



THE UNIVERSITY  
*of*ADELAIDE



# FACULTY OF ARTS INTERNSHIPS

Student FAQ Handbook

[arts.adelaide.edu.au/study-with-us/internships](http://arts.adelaide.edu.au/study-with-us/internships)

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## The journey begins here...

### Be ready for the future.

Our internships enable you to gain hands-on industry experience before you graduate, in an area related to your degree and career aspirations.

It's an exciting time.

We are preparing you to be a highly educated, creative thinker - ready for the industries of the future in brand new areas that we haven't yet contemplated.

Learning doesn't just take place in the classroom. By taking part in an internship you will:

- apply your classroom learning in a professional industry environment
- gain valuable exposure to your field of study and interest
- establish a professional network engage in practical or research-based work experience
- develop your career-readiness and employability
- enhance your confidence and self-efficacy in the world of work
- have an experience that could cement your aspirations into ambition.

### We'll help you develop the skills you will need to thrive.

The first step of your internship journey is to read through this handbook of frequently asked questions.

This will help you understand your options and opportunities when it comes to undertaking an internship for credit towards your degree in the Faculty of Arts.



**"My internship at the Adelaide Festival Business Development Team showed me how teams develop a festival together.**

**I did everything from event management and sponsorship, to seating and logistics.**

**I met interesting people in the industry while applying different skills to situations behind the scenes as well as front of house.**

**It was a great experience."**

Cassandra Ackerman, *Bachelor of Media (Marketing)*

# FAQS

## 1. What is an internship?

An internship is a short-term placement where a student spends time within a company, business or organisation.

Internships allow organisations and students to come together in a beneficial manner to both.

Internships are an important part of the degrees offered by the Faculty of Arts. They are also commonly known as:

- Work Integrated Learning (WIL)
- industry placement
- service learning
- industry project
- placement.

## 2. Am I eligible to enrol into an internship course?

Some internship courses are listed as electives while others are only available to students in a particular program. For example, the course Media Industry Transitions is only available to media students, whereas the Arts Experience courses are available to all students in our faculty as they are elective courses.

You can complete more than one internship if it fits into your study plan.

Many students are required to complete a core internship for their program, but they can also enrol into an elective internship course in another study period to get additional experience.

Prerequisite information is available on the University of Adelaide Course Planner, and we have included a full list of the internship courses we offer at the back of this handbook.

## 3. Are internship courses just for undergraduate students?

There are a number of internship courses available to postgraduate students who meet the relevant enrolment eligibility.

### Can I complete more than one internship?

**Yes! In fact, we recommend it.**

**As long as you check your study plan and eligibility, you can complete more than one internship.**

## 4. Are internship courses available to international students?

Yes, but please be aware of the 20 hour-limit which applies for international students in Australia on a valid student visa.

Hours worked for internship subjects undertaken as electives, or for voluntary or unpaid work, will count towards your student visa work hour limits.

Hours worked for internship subjects which are a compulsory requirement of your course will not count towards your student visa work hour limits.

## 5. Is there space in my study plan to enrol in an internship?

The Arts Faculty Office will help you figure out if you have the elective space in your study plan to enrol into an internships course.

To check your eligibility, contact the Faculty of Arts office:

- in person on the ground floor of the Napier Building, North Terrace campus
- by email [arts@adelaide.edu.au](mailto:arts@adelaide.edu.au)
- by phone on 8313 5245 during office hours.

If you do not have the elective space for an internship, it is possible to request to replace a capstone, major or minor course with an internship, providing that it is relevant to your degree and the course you are replacing.

To apply for this, you need to request a variation to your program rules.

Go to: <https://arts.adelaide.edu.au/study-with-us/student-support/variation-to-program-rules>

You will be prompted to indicate if your application relates to an internship. All approvals will be at the discretion of the program coordinator, and students cannot seek this approval via the Internships Office staff.

Once you have approval, contact us and we can finalise the internship arrangements with you.

## 6. Are internships compulsory?

Sometimes we promote internship elective courses to all students, regardless of the program of study or eligibility. We do this to ensure students are aware that these courses are available for credit towards their degree.

While we do recommend them, they are not compulsory, unless it is a core component of your degree program.



