

FAD Internship procedures

Internship Overview

Internships provide students with meaningful work associated with their degree, supervised by a professional in their industry.

The purpose of an internship is for students to apply their knowledge, gain experience, develop their personal and professional skills and expand their networks. Underlying this, students:

- Gain understanding of relationships between theory and professional practice
- Analyse communication and workplace practices
- Identify and evaluate ethical and professional issues in their industry
- Learn on the job – less pressure, more scope to make, and learn from, mistakes
- Appreciate their personal strengths and areas for development
- Learn while supported by UC Insurance and mentoring

Internships are governed by the Fair Work Act 2009 (<https://www.fairwork.gov.au/>) and the principles of the TEQSA Guidance Note: Work Integrated Learning Version 2 4 May 2022 (<https://www.teqsa.gov.au/latest-news/publications/guidance-note-work-integrated-learning>).

All internships are recorded and approved in the university wide InPlace system prior to the student starting their internship with their employer. If an internship is not approved, then the student cannot start their internship.

The Faculty of Arts and Design, and CareersUC source internships for the students. This is preferred to self-sourced placements, however self-sourced placements will be reviewed on a case by case basis.

Internships are advertised to students through the following channels:

- CareerHub – managed by CareersUC and includes listings that have been sourced through FAD or by organisations applying direct to Careers. Every placement is approved by the FAD WIL Coordinator to ensure it is appropriate for course credit.
- Canvas – new internship opportunities are promoted via the FAD WIL Internships and the other WIL Unit Canvas sites.

Students negotiate with their workplace supervisor about the days and times they will attend the internship and what duties they will undertake. Duties and hours should not deviate from the

approved internship proposal. Students are encouraged to work at least 2 days a week with their employer to ensure continuity of learning.

Students complete a Placement Agreement with the employer which they submit this via InPlace for approval by the FAD WIL Coordinator. Students are also encouraged to discuss possible placements with the FAD WIL Coordinator if they are unsure of their suitability.

Undergraduate Internship Units

11829 – Professional Practice Internships A	Semester 1/Winter
11832 – Professional Practice Internships B	Semester 2/Winter
11575 – Professional Practice Internships 6 cp	Semester 1/Semester2/Winter
11576 - Professional Practice Internships (Extended) 12 cp	As needed
11504 – International Internship	Spring/Winter as needed
11671 – Professional Practice Thesis 1	Semester 1
11673 – Professional Practice Thesis 2	Semester 2
8159 – Arts Honours Dissertation	Semester 1/Semester 2

Postgraduate Internship Units

11635 – Communication Workplace Learning PG	Semester 2
11811 – Built Environment Professional Thesis 1 6cp PG	Semester 1
11813 – Built Environment Professional Thesis 2 6cp PG	Semester 2
11873 – Professional Practice (Internships A) PG	Semester 1
11874 – Professional Practice (Internships B) PG	Semester 2

Internship Hours

Credit	Length	Unit/s	Remuneration
3cps	100 hours	11829,11832, 1873,11874, 11635	Paid or unpaid
6cps	240 hours	11575, 11504, 11671, 11673, 11811, 11813	Usually paid
12cps	480 hours	11576, Honours	Usually paid

Workplace Learning

This stream is available to students working full-time in a workplace aligned with their degree, for whom an internship or project is neither useful nor possible. Students need to have been working in their current role for at least 12 months. Students also need to have identified an area of need that needs researching at their current workplace. Students work with an academic supervisor to produce a report or research that is valuable to their workplace and applies their academic skills in a professional setting.

This option is available by application only through the WIL Coordinator and WIL Academic Convenor. Students Apply by sending a letter from their employer confirming their employment, duties and length of employment to: [FADInternships](#) prior to the start of semester.

Professional Internship Program

FADs Professional Internship Program are specialised fully paid internships in highly competitive roles. The internships are between 240-480 hours duration. These positions are usually advertised in the last week of October.

Applicants need to submit a competitive cover letter and CV and successful applications will be invited to attend an interview with the employer. Successful applicants will enrol into either the unit 11575 Professional Internships (6 cpt) or 11576 Professional Internships Extended (12 cpt). Students must confirm with the student experience team that they have the available points in their study plan, and provide their study plan with their application.

This program requires a long lead up to ensure students are able to start in February as many roles often require security clearances before the students can start.

The following dates need to be followed to ensure the process is completed in time.

Task	Timeframe
Email with PIP program info sent to employers	Last Week September
Confirmation of internship positions	Second last week of October
1 st Promotion to Students	Last week of October
2 nd Promotion to Students	First week of November
Applications close	Second week of November
Vetted Applications to Partner Organisations	Third week of November
Organisations contact students for interviews	Final Week of November

Organisations hold interviews	First week of December
Students Notified of outcome	End of Second week December

Application and Interview

It is recommended that the recruitment process for internship positions should closely reflect and mirror the organisations recruitment process.

The application and interview provide potential interns with a real-world exercise which they will encounter throughout their career. Both the application and interview processes offer a very important opportunity for both parties.

Firstly, the internship candidate gains the valuable experience of completing an application, writing a cover letter, responding to selection criteria and replying to interview questions that are specific to their field. This may include; responding to questions they may not be prepared for, calling upon or demonstrating both theoretical and practical knowledge, justifying or 'selling' themselves as a suitable candidate for the internship position.

