What is the Business Internship?

The Internship is a full trimester capstone subject (12-weeks) that integrates work and learning, and is normally taken in the last trimester of postgraduate Masters programs.

The supervised student will undertake a subject-relevant / project orientated internship with a suitable professional employer. Specific work assignments, duties and learning outcomes are determined in discussion with the internship sponsor, campus internship manager, the campus academic supervisor and the student in order to ensure that professional standards are maintained and are relevant to the student’s study.

Internship Overview

• Available to Masters students only
• Internships run for 12 weeks and start in week one of each trimester
• Students must complete 20 hours per week for 12 weeks (240 hours) in order to qualify to pass the subject.
• Internships are unpaid
• The Internship Manager will provide support throughout the internship period via on-site visits and telephone contact
• The Internship Academic Supervisor is available for assessment / academic related support.

What are the Internship Objectives?

• Provide the opportunity for deep learning that can occur when classroom theory is closely integrated with, and informed by, practical experience
• Facilitate the development of employability skills required of graduates when seeking employment
• Enable students to observe and practise in an organisation many of the concepts and techniques studied in their degree
• Enhance the student’s ability to investigate, analyse, evaluate and provide recommendations to decision-makers in the workplace
• Provide career-related experience
• Provide students with the opportunity to be better informed in their chosen career field.

Application Process

Registration Stage

Each trimester in week 4, a compulsory registration session will be advertised, to be held in week 6. All students in their 2nd last trimester and wanting to apply for an internship in their final trimester must attend this session

Students will be provided with information on:

• The Internship Program
• The application process
• Pre-requisites & suitability assessment
• What to Expect
• What is Expected of you.

N.B. Students will be required to complete a registration form at this session. Students will then be emailed an application pack with comprehensive instructions.

Stage 1 – Application

Submit all application documents in hard copy and soft copy by the due date, to a standard which is expected from a post-graduate seeking professional employment, as assessed by the Internship Manager. Applications must include completed application form, professional resume, and letter of motivation. Students are required to specifically nominate their top three interest areas in their application

The application will be assessed on its professionalism, grammar and spelling, its inclusion of all required information and proof of work experience and relevant work skills required for an internship.

If student application is assessed as acceptable - proceed to Stage 2.
Stage 2 - Pre-placement Interview

The student will attend a pre-placement internship interview with the Internship Manager and Academic Supervisor at the time and date assigned. During the pre-placement interview, the student will be assessed as employable, based on:

a. English language capabilities
b. Personal characteristics suitable for the nominated field of interest
c. Professional skills and ability
d. Adequate background knowledge level appropriate for the nominated field of interest
e. Motivation and attitudes appropriate for an Internship

If student is assessed as suitable for an internship - proceed to Stage 3.

Stage 3 – Host Interview

Suitable student applications are referred to organisations and projects that are deemed most suitable by the Internship Manager and Academic Supervisor in conjunction with the student. If the host organisation agrees then interviews are then arranged with the host-organisation Manager.

Stage 4 – Notification

When the internship process has been completed students will be notified if they have been successful or unsuccessful. Students should not enrol in the Internship subject unless they have been notified that they have been successful.

Students will only be granted an internship if found to be suitable and employable by the host-organisation and JCUB. Internships can not be guaranteed as host-organisations are not under obligation to take students.

If students are notified as being unsuccessful, they must enrol in another appropriate subject.

What happens once the student is granted an Internship?

The student should enrol in LB5213 immediately. The Internship Manager will arrange for the student and host organisation to complete required insurance and confirmation paperwork. Start dates and times will be negotiated between all parties.

Example Projects

These are examples of past and current projects.

- Research employee referral scheme, employee remuneration and workforce planning
- Update HR Intranet & Assist with HR Assessment Centre Coordination
- Develop & Deployment of online HR Management System
- Undertake the development and establishment of an effective online business management system
- Market Segmentation & Research including business plan formulation
- Market research, validation and promotion for web marketing
- Costing, creation and implementation of marketing plans
- Bookkeeping and Account Reconciliations
- Monthly financial report generation and analysis
- Event Coordination
- Production of guidebooks for hospitality and tourism sales distribution company
- Website Development & Graphic Design
- Logistics/Supply Chain Management

These are examples of past and current projects. Project numbers are limited and the types of projects are subject to availability

CONTACT DETAILS

JCU Brisbane,
Ground Floor,
349 Queen Street
Brisbane, QLD 4000
AUSTRALIA

Ms. Leanna Tucker
Phone: +61 7 3001 7817
Fax: +61 7 3001 7899
Email: Leanna.Tucker@jcub.edu.au
Website: www.jcub.edu.au

This publication is intended as a general guide. Information is correct at the time of publication. Prospective students should contact the University to confirm details of the program. James Cook University reserves the right to alter any program or eligibility requirement without prior notice.

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