

Information for Students

Overview

Undertaking the Science and Technology Internship will enable you to gain a real experience of working in a science- or technology-related workplace. The academic program that provides the framework for the internship will help you to learn about the nature of careers in science and technology and to think more about your own skills, personal development needs and potential career pathways.

SCIE90017 is a 12.5-point subject, and may be approved as a **science elective or professional skills subject** within your course. This subject will be offered in **Semesters 1, 2 and the Summer Semester**.

What happens in the internship?

The internship involves a placement of 80-100 hours in a single organisation, working as an intern while gaining experience of the science-related work being conducted in that organisation. Participating in the internship will also enable you to observe the nature of the organisation more generally – its structure, how different components of the organisation interact, how projects and teams are organised to achieve their goals.

You will build your science-related skills, with guidance, including your capacity to contribute productively to a project or series of activities set up by the organisation for your placement.

What sort of work do interns do?

It depends on the organisation. Your host organisation will provide an experience that is authentic, so the nature of the work you do will vary from placement to placement. You may spend time shadowing members of staff, contributing in an assisting role to many activities. You may be asked to be a team member on a project for the duration of your internship – an ongoing project, or one that is completed by the time you leave. You may be assigned to an individual project that can be completed within the 80-100 hours of your placement. Alternatively, your placement may be a combination of these.

Academic component

Before embarking on your placement you will participate in compulsory induction and pre-placement seminars that will prepare you for the expectations of your placement, including skill development in communication and project management. The sessions will also develop your understanding of science and technology-related industries and organisations.

A session to “touch base” mid-way through the placement will include an industry perspective, and a series of staff-led but largely student-presented sessions will complete the subject (also compulsory!), in which you will learn from the insights and experiences of your colleagues.

How will I be assessed?

The several components of assessment seek to evaluate your capacity to reflect on your experience as well as to gain a specific understanding of the organisation in which you have been placed. These include: a career case study based on an information interview with an employee in your placement organisation; presentation on a work-related or discipline specific topic (to be presented in post-placement classes); and a reflective essay on the placement experience, connecting your studies and workplace learning. Seminar attendance and satisfactory performance on the placement are also required.

What are the benefits

Many! Some of the benefits are expressed in the subject objectives as follows - on completion of *Science and Technology Internship*, it is anticipated that you will be able to:

- Identify and articulate your knowledge and skills and apply them to relevant science organisational contexts and work-settings; as well as linking them to specific professions and career pathways.
- Produce original work in an appropriate format which demonstrates scientific analytical, research and problem-solving skills;
- Review and reflect on the process and output of a work project/placement in order to articulate your academic and career development learning from the experience;
- Understand the value of industry and professional networks and their importance to self reliance, lifelong learning and career progression.

Of course there will be many other less tangible benefits in enabling you to confirm or refine the direction you take after your course, emerging with a greater confidence in your ability to make a meaningful contribution in a science-related workplace, awareness of the strengths you offer to a future employer as well as areas to further develop as you prepare for life beyond your degree.

How do I find a placement?

Students find their own placement, with support from the Subject Coordinator, the Faculty's Careers & Industry Consultant and Melbourne Careers Centre staff. Pre-enrolment workshops will provide additional information and resources, on finding organisations to approach, preparing applications and negotiating the placement. To begin with, you could conduct an internet search, find professional associations in your area of interest and search the library databases to locate possible organisations to approach. Additionally, you could use the "[Careers and Jobs LibGuide](#)" to research employers and industries – accessible via the [Melbourne Careers Centre](#) website.

You will need to submit an application and may be required to go through a selection process with your nominated host organisation, so this work needs to begin in the semester *before* you plan to enrol in the internship subject. If you wish to meet with a Careers Consultant to assist with your application, resume and interview preparation, please go to the [Careers Express Drop In Service](#) for a 10 minute consultation Monday – Friday.

Key points to remember:

- You need to find your own placement
- Placements are unpaid
- You are covered by our insurances whilst on your placement
- Your placement must be approved by the Subject Coordinator before your enrolment in the subject will be confirmed

Enrolment

You may add the subject to your study plan as "planned" but this enrolment will not be confirmed until your host organisation agreement is approved by the Subject Coordinator.

Please check the University [handbook](#) for details of the subject prerequisite requirements, non-allowed subject combinations and assessment requirements.

Subject enquiries

Careers & Industry Consultant: [Fiona Simpson](#)

Subject Co-ordinator: [Professor Janet Hergt](#)

Week	Activity	Description	Timing
Previous semester		<ul style="list-style-type: none"> Attend an “Internship Information” session 	9 August 2016 Click here to register: 12.15-1.15pm OR 1.15-2.15pm
		<ul style="list-style-type: none"> Submit an Expression of Interest form 	
	Select, contact and organise a placement with an approved science-related organisation	<ul style="list-style-type: none"> Attend the “Secure your Internship” workshop 	13 September 12.30 – 1.30pm
		<ul style="list-style-type: none"> Locate possible organisations to approach, using resources on the Melbourne Careers Centre and other web sites Prepare your resume and cover letter using online resources and/or seminars and appointments offered by Melbourne Careers Centre including the Careers Express. Need some additional help? Attend: <ul style="list-style-type: none"> Ultimate Guide to Resumes and Cover Letters Interview Preparation For further details visit Careers Online	Click here to register: 5 October 2016 12 October 2016
		<ul style="list-style-type: none"> Approach the organisation(s) and express interest in participating in an internship for course credit 	
	Complete Application & Risk Assessment FORM HERE	This form will include details of the placement you have organised. You MUST upload a letter of confirmation from your host.	Due date for summer and Semester 1 applications: Mon 5 Dec
Semester break	Agreements signed	Risk Assessment form evaluated and approved; University liaises with host about Letter of Agreement; If required, students sign Deed Poll.	
Semester commences: 8 hours of pre-placement classes will be held before you begin your placement. These will take place in weeks 1 and 2 (if you take the subject in either Semester 1 or Semester 2), and in the first 2 days of the teaching period if you take this subject in the Summer Semester. Check the timetable for class times and location.			
Mid-semester	Mid-placement class/first assessment due	Industry perspective/class discussion on placement experiences. Career Case-study submitted	Check timetable for class times and location
End semester	Assessment	Student presentation sessions Reflective essay (due in the examination period)	Check timetable for class times and location