Alexandra Beal with Dayna Fisher from Mission Australia

**"The internship program provided Mission Australia with a high quality researcher as an additional resource that, as a not for profit organisation, we would not otherwise have been able to utilise.**

**The positive flow on effects and impact that the research has had on our service provision for those we serve has, and continues to be, extremely beneficial."**

Dayna Fisher, *Mission Australia - Community Mental Health Worker/Project Officer Extended Transition Support/Youth AOD Outreach*

## **7. Can I complete an internship that is not for credit towards my studies?**

The Faculty of Arts internships that are promoted on CareerHub or recommended to students have been offered by host organisations on the basis that they are being completed as part of a student's program of study for credit towards their degree.

The Fair Work Act in Australia refers to such arrangements as vocational placements, as they:

“...provide students with the opportunity to apply the theory and skills they learned while studying in a professional workplace.

Under these arrangements students can gain the skills they need to transition successfully from study to work, while giving industry the opportunity to enrich student learning experiences and increase the number of work-ready graduates.

Vocational placements that meet the definition under the Fair Work Act 2009 are lawfully unpaid. Students completing vocational placements are not considered to be employees and therefore are not entitled to the minimum wage nor other entitlements provided under the FW Act.”

(Fair Work Act, 2009).

If you have already sourced a volunteer internship or role, we can provide you with relevant insurance to cover you during this period. Contact our office for the volunteer insurance form.

While we encourage gaining as much experience as possible, if you are interested in finding out more about voluntary work, or you want your volunteering to count towards the Adelaide Graduate Award, then we recommend you contact the [University Careers Office](#).

## **8. What is the next step once I am enrolled?**

Once you are enrolled into an internships course, please check your student email inbox regularly as you will receive a welcome email from the Internships Office prompting you to complete a mandatory compliance form.

The compliance form is completed online in our internship software program ‘Sonia’.

If you do not complete your compliance form as soon as you receive it you will be sent reminder emails every three days so we recommend you complete it as soon as possible so you can move on to the next step in your internship process!

You will need to upload your professional resume to the compliance form, so please ensure that your resume is current and if not, update it right away to avoid any delays.

## **9. Do I have to complete the compliance form? Why?**

Yes, it is mandatory.

The compliance form provides students, the Internships Office, and academic staff with important information relating to your proposed internship.

Even if you have secured an internship you will still need to complete this form when you enrol. A link to the form will be automatically emailed to you after you have enrolled.

If you enrol in two internship courses you will have to complete this twice, just in case your circumstances have changed.

## **10. How can I develop and improve my resume?**

The University has a range of services to support students with their career development.

The [University of Adelaide Career Services](#) in particular has a range of resources available for students to access and their service is free to all students.

Before you begin your internship search, make sure your resume is up to date and well presented, and that it accurately describes your skills, attributes, accomplishments and experiences.

You can attend the University's Career Services free workshops and make use of their online resources, including the [VMock online system](#). When you upload your resume to VMock you will receive instant feedback and suggestions for improvement.

### **Careers Service**

[adelaide.edu.au/  
student/careers/  
students/applications-  
and-interviews](http://adelaide.edu.au/student/careers/students/applications-and-interviews)

## **11. Will I need a cover letter to apply for an internship?**

Yes, but you will not need one for the compliance form.

You will need a cover letter once you have identified or sourced an internship which you want to apply for.

We recommend you tailor your cover letter for each internship opportunity that you apply for based on the host organisation's requirements or internship position description.

Visit the [Careers Service](#) website to access additional resources.



## **12. What are the pre-internship compliance requirements?**

Under state and Commonwealth legislation certain host organisations will require additional compliance checks.

For example, a Working with Children Check may be required if you are completing your internship in an organisation that works with children or children's data.

The compliance form will ask if you have a Working with Children Check and a National Police Clearance, but it does not necessarily mean that you will need either of these checks. You will be advised if a clearance is required or not when applying for an internship opportunity.

If you need to apply for one or more of these checks, you can update your compliance form online when you do have this information.

## **13. How do I apply for required clearances?**

Applying for checks can take some time, so it is important to apply for the check(s) as soon as you are aware that they are needed.

