Step by Step of application process for SCIE30002

**Step 1**
Read through all content on the Science Internships webpage.

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

**Step 2**
Complete the online Expression of Interest form.

*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 this webpage:

- 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 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 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 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 upload this into your application where it asks you to.

**Step 7**
Once this confirmation has been received from your host, please go onto the Science Internships webpage 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 Academic Engagement Team where we will process and send through to Prof Hergt for approval.

**ALL APPLICATIONS ARE DUE BY 29 MAY 2015!**

**Step 8**
After your application has been submitted, please wait until we contact you directly advising you of your approval into the subject. 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-academicprograms@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 (see below) into SCIE30002.

**Step 9**
**RE-ENROLMENT INSTRUCTIONS**
You cannot enrol yourself into the SCIE30002 subject through the normal enrolment process. The enrolment team 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, you MUST INSTEAD enrol into your ‘**second choice subject**’ in the meantime to hold a place. This subject can be one that you would choose to do if for some reason 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 and **withdraw** yourself from your place hold subject.

**IMPORTANT:** Please make sure you have withdrawn from your unwanted place hold subject before getting the Enrolment Team 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.