Step by Step of application process for SCIE90017

**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’ to complete your application for the SCIE90017 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 SCIE90017.

**Step 9**

**ENROLMENT INSTRUCTIONS**

You cannot enrol yourself into the SCIE90017 subject through the normal enrolment process. The enrolment team will MANUALLY enrol you into the internship subject once the approval has been confirmed by Prof Hergt.

**IMPORTANT:** Please make sure you have withdrawn from your unwanted placeholder subject before getting the Enrolment Team to enrol you in SCIE90017 as you do not want to be liable for fees if you do not intend on doing the subject and have not withdrawn correctly.

This means that, as you are required to re-enrol, you MUST INSTEAD enrol into your ‘second’ choice subject in the meantime to hold a place. This subject can be one that you would choose to do if for some reason you were **not** able to do the SCIE90017 subject.

Then, once you have been approved to enrol in the SCIE90017 subject, you will need to go into your student portal via my.unimelb and **withdraw** yourself from your placeholder subject.