### **Department of Human Services Screening Unit**

Apply for these checks through the [Department of Human Services Screening Unit](#):

- Working with Children Check (valid for 5 years)
- Disability Services Employment (valid for 3 years)
- Aged Care Sector (valid for 3 years)
- Vulnerable person-related employment (valid for 3 years)
- General employment probity (valid for 3 years).

Students undertaking an unpaid internship as part of their degree are eligible to apply for a discounted price per check. If you choose to apply at the student price, the check will also be valid for employment, and you will not be required to obtain a full priced check until the 3 or 5 years have passed.

If you are doing an unpaid internship you are also eligible to apply for any of the DHS checks as a volunteer, free of charge.

However, volunteer checks are not valid for paid employment, so if you were required to obtain these checks for future employment, you could not use your volunteer check, and you would instead need to pay the full price.

Checks including: Aged Care Sector, Vulnerable person-related employment, and General employment probity, are \$96.25 per check at the full price. A Working with Children Check, and Disability Services Employment check cost \$115.50 each at the full price. Please note these prices are subject to change and it is best to check at the time of applying.

Which option out of the above two that you decide to proceed with is entirely your decision. You can discuss this with the host organisation and/or the Internships Office if you have any further questions.

### **National Police Clearance**

Police checks for volunteers who work with vulnerable groups are provided free of charge by South Australia Police (SAPOL) to organisations who have a Volunteer Organisation Authorisation Number (VOAN). It is important to find out if your prospective host organisation has a VOAN, and if so, you will be able to apply for a police check free of charge through the SAPOL website.

If the host organisation does not have a VOAN, please contact the Internships Office to discuss alternate options.

# FINDING AN INTERNSHIP

## 14. How do I find an internship?

You can start searching for your own internship 3 months before the semester begins.

Many courses require students to self-source their own internship. You can check the course information to find out if this is the case. Some examples include Media Industry Transitions (MDIA 3207) and International Relations Internship (POLIS 3107).

Students enrolled in the Parliamentary internship course will be matched to an appropriate project by the Internships Office, or relevant administrator of the program.

### Sourcing an Internship yourself

There are many benefits to self-sourcing your internship. It can develop your networking skills, expand your network, and build your confidence job seeking. When you approach a prospective host organisation, make sure you understand the requirements of the course that you are enrolled into and clearly communicate those requirements to the host organisation.

#### Here's how to get started:

1. Reach out to your own contacts, friends and networks. The more people you talk to, the more word will get out that you are looking for an internship.
2. Create a LinkedIn profile and follow companies you are interested in to connect with other professionals. Always add a personal note to introduce yourself or mention where you may have met them.
3. Check LinkedIn For Students: [university.linkedin.com/linkedin-for-students](https://university.linkedin.com/linkedin-for-students). There are resources specifically for university students to help you start connecting with professionals already working in your field of study.
4. Speak to your Course Coordinator and University contacts in your field of study.
5. Visit CareerHub to consider opportunities and view the past host organisations list. Think outside the box for opportunities outside of our state, such as virtual opportunities with interstate and overseas companies.

### LinkedIn for Students

**<https://university.linkedin.com/linkedin-for-students>**

6. Google search companies you are interested in, then:

- cold call them
- visit them in person or
- email them (be sure to check your grammar and spelling before sending anything).

Include your professional resume, cover letter or expression of interest.

Make use of the Career Services free workshops and their online resources, including the [VMock online system](#).

When you upload your resume to VMock you will receive instant feedback and suggestions for improvement.

#### What happens next?

1. Ask your prospective host to complete the internship proposal form which outlines the scope of the internship, the location and supervisor details, and any other specific requirements. You can also provide them with a copy of the host guidelines.
2. Email the completed form to [artsinternships@adelaide.edu.au](mailto:artsinternships@adelaide.edu.au) for approval.
3. Once approved, the Internships Office will generate an online Internship Agreement, which is the legal document that outlines the responsibilities of all parties. It will be emailed to you and the host supervisor to sign electronically. Once it has been signed by both, the Internships Office will fully execute and approve the agreement online.

### Sourcing an Internship through the University

We work closely with organisations across a wide range of industries in the not-for profit, private and government sectors.

Often we receive internship offers from host organisations that have a longstanding relationship with the University and are willing to host internships throughout the academic year.

