Information for Students

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

The subject is a 12.5-point subject, offered at level 3, and it is approved as a science subject in the Bachelor of Science. The subject will be offered in both Semesters 1 and 2. Please note that this subject may not be undertaken in combination with any other internship subjects, for example Community Volunteering for Change.

What happens in the internship?
The internship involves a placement of 80-100 hours in a single organisation, working as an intern while gaining experience of the science-related 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 science-related 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 80-100 hours of your placement. Alternatively, your placement may be a combination of these.

Academic component
Before embarking on your placement you will participate in compulsory induction and pre-placement seminars that will prepare you for the expectations of your placement, including skill development in communication and project management. The sessions will also develop your understanding of science and technology-related industries and organisations.

A session to “touch base” mid-way through the placement will include an industry perspective, and a series of staff-led but largely student-presented sessions will complete the subject (also compulsory!), in which you will learn from the insights and experiences of your colleagues.
How will I be assessed?

The several components of assessment seek to evaluate your capacity to reflect on your experience as well to gain a specific understanding of the organisation in which you have been placed. These include: a career case study based on an information interview with an employee in your placement organisation; presentation on a work-related or discipline specific topic (to be presented in post-placement classes); and a reflective essay on the placement experience, connecting your BSc and workplace learning. Seminar attendance and satisfactory performance on the placement are also required.

What are the benefits

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

- Identify and articulate your knowledge and skills and apply them to relevant science organisational contexts and work-settings; as well as linking them to specific professions and career pathways.
- Produce original work in an appropriate format which demonstrates scientific analytical, research and problem-solving skills;
- Review and reflect on the process and output of a work project/placement in order to articulate your academic and career development learning from the experience;
- Understand the value of industry and professional networks and their importance to self-reliance, lifelong learning and career progression.

Of course there will be many other less tangible benefits in enabling you to confirm or refine the direction you take after your BSc, emerging with a greater confidence in your ability to make a meaningful contribution in a science-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 and Melbourne Careers Centre staff. A pre-enrolment workshop 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 to locate possible organisations to approach. You can refer to search directories or relevant professional associations. Additionally, you could use the “Careers and Jobs LibGuide” to research employers and industries – accessible via the Melbourne Careers Centre web site.

You will need to submit a written 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 Science Student Centre career drop in for a 10 minute consultation on Monday – Friday 10am-12pm.

Placements are unpaid.

Your placement must be approved by the Subject Coordinator before your enrolment in the subject will be confirmed.

Enrolment

You may add the subject to your study plan as “planned” but this enrolment will not be confirmed until your host organisation agreement is approved by the Subject Coordinator.

Please check the University handbook for details of the subject prerequisite requirements, non-allowed subject combinations and assessment requirements.

Subject enquiries

Careers & Industry Consultant: Fiona Simpson
Subject Co-ordinator: Professor Janet Hergt
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<tr>
<th>Week</th>
<th>Activity</th>
<th>Description</th>
<th>Timing</th>
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| Previous semester| Select, contact and organise a placement with an approved science-related organisation | - Attend Internship Information session *(Fritz Loewe Theatre – Room 201 McCoy building)*  
- Submit your Expression of Interest form  
- Attend the “Organising a placement” workshop  
- Locate possible organisations to approach, using resources on the Melbourne Careers Centre and other web sites  
- Prepare resume and cover letter using online resources and/or seminars and appointments offered by Melbourne Careers Centre  
- Approach the organisation(s), after approval of Subject Coordinator and express interest in internship as a requirement of your subject; include host information sheet  
- Maintain contact with Subject Coordinator during your search  
- Complete subject application, Risk Assessment form  
  Form will include details of the placement you have organised | 24 March 12.30-1.30  
14 April  
14 April  
Due date: 29 May |
| Semester break   | Agreements signed                                                        | Risk Assessment form evaluated and approved; University liaises with host about Letter of Agreement; If required, students sign Deed Poll.                                                                                             | Check timetable for class times and location |
| Week 1           | Induction session                                                        | Overview of the subject, including expectations while on the placement, Occupational Health and Safety, and Assessment                                                                                           | Check timetable for class times and location |
| Week 2           | Pre-placement preparation                                                | Seminar 1  
Seminar 2                                                                                           | Check timetable for class times and location |
| Weeks 3 - 11     | Placement                                                                | 80-100 hours, as negotiated with host organisation; to finish by week 11 of the teaching period                                                                                                             | Check timetable for class times and location |
| Week 8 (approx.) | Mid-placement class. First assessment due                               | Industry perspective/class discussion on placement experiences. Career Case-study submitted                                                                                                                    | Check timetable for class times and location |
| Weeks 11 & 12    | Assessment                                                               | Student presentation sessions  
Reflective essay (due in the first week of the examination period)                                                                                                                                     | Check timetable for class times and location |