Step by Step of application process for SCIE30002

Step 1: Read through all content on the Science Internships webpage; http://studentcentre.unimelb.edu.au/eastern/subject_information/internship_subjects

Important Documents:
- Download the Information Session hosted by Prof. Janet Hergt
- Organising a Placement form
- Information for Students and Expression of Interest form
- Information for Hosts
- FAQ’s

Step 2: Hand in your Expression of Interest form to the Science Student Centre or email to science-enquiry@unimelb.edu.au (please still send this form through if you have not already done so even though it is past the due date of 6th October, 2014)

Note: This will ensure that you are listed on the main database which we use to find contact details of those students applying for the subject so that we can send you important updates and information about the application process.

Step 3: Familiarise yourself with the workshop resources listed at the bottom of the webpage http://studentcentre.unimelb.edu.au/eastern/subject_information/internship_subjects:
- SciTech Subject Organising a Placement
- Approaching Employers C&E
- Cold Calling Guide
- Internship Cover Letter Template
- Internship Resume Template
- Resume Review Checklist
- 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.

Focus your search on big organisations that you are already familiar, ask your fellow students if they know of any places you could contact and it will also help if you speak with family and friends who might be able to ask around within their networks to find a connection within the industry you are interested in. Networking is a helpful thing when finding internships or even when looking for work after you finish your degree.

If you are struggling with finding a placement, please contact Yovanna Adamis yadamis@unimelb.edu.au from Careers and Employment. She will be able to assist you
with finding a company that previous students may have interned for in past semesters or give you some new ideas on how to approach a potential hosts.

**Step 5:** Once you have made contact with an organisation or company, you should send them the document (found on the main website: [http://studentcentre.unimelb.edu.au/eastern/subject_information/internship_subjects](http://studentcentre.unimelb.edu.au/eastern/subject_information/internship_subjects)) 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 tell them to contact your subject coordinator Prof Janet Hergt [jhergt@unimelb.edu.au](mailto:jhergt@unimelb.edu.au) and she 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 a **letter or email of confirmation** to yourself that you can then forward on to Prof Janet Hergt for approval.

**Step 7:** Once this confirmation has been sent to Prof Hergt, please go onto the website page and click on **'Online Application and Risk Assessment Form'** and **complete your application for the SCIE30002 subject**. This form will automatically be sent through to the Science Student Centre where we will process and send through to Prof Hergt for approval.

**ALL APPLICATIONS ARE DUE BY 31st DECEMBER 2014!**

**Step 8:** After all of your application has been submitted, please wait until we contact you directly advising you of your approval into the subject. Depending on the time of year, this may take a while for the subject coordinator to get back to you regarding your approval. If you have not heard from anyone for a few weeks, please send a brief email to the [science-enquiry@unimelb.edu.au](mailto:science-enquiry@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 into SCIE30002.

**Step 9: RE-ENROLMENT INSTRUCTIONS**

You cannot enrol yourself into the SCIE30002 subject through the normal enrolment process. The Science Student Centre will MANUALLY enrol you into the internship subject once the approval has been confirmed by Prof Hergt.

This means that, as you are required to re-enrol between **20th October – 12th December 2014**, you MUST INSTEAD enrol into your **‘second’ choice subject** in the meantime, your place hold subject. This subject can be one that you would choose to do if you were **not** able to do the SCIE30002 subject.

Then, once you have been approved to enrol in the SCIE30002 subject, you will need to go into your **student portal** via [my.unimelb](http://my.unimelb) and **withdraw** yourself from your place hold subject.
After you have withdrawn from your place hold subject, please either email science-enquiry@unimelb.edu.au with the copy of approval confirmation from Janet Hergt or come into the Science Student Centre so that we can manually enrol you into SCIE30002.

**IMPORTANT:** Please make sure you have withdrawn from your unwanted place hold subject before getting the Science Student Centre to enrol you in SCIE30002 as you do not want to be liable for fees if you do not intend on doing the subject and have not withdrawn correctly.

If you have any further questions please contact Janet Hergt or the Science Student Centre and we will assist you as best we can.