

## Organising a Placement for the Science and Technology Internship Subject

**Subject Coordinator:**

[Professor Janet Hergt](#)

**Work Integrated Learning Team:**

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Before you can formally enrol in the Science and technology Internship Subject, you must organise a placement. This will happen about a month or two before the start of semester. If you intend to be overseas throughout the holiday break, it is important to set up your placement before you go.

The recommended process is:

1. Determine what sort of occupation / industry / issue interests you and what sort of organisation would be suitable. The placement must be related to your course and possible career direction. If you are having difficulty deciding your interests or what sort of placement you want, you can join regular events running throughout the semester. You can view and book these events on the [Careers Online](#) portal.
2. Locate possible organisations to approach by:
  - searching the internet, online directories and social media platforms such as the [LinkedIn](#) Alumni tool
  - researching relevant professional associations lists of “Professional Associations by Degree” can be downloaded from the [Melbourne Careers Centre](#). You can also search for professional associations through a google search
  - search the library databases ([Company 360](#)) to locate possible organisations to approach
  - talking to people - mentors, supervisors, teaching staff, family and friends

Develop a prioritised list of several organisations. You can ‘cold call’ organisations, but it is easier if you have a contact, so make use of your networks (staff, other students, family) to find contacts. This is a type of ‘hidden job market’ approach (finding employers to approach when opportunities are not advertised).

For more information on this approach read the document [‘How to approach employers’](#)

3. Prepare a resume (try to fit onto 2 pages) and an application letter. Please use the **Cover letter format** and **Resume Format – STEM templates** as a guide, downloadable from the [Melbourne Careers Centre](#).
4. Your application / cover letter should include:
  - that you are looking for a placement as part of the Science & Technology Internship run by The University of Melbourne and you’re interested in doing an internship with their organisation over the coming semester
  - why you’re interested in working with their organisation
  - that this is an unpaid internship, you will be covered by University insurances and that it will amount to approximately 80-100 hours over the semester
  - that the placement would usually involve you undertaking a project or a portfolio of research and management work (you might even have a specific project or area of research in mind – although this is open to negotiation between you and the contact

- person) and may also include involvement in the day-to-day business of the organisation
- providing the contact person with the Subject Coordinator's contact details so they can follow up for further information about the program
5. If you don't have a contact prior to sending an application, phone the organisation to determine to whom you should send your application. Explain that you're looking for a placement as part of the Science and Technology Internship subject run by The University of Melbourne, and find out who is the best person to contact, their email address and phone number.
  6. Send your application – resume, application / cover letter and [Information for Hosts](#) flyer.
  7. If you don't hear back within a week, ring the person you emailed to remind them of your request. Ideally, you should only contact one organisation at a time. If you're not getting much response you can start contacting several at once.
  8. Organisations may want to arrange a meeting or interview with you to discuss the internship. Treat this like a job interview – dress appropriately and prepare by researching their organisation so you understand their core business and how they are organised.
  9. At the interview, you will then need to talk about what it is you'll do there. Make sure you tell your workplace supervisor the following to expand on your email to them:
    - Interns usually work on a practical, research or policy project, but the scope of the internship can be a broader portfolio of work if that better fits with the organisation. Even with such a portfolio, however, **there must be a course-relevant component of some kind.**
    - It is up to you and the organisation to agree upon what you will be doing during the internship. If you have any concerns about what the organisation is asking you to do then email the [Subject Coordinator](#).
    - Remind them that it should be about 80-100 hours of work (negotiated to suit your study load and commitments as well as their needs). Assessment of the intern's written work for the purposes of the internship subject is the Subject Coordinator's responsibility - all your host supervisor has to do by way of assessment is fill out a short feedback form to on how they think the internship went.
    - The University's insurance covers the student while they are in a workplace for the purposes of the internship. Full **certificates of currency** are available on request.
  - 10.. When your placement is finalised, complete the **Application and Risk Assessment form - Science and Technology Internship** found on your subject's [webpage](#). You must upload a letter or email from your host confirming your placement to the application form.
  11. If required, please complete the University of Melbourne Risk Assessment Form located on the application form.
  12. Following approval, the University will liaise with your host organisation to complete necessary legal documentation to ensure all parties are protected. The organisation will be provided with a Letter Agreement that sets out respective roles and responsibilities during your placement. You will be required to sign a Deed Poll that specifies your role in ensuring any confidential information accessed during the placement at the host organisation is kept confidential.