CareerHub has a contact list of previous hosts for an overview of the types of organisations we have existing relationships with. Not all organisations on this list have internship opportunities available in every internship period, but you may contact them to express your interest.

The Arts Internships Office may contact you directly if your resume shows you are suited for a particular internship opportunity that is available. We can match you with opportunities if you submit your resume and mandatory compliance form promptly.

We also upload opportunities to CareerHub, where you can apply directly for the internship. Be prompt when applying for an opportunity and make sure you submit before the application closing date.

It is possible to apply for more than one internship, but only do it if you are fully committed to it and genuinely interested.

### Career Hub

**[bit.ly/CareerHubLogin](http://bit.ly/CareerHubLogin)**

**Search opportunities  
using the keywords  
'Faculty of Arts'**

## **15. How do I apply for an internship through CareerHub?**

Search CareerHub to find and apply for internship opportunities uploaded by the Internships Office or another area of the University.

Scroll through offers that have been uploaded by the Arts Internships Office first, as these will be more likely aligned to our degrees (type 'Faculty of Arts' in the search bar and hit 'Enter').

To apply for an opportunity, click on its title, and read through the description of the internship offer. There may also be an attached proposal form, which you can download.

If you are interested, and suited to the opportunity apply via 'Applications - How to Apply'.

Complete the online form and upload application documents including your resume in PDF format, a cover letter, and an academic transcript.

Once you have submitted your application, you will receive an automatic email acknowledging receipt of it. The Internships Office will review your application and you will be notified if you have been shortlisted.

## **Sonia Online**

[bit.ly/soniaonlineuoa](http://bit.ly/soniaonlineuoa)

## **16. What are the start and end dates for the internship?**

They are flexible, providing you meet the total number of hours or days required for your course.

The hours, days and dates of your internship are negotiated and agreed upon with your prospective host organisation supervisor before you commence and are included on your Internship Agreement.

If your internship dates change after you have submitted your agreement, let our office know and we will amend your Agreement.

## **17. How do I use Sonia?**

Sonia is the software we use to manage the administration of the internship process from start to finish, including processing your internship paperwork.

Sonia allows you to edit and complete all of your forms in one virtual location.

If you have any outstanding forms, you will receive automated reminder emails based on the dates in your Internship Agreement.

Sonia gives you a central record of forms that is accurate, transparent and in one location.

To use Sonia, go to:

[placementsonline.adelaide.edu.au/  
SoniaOnline/Default.aspx](http://placementsonline.adelaide.edu.au/SoniaOnline/Default.aspx)

- Click on Arts Internships
- Login using your student details.

Internship information is under the following headings:

**Placements** - displays the internship course/s that you are enrolled into. Once you have confirmed an internship opportunity, the internships staff will allocate you to the host organisation via Sonia for you to view.

**Forms** - here you can find all of your internship paperwork. We will send this to you in the following order, and for you to complete in this same order.

- Student mandatory compliance (upon enrolment)
- Internship agreement (once an internship is confirmed)
- Student feedback forms (during your internship)

## **18. What if I don't have an internship by the start of semester?**

Being organised is essential when planning to secure an internship before the start of the semester.

Investigate internship opportunities 3 months before the start of the semester.

If circumstances lead to you enrolling into an internships course at a later date, you are generally able to commence your internship a few weeks into the semester, as long as your required internship hours fit within the semester dates and meet the requirements of the course.

You can negotiate your internship days and hours with your prospective host organisation supervisor.

If you enrol late into the course or after the semester has commenced, you will need to source your own internship or apply for those still available which may limit your options.

If you do secure an internship, in some circumstances it is possible to request a late enrolment after census date by submitting an Amendment to Enrolment form:

<https://www.adelaide.edu.au/enrol/forms/students-only#amendment-to-enrolment-for-students>

## **19. What are my responsibilities during my internship?**

- Have a thorough understanding of the requirements of the University course that you are enrolled into. You will need to communicate these requirements with your prospective host organisation. Make sure that you carefully read the course information and course outline on MyUni.
- Understand their standards and expectations prior to commencing an internship. These may include: a Working with Children Check, Police Checks, confidentiality, a specific dress code, expectations of arrival times, break times etc. Be aware of the workplace expectations and follow them throughout the duration of your internship.
- You and the host supervisor will be required to complete feedback forms online through Sonia. These will be sent to you automatically at specific times during your internship. Mid-way follow-up emails will also be sent to all hosts and students to check-in on how the internship is progressing and if there are any issues to be followed up. Of course, if any important concerns arise before receiving these forms you can contact the Internships Office at any time.



