into your application where it asks you to.

**Step 7**

Once this confirmation has been received from your host, please go onto the Science Internships webpage and click on ‘Online Application and Risk Assessment Form’ and complete your application for the SCIE30002 subject. This form will automatically be sent through to the Academic Engagement Team where we will process and send through to Prof Hergt for approval.

**Step 8**

After your application has been submitted, please wait until we contact you directly advising you of your approval for the subject. It may take a while for the legal documentation to be completed. If you have not heard from anyone for a few weeks, please send a brief email to the science-academicprograms@unimelb.edu.au inbox and we will follow this up for you.

Once your approval has been sent through, you will need to go through the enrolment process (see below) into SCIE30002.

**Step 9**

**ENROLMENT INSTRUCTIONS**

You will not be able to enrol in SCIE30002 until all of the approvals have been received and a requisite waiver has been applied for the subject. We will send you an email once this has been done and you are able to enrol.

Some students prefer to enrol in their ‘second-choice’ subject in case for some reason they are unable to do SCIE30002. If you cannot enrol in any other subjects for a Semester, you must enrol in a place holder subject (as you are required to enrol in at least one subject every semester, unless on leave.) If you do this, you need to ensure you withdraw from the place holder subject (through ‘Admin’ in my.unimelb) before you enrol in SCIE30002 to avoid fees for the ‘second-choice’ subject.