Internship program information for host organisations

Macquarie University invites your organisation to become a partner in providing internships for high-achieving Macquarie University students.

Our program

The internship is a short-term, unpaid, work-based learning experience for Study Abroad and Exchange students, and a range of domestic and international students completing their degree at Macquarie University.

Internships are a practical component of a degree program, for which academic credit is awarded. Students accepted into this program have achieved high academic standards.

Host organisation benefits

- Access international and local candidates of the highest calibre.
- Develop educational and industry links with Macquarie University.
- Undertake projects that might not otherwise be completed due to limited human resources.
- Provide an unpaid, enthusiastic and motivated intern with the opportunity to contribute to your organisation.
- Benefit from the fresh perspectives, knowledge and skills of the younger generation.

Our students

Our intern candidates are motivated to put their theoretical knowledge into practice, to gain a taste of their prospective industry, to experience the Australian work culture, to develop a network of contacts in their industry and to become more competitive in the job market.

Intern candidates include:

- Study abroad and exchange students studying at Macquarie for one or two semesters (undergraduate and postgraduate).
- Masters students (both local and international).
- Bachelor of International Studies students (both local and international).

Macquarie University students come from all over the world, including North America, Latin America, Europe, and Asia.

Internship projects

Internships can be either project-based or contributing to normal operations, but must be substantial enough to justify receiving academic credit for the experience.
Internship Requirements

In order to meet academic requirements, students must complete one of the following options:

- **Study abroad and exchange students**: 120 or 240 hours (10 or 20 hours per week over 12 weeks).
  Program schedule: February - June and August - November.
- **Masters students** (local and international): 180 hours (15 hours per week over 12 weeks).
  Program schedule: February - June and August - November.
- **Bachelor of International Studies students**: 70 hours.
  Program schedule: August - November

Placement process

1. **Project form**
   Host organisation submits a project form for each available project to the internship department who may call you to discuss the position/s in more depth. The form can be found online: www.international.mq.edu.au/enhance/internships/forms

2. **Screening process**
   The internship department meets and screens all students to select those best suited to your workplace and project.

3. **Review candidates’ applications**
   The internship department sends the resume and cover letter for each suitable candidate to the host organisation for review.

4. **Host organisation interviews the selected candidate**
   If the interview goes well, the placement begins. If student is not appropriate, another student will be nominated if available.

5. **Internship Confirmation**
   Host organisation is sent the internship handbook, insurance documents and memorandum of understanding to sign and return.

6. **Placement monitoring**
   The Internship Coordinator will remain in contact with you periodically for informal feedback on the intern’s performance.

Supervisor Evaluation

On conclusion of the internship, supervisors will be asked to complete an evaluation of their intern, involve providing a final mark and a reference letter on organisational letterhead.

Timeframe

Given Macquarie University academic deadlines and the fact many students only arrive in Sydney just before the semester begins, the placement process timeframe is very tight and host organisations are asked to keep in close communication throughout the process.

Insurance

Interns completing an internship for academic credit are covered by private accident and third party liability insurance through Macquarie University, for the duration of their internship hours.

All international students are also required to take out compulsory International Overseas Student Health Cover, which provides medical cover equivalent to the Australian Medicare benefit.

Health and Safety

Like any employee, interns are entitled to a safe and healthy working environment. Host organisations are asked to provide the contact details for their OH&S coordinator when completing the MOU.

Remuneration for interns

Financial compensation for interns is not permitted as they receive academic credit for their internship.

Host organisation testimonials

“The work that Macquarie interns have done for the European Australian Business Council has been extremely useful and we would highly recommend the Macquarie internship program to other organisations. Our interns have worked to an extremely high standard and without exception have been excellent additions to our team.”

Jo Johns, EABC Director (pictured below, left)

“The commitment, engagement and quality of work that the students have demonstrated has been outstanding and they made an immediate impact on the team. With fresh ideas based on their various backgrounds they integrated very quickly into the organisation and we will continue to help support this program.”

Richard Atkinson, Human Resources Manager at eBay Australia (pictured below, right)

Enquiries

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Disclaimer: Information given in this publication is correct at the time of printing (September 2011) but is subject to change without notice. The University has the right to alter the content or impose terms and conditions in relation to a program at any time.