# STEPS TO ENROL

## Step 1

Read the list of internships courses available. Check with the Faculty of Arts Office if you can enrol in the course. When they have confirmed your eligibility, enrol in it.



## Step 2

The Internships Office will add you to the internships placement group on Sonia. You'll get a welcome email and a mandatory compliance form.

Complete and submit the form, and upload your resume.



## Step 3

The Internships Office will check your mandatory compliance form and follow up with you if there are any concerns.

## Step 4

Find your internship (by yourself or on CareerHub) and ask the prospective host organisation to complete the proposal form.

Return the form to the Internships Office.



## Step 5

If you have applied through CareerHub, you'll get a receipt of application, and will be notified by the Internships Office that you have been shortlisted for an opportunity.

If you are not shortlisted, keep applying for other opportunities. The Internships Office can help if you are enrolled in a course where it is not mandatory to source your own internship.

## Step 6

Once you have been shortlisted, we will contact you to discuss what happens next.

We will forward your application to the host organisation for consideration and then the host organisation will confirm if they wish to proceed. If yes, you'll be referred to the host organisation for an interview.



## Step 7

Both you and the host notify the Internships Office of the outcome via email or phone.

## Step 8

When the internship is confirmed, or we've received the approved proposal form, we generate an online Internship Agreement through Sonia.

The Agreement is emailed to you to complete and submit online. The host will then receive the Agreement to complete and submit.

The Internships Office will fully execute and approve the Internship Agreement and email a copy to all parties.



## Step 9

If you are doing a research-based project, find an academic research supervisor to help guide the research process (someone you can communicate well with who is aligned to your project area). Talk to us if you can't find one.



## Step 10

Start your internship!

Use MyUni to find out your assessment and lecture/seminar attendance and requirements.

You can contact Course Coordinator with any questions you have about academic requirements and assessment.



## Step 11

You and the host organisation supervisor will receive a customer service feedback form one week after your internship starts. It is quick and easy to complete and gives the Internships Office important feedback.

## Step 12

We'll check in with you and your host supervisor at the midway point via email.\* You and the host can reply with any concerns, questions or feedback.

You will get regular feedback from the host supervisor about your progress. The Internships Office and Course Coordinator can help support you if you need it.

\*We don't do this for non-semester periods because they are too short to warrant a midway check in.



## Step 13

A week before your internship finishes, you and your host will receive a brief feedback form to complete online through Sonia.

You can submit a testimonial about your internship experience to be shared with others.

The host supervisor will give us feedback about your internship performance and outcomes. Sometimes this is part of your assessment and the details are available on MyUni.

# UNDERGRADUATE COURSES

Elder Conservatorium of Music and the School of Education also offer internships. Contact these schools directly for information.

## **Arts Festival II & III (ARTSEXP 2001/ ARTSEXP 3001)**

A number of festivals run over four weeks in Adelaide during February and March. Together they combine to make one of the largest, most popular and diverse arts festivals in Australia. Thousands of artists from around Australia and across the globe participate alongside home-grown talent, in art forms spanning cabaret, comedy, circus and physical theatre, dance, film, theatre, music, visual art and design. Students may be assisted to find internships across areas of the festivals in Adelaide.

This is an elective course, available to students from all programs of study in the Faculty.

- 1 x 120 hour internship, seminars and assessment as identified in course outline
- Intake: summer
- Year levels: 2 and 3
- Units: 3



*Carmen Taylor, internship student: "We looked at the impacts the Adelaide Fringe had on mental health and how live performances and groups were affected."*

## **Environmental Policy and Management (GEOG 3025)**

Students will intern in a community, business/industry or government agency engaged in environmental policy, planning and management activities, or with an individual or group engaged in environmental research. During their internships students can choose or will be assigned specific projects by their host organisation and will prepare reports on the methodology and results of their projects.

This course is available to BEnvPolicyMgt or Geography, Environment & Population Major/Minor students only.

