Work Integrated Learning (WIL)

Self-sourced Internship Tips for Students

What is a self-sourced internship?

- Students contact a host organisation and arrange to complete an internship jointly defined by the organisation and the University.
- You are able to find an internship with a host organisation either in Australia or overseas – consider combining an international exchange with an internship.
- Please note, host organisations must meet Monash University OHS guidelines and be approved for you to be able to complete the internship for credit.

Do you get paid?

- Student interns are not required to be paid during their placements as they receive academic credit for their placements. However some organisations may wish to compensate the students for project related expenses.

Where do you start when looking for a self-sourced internship?

- Firstly, you should try to determine which organisations and industries you are interested in that are consistent with their planned career path. Gaining relevant experience in your field of interest early on means you’ll be well-prepared when the ideal job opportunity comes around.
- When you’ve found an organisation you’re interested in, you should then contact someone senior in that organisation and ask if you are able to intern with them – try a Director or someone at a similar level as they generally have the authority to hire an intern.
  - All communication with a host organisation should be polite and professional (no emojis!) and should not only set out why you are interested in their organisation, but also what value/benefit you can deliver to them. Be sure to include your up-to-date resume – see Career Connect for help with your resume.
- Remember to reach out to your network to help find suitable contacts. Family and friends will often know someone whom you can intern with.
  - LinkedIn is a valuable resource here, as you can see how people you know are connected to employees of the organisation you’re interested in. Ensure your profile is up to date as most employers will check.
- Alternatively, you can find internships through many job search websites, such as Seek or ProBono.

What type of work is required for an internship?

- Internships need to be meaningful and relevant to your studies – not running coffee!
- For the internship to be suitable, you will need to be able to clearly state the aims and duties of your internship, and be able to demonstrate how what you have learned in your course will be applied during your time in the host organisation.

Where can I get help with my resume and interview skills?

- Career Connect offer a range of career services and online resources. They can help you with resume writing or interview skills, you can contact them via the web at Career Connect or on (03) 9905 3151.

Other enquiries:

- For further information, please contact our WIL team at wil.eng@monash.edu or give us a call on (03) 9903 8866.