

## Information for Students

### Overview

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

HORT20029 is a 12.5-point compulsory subject which students must complete as part of the Associate Degree in Urban Horticulture (ADUH) course based at The University of Melbourne's Burnley Campus. The course involves an academic workshop component as well as an Industry Placement. The academic workshop component is usually undertaken during the first 6 months of the 2<sup>nd</sup> year of the 2 year course but students are encouraged to begin or even complete their Industry Placement component during the summer break between 1<sup>st</sup> and 2<sup>nd</sup> year.

### What happens in the internship?

The internship involves a placement of 120 hours (approximately 3 to 4 weeks full time or equivalent part time) in a single organisation or more than one organisation if appropriate. You will be working as an intern while gaining experience of the horticultural 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 horticulture-related knowledge and 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 120 hours of your placement. Alternatively, your placement may be a combination of these.

### Academic component

Students will be required to participate in 6 workshops during Semester 1 in 2018 which will focus on human resource practices and business operations. Students will complete a Risk Assessment checklist before placement commencement and a Professional Host Organization Agreement will also be completed by the University and the Host Organisation.

### How will I be assessed?

You will be required to complete a 2000 word Reflective Journal Assignment 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. The Host Organisation is also asked to complete an evaluation of the student's work performance.

## What are the benefits

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

- Identify and articulate your knowledge and skills and apply them to relevant horticultural/agricultural/environmental/local government and community enterprises organisational; as well as linking them to specific professions and career pathways.
- Acquire knowledge of the conditions, cultures, human resources and business practices of workplaces and align this to an actual workplace.
- Gain practical vocational experience in an industry setting.
- Apply professional concepts, frameworks and techniques in a vocational setting
- Gain significant insight into the complexities of professional decision making.
- Develop a capacity to critically evaluate your experiences and to share your findings through written and oral reports

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 horticulture-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 in the Science Student Centre for a 10 minute consultation Monday – Friday between 10am and 12pm.

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

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

In order to finalise your enrolment, you will need to ensure all the requisite forms are completed prior to commencing your placement.

## Subject enquiries

Subject Co-ordinator: [Mr Fred Hellriegel](#) E: [fhellriegel@unimelb.edu.au](mailto:fhellriegel@unimelb.edu.au) M: 0418 660 731 or  
Careers & Industry Consultant: [Fiona Simpson](#) E: [fiona.simpson@unimelb.edu.au](mailto:fiona.simpson@unimelb.edu.au) Ph: 9035 9522