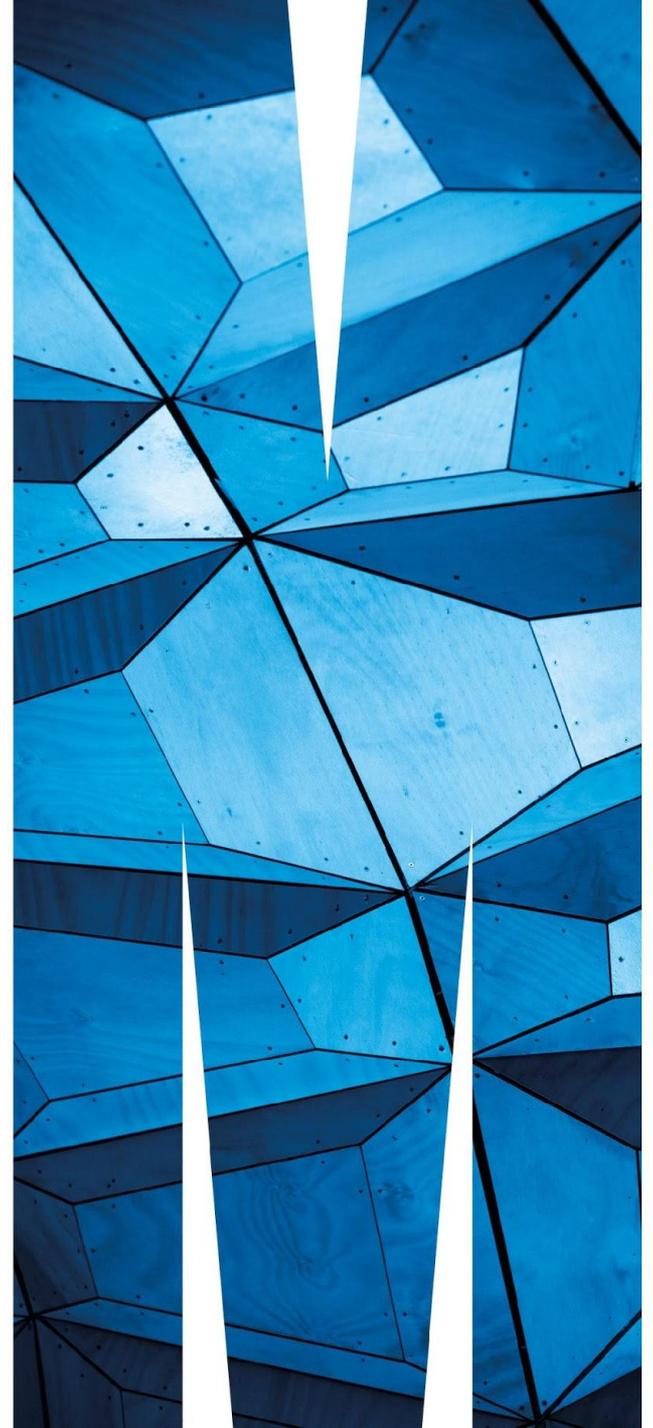


Work Integrated Learning Internship Information Session

Kate Abraham
WIL Service Manager

Casey Mason
WIL Placement Assistant



1. What is a Work Integrated Learning internship?
2. What are the eligibility requirements for an internship?
3. How do I find an internship?
4. How do I apply for an internship?
5. Questions?

When can I do an internship and what is the commitment?