- 1-2 days each week of semester internship, research report and seminars
- Intake: semester 2
- Year level: 3
- Units: 6 (equivalent to two courses)

## **Global Experience (2302EX/3302EX)**

### **NOT CURRENTLY AVAILABLE DUE TO COVID-19**

Students undertake an overseas short-term study abroad activity or project with a third-party provider; or are participating in an internship overseas for credit either directly with a company, or organised through a third-party internship coordinator. Students first seek approval from the Arts Faculty Office by registering their program via the online platform GLAS (global learning application system).

Once approved by the Faculty Office you can enrol into this course and the Internships Office will also touch base with you at this time. Students must be enrolled prior to undertaking the overseas experience. Students must be able to provide evidence of completion of the activity or project of around 100 hours to the satisfaction of their host organisation or third party provider and assessment details will be available on the course site on MyUni.

This is an elective course, available to students from all programs of study in the Faculty.

- Intake: All
- Year level: 2 or 3
- Units: 3

## **Indigenous Research Issues: Applied Knowledge (ABORIG 3000)**

Students undertake an internship focused on Indigenous knowledge. Students will demonstrate an awareness of Indigenous research methods and protocols and take into account the ethical considerations of working with Indigenous peoples, organisations and communities through their chosen field. Students will spend 120 hours on an internship and submit a research report which serves the purpose of the host organisation and student.

Students must have completed at least 15 units of Indigenous Knowledge's and Society courses to be eligible.

- 1 x 120 hour internship, seminars and research report
- Intake: semester 2
- Year level: 3
- Units: 6 (equivalent to two courses)



### **Workplace Experience II & IIIA (ARTSEXP2002 / ARTSEXP3002A)**

Students may spend up to two days a week or the equivalent of 120 hours in a practical work setting or undertake a research based project for an organisation. The internship is supplemented with a series of seminars on research and report writing as well as topics related to employability and career readiness.

This is an elective course, available to students from all programs of study in the Faculty.

- 1 x 120 hour internship, seminars, and assessment identified in course outline
- Intake: summer, semester 1 or 2, winter
- Year levels: 2 or 3
- Units: 3



### **Media Industry Transitions (MDIA 3207)**

This course provides students with a self-initiated internship of 100 hours at a host organisation in such fields as journalism; marketing; film studies; graphic design; social media and digital production; and immersive media.

This internship is compulsory and only available to media students.

- 100 hour internship, seminars, coursework or research report
- Intake: semester 1 or 2
- Year levels: 3
- Units: 6 (equivalent to two courses)

### **International Relations (POLIS 3107)**

Students work with a variety of organisations and NGOs concerned with international affairs and humanitarian areas. In some cases this will include working on-site at their offices, but most will be project-based or 'virtual' internships. Students normally spend 1 day each week in the organisation and submit a research report which serves the purposes of the host organisation and student.

This course is available to Bachelor of International Relations students only.

- Project framework, seminars, research report or assessment identified in course outline
- Intake: semester 1
- Year level: 3
- Units: 6 (equivalent to two courses)



### **Workplace Experience IIIB (ARTSEXP 3002B)**

Final year students are linked to a host organisation to complete a project or conduct research for the organisation, resulting in a report written by the student that serves the purpose and/or interest of both the host organisation and student. Students normally spend some time each week in the organisation and submit a research report which meets the needs of the host organisation and the student.

This is an elective course, available to students from all programs of study in the Faculty.

- Seminars, research report and assessment identified in course outline
- Intake: semester 1 or 2
- Year level: 3
- Units: 6 (equivalent to two courses)

### **SA Parliamentary Internship (POLIS 3111EX)**

This course offers students the opportunity to complete a research or project based internship under the direction of a Member of the State Parliament while completing an agreed research report. Students will be required to conduct intensive research on a single public policy topic under the guidance of an academic supervisor.

Final placement will depend upon availability and the application of an internal quota based on GPA and competitive application process.

- Research project plus seminars and assessment identified in course outline
- Intake: semester 2
- Year level: 3
- Units: 6 (equivalent to two courses)



# POSTGRADUATE COURSES



## **Workplace Experience Postgraduate (ARTSEXP 7001)**

Students are given the opportunity to spend a semester working in the private, public or community sector in South Australia. The internships will normally be a minimum of 150 hours, which are supplemented with a series of seminars on professional writing and career readiness.