WIL internship units are 'for credit' – you must be enrolled in a WIL unit (ENG5008) and complete your internship during the teaching period in which you are enrolled

80 placement hours minimum

Apply for the WIL Team to find you a placement in

Summer A 1 November 2018 – 31 December 2018

OR

Self source your own placement with a host organisation

Applications are open for **Semester 2** 23 July – 19 October

What are the Eligibility Requirements for an Internship

- **Enrolled in Master of Advanced Engineering – E6001 (6 CP)**
 - Unit Coordinator: Dr Sebastian Thomas
 - The unit is available to students in E6001 Master of Advanced Engineering with entry level 1 (two years) and entry level 2 (one year).
 - ENG5008 is an elective unit – students will study either ENG5002 (Engineering Entrepreneurship) OR ENG5008.
 - Entry level 1 (two year): Must have completed 48pts and obtained a minimum WAM of 70 (Mid-year intake 2017 students for Semester 2 & Summer A)
 - Entry level 2 (one year): Must have completed a minimum of 24pts (Semester 2 and Summer A)
- Note: applications to faculty placements are competitive This means that the above eligibility criteria is the minimum requirement.

How can I request an internship?

2 ways

Self Sourced

- Use your network of contacts
- Directly approach an organisation in your area of study to get agreement
- Once you and your host organisation pass the required eligibility checks, you will be approved



Monash Request

- Dedicated team helping source internships
- Application via the Work Integrated Learning webpage on your faculty website
- Process is competitive
- There are only a limited number of places available and not everyone can be placed in an internship
- We will match you to a suitable organisation based on information in your application

Internships and host organisations



AUSTRALIAN
ENVIRONMENTAL AUDITORS



- Developing new technologies and products for biotech companies
- Industry research on sustainable environmental practices, land reclamation and industrial waste handling
- Improving analytical processes and tools using data in the real-world engineering context
- MOF research and development at CSIRO

Self sourcing an opportunity

- Find an organisation that matches your career goals
- Approaching the right person is important
 - For small organisations approach 'Director' level
 - In large organisations approach the HR department
- Ensure that all your communication is polite and professional
- When meeting someone from the host company for the first time, ensure that you are dressed professionally

Self sourcing an opportunity

Network

- Reach out to your 'network' – your current work, or think of family or friends that work in organisations in your field. Ask if they need an intern or know of a contact who does
- Your lecturers may have contacts. Ask them for ideas or a contact that could land you your dream internship

Websites

- Check out internship opportunities on websites such as Seek, GradConnection or ProBono
- Large organisations may have internship programs. Apply directly via their website
- LinkedIn publishes job and internship opportunities.
 - Make sure you update your LinkedIn profile as host organisations will check this

How do I apply?

- Step 1: Confirm that you meet the criteria
- Step 2: Select a suitable internship type (Self-sourced or WIL request)
- Step 3: Apply for your chosen internship option via [Inplace](#)

A complete application will include

- Inplace Student Profile completed
- Internship Proposal Form
- Resume

How do I apply?

- Step 4: Your application will be assessed

- WIL team will assess your documents

For WIL Monash requests

- WIL team will send you a request to complete a “Vieple” Online Interview
- <https://www.monash.edu/career-connect/jobs/apply/interviews-assessment>
- WIL team assess you online responses
- WIL team identify a host organisation
- WIL team brief you on the host and project in preparation for a host interview
- Host contacts you to arrange an interview
- WIL team advises of outcome and if positive, confirms your placement

How do I apply?

- **Step 5: Application Outcome**

- You will be advised of your application outcome via your student email, so make sure you keep an eye on it! If successful, your enrolment will be automatically processed and you will be able to view it on WES.

- **Step 6: Moodle Access and Induction**

- Once you have received confirmation of enrolment you will have access to the ENG5008 Moodle site where you will find details regarding the required internship induction and your assessment tasks.
- You will also be required to attend an induction session prior to commencing your internship. You will receive details of the session via email from the Biomed WIL Team.

Expectations of a WIL Monash requested opportunity

- Ideal for students without any Australian industry experience
- All opportunities provide career insight, skill development & network building
- Matching based on the information you provide and the host organisation's projects ideas
- Discussion occurs with you when a match is identified to clarify the details of the intended placement

Communications

Contact the WIL team:

- WIL.eng@monash.edu
- (03) 9903 8866



The Internship

Hiring them was a brilliant mistake.

Any questions?