Students will be provided support to source their own internships that relate to their area of study where possible. Final placement will depend upon availability of a host organisation (arranged by the student or with support from the Arts Internships Office) and submission of a resume.

To maximise chances of receiving an internship please contact the Arts Internships Office at least three months prior to the beginning of the semester in which you wish to enrol.

This course is available to postgraduate students who have completed at least 12 units of ARTS PGCW.

- 150 hour internship and report, and assessment identified in course outline
- Intake: semester 1, 2
- Year level: postgraduate
- Units: 6 (equivalent to two courses)

## **Leadership in Strategic Communication (MDIA 7009)**

This internship is compulsory and only available to postgraduate media students.

- 150 hour internship, seminars, coursework or research report and/or assessment identified in course outline
- Intake: semester 2
- Year level: postgraduate
- Units: 6 (equivalent to two courses)

## **Translation and Interpreting (CHIN 7013EX)**

This course offers valuable learning to students from both Chinese and English speaking backgrounds, to enhance their translation and interpreting expertise in an 84-hour supervised practicum.

This course is available to MA (Int, Trans & Transc Comm), G Dip InterpTrnsln & TrnscltComm students only.

- 1 x 84 hour internship
- Intake: semester 1, 2 or summer
- Year level: postgraduate
- Units: 3



*Students translating at Adelaide Health Simulation*

# TOP TIPS

## ...for how to be a #1 intern

**Undertaking an internship could be a crucial factor in landing your dream job.**

You will have the chance to see first-hand what it's really like to work in your industry of choice, and you'll be forging a professional network that could play an important part in building your career.

So what are the most important qualities in an intern?

### **1. Initiative, even during the application process.**

Be responsive and proactive to show that you have a strong work ethic and will take the lead when it comes to solving problems and completing tasks without needing constant direction.

### **2. Positive attitude and eagerness to learn.**

Having a positive attitude and showing enthusiasm for learning is key.

### **3. Adaptability.**

Be willing to adapt to a variety of tasks and projects. You will learn new skills, and demonstrate your versatility and resourcefulness.

### **4. Professional communication skills.**

You need strong written and verbal skills to work in a team and communicate problems and tasks effectively, as well as for connecting with your colleagues and clients.

### **5. Critical thinking.**

Can you provide more than one solution to a problem? Can you imagine different scenarios and come up with alternate responses? Can you assess whether a course of action is both beneficial and ethical?

You will develop these skills during your university studies - the internship is your opportunity to put them into practice.

Don't forget the simple things!

It's also important to:

- be on time
- dress for the environment you are working in
- treat it like a real job
- ask for feedback, and
- embrace the experience!

## Contact us

If you have any questions about the internship process that haven't been answered in this handbook, please get in touch with us.

Email: [artsinternships@adelaide.edu.au](mailto:artsinternships@adelaide.edu.au)

Web: <https://arts.adelaide.edu.au/study-with-us/internships>

For enquiries about your assessment, due dates, extensions, MyUni or academic requirements, please contact your course coordinator.

## Contact the Arts Internships Office

**Email:**  
**artsinternships@adelaide.edu.au**

**Web:**  
**arts.adelaide.edu.au/study-with-us/internships**

**Phone:**  
**+61 8 8313 0419**

## **KAURNA ACKNOWLEDGEMENT**

We acknowledge and pay our respects to the Kaurna people, the original custodians of the Adelaide Plains and the land on which the University of Adelaide's campuses at North Terrace, Waite, and Roseworthy are built. We acknowledge the deep feelings of attachment and relationship of the Kaurna people to country and we respect and value their past, present and ongoing connection to the land and cultural beliefs. The University continues to develop respectful and reciprocal relationships with all Indigenous peoples in Australia, and with other Indigenous peoples throughout the world.

## **FURTHER ENQUIRIES**

Faculty of Arts  
The University of Adelaide SA 5005 Australia

**ENQUIRIES** [artsinternships@adelaide.edu.au](mailto:artsinternships@adelaide.edu.au)

**TELEPHONE** +61 8 8313 0419

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CRICOS: 00123M Outfit Job No: 2344619

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