Performance at job interviews can be a key component in determining employment opportunities and the more exposure an individual has to this the better prepared they will be for interviews throughout their career.

Application Process

Expression of Interest

Students (except for sports media students) complete the internship [Expression of Interest](#) form. Students only need to complete this expression of interest once during their degree (not once per role). When they apply for a subsequent internship, they only need to email FADInternships@canberra.edu.au to advise they are interested in a second internship. At this stage the FAD WIL team will check their GPA and previous supervisors evaluation report to see if there were any issues in their previous internship. If there were no issues, then the student can be sent the details of the internship they wish to apply for.

If a student is completing the expression of interest form for the first time, FAD WIL staff need to check the following:

- Is the students GPA over 4.0?
- Does the student have room in their study plan to do an internship (check course planner)?
- Check the students cover letter and resume. If there are issues with these ask the student to attend UCCareers to seek help to correct these items. The student then needs to resubmit the updated cover letter and resume.
- If all of these items meet the criteria for an internship you may send the student the contact details for the employer they wish to apply for. You also need to send them a Unit Enrolment Form, Placement Agreement Form and the Inplace Submission Instructions.

- Record the details of the students you have sent to each employer in the Advertised Internships spreadsheet in the Sharepoint drive to keep track of what employers have received student applications. If one employer has received many applications, stop sending applications to this employer and refer to other roles available.

Where Internships are Advertised

Students can look for available internships on the Internship Hub Homepage in Careerhub.

Enrolling into the internship units

Students need to complete a Unit Enrolment Form and submit this to the student centre to be enrolled into the unit.

Placement Agreement Form

Once students have secured an internship they need to complete the [Placement Agreement Form](#) with their employer and then submit it into InPlace following these [instructions](#) before they are permitted to start their internship. If this form is not submitted then students cannot start their internship.

PrePlace

Students need to complete PrePlace before starting their internship. They cannot start their internship until they have completed this online module. This module can be found in Canvas. Students will receive a certificate when they complete PrePlace and they need to upload this into Canvas before they can start their internship.

Internship Supervisor

Due to the nature of their role the intern will more than likely report to many staff throughout the internship. However, it is very important for both the intern and staff to have a single point of contact in relation to the intern's management at any particular point in time. As a result, all interns should have a direct supervisor who is a member of staff operating within the host organisation.

The supervisor's role is to be responsible for the work, behaviour and welfare of the intern, as well as being accessible to the intern for guidance. Mentoring has been identified as a key contributor to career success in not only internships, but also wider career development.

The intern and their supervisor should meet frequently (at least weekly) to cover all matters relating to the internship. Topics that may be covered in these meetings include reviewing progress within the curriculum, reflecting on recent experiences and the learnings that can be taken from them. Also, the performance environment can be unpredictable and consequently requires flexibility in time management. Training times or locations change, meetings are moved, and the order of a day's events can be rearranged with minimal notice.

To combat any lapses in communication, meetings between the intern and their supervisor should remain a priority, giving the supervisor an opportunity to provide any updates or amendments to the program and the intern to determine their availability.

Program Specific Requirements

Sports Media students

Sports media students do two internships in their final year: the Canberra Times and a sports organisation. Students enrol in 11575 across the entire year. This means students require a deferred grade for first semester until they complete their placement hours and assessments.

Sports Media students do not follow the normal application process for internships and instead receive an email in October of the prior year advising them that applications are open and to submit applications to the FADInternships@canberra.edu.au. A sample of this is attached at Appendix A

Journalism Students

Journalism student's complete internships which equate to 80 hours to fit in with the media organisations who they intern with.

Journalism students follow an application process similar to the Sports Media students due to the specialised nature of these internships. These students are also eligible to apply for the Peter Leonard Scholarship and the Press Gallery Internship which are both prestigious positions. See attachment B for further information

Building and Construction Management Students

TBC once final meeting occurs

Internship Tools

InPlace

[InPlace](#) supports the management and coordination of UC's extensive program of placements and internships. All users in the placement process are provided with access to the online system.

InPlace is managed by the Placement Office.

It is compulsory for students to enter their internship into InPlace including a completed Placement Agreement prior to commencing their placement. Once a placement is entered into InPlace it can be

approved by the FAD WIL Coordinator and notification is sent to the placement supervisor and student. Students **can't** start their placement until this is approved.

Details

<https://inplace.canberra.edu.au/>

Login to InPlace using your staff ID and password.

See Attachment C for instructions for approving internships in InPlace.

Please note when approving FAD internships, you must choose whether it is a paid, unpaid or UCInternal internship from the drop-down menu in the email to the employer at the end of the approval process.

Contact: Keryn Cobden Keryn.Cobden@canberra.edu.au

Placement Agreements

CareersUC in consultation with faculties and UC Legal Services have developed a Student Placement Schedule referred to as a Placement Agreement. It details administrative and academic details of the internship and the expected learning outcomes as well as the student's rights and responsibilities.

All students in FAD complete a Placement Agreement and submit it via InPlace before they begin their internship. Students cannot start their internship without this agreement being completed and submitted to InPlace.

A Placement Agreement with an alternative IP clause has also been approved for use by FAD. This is primarily to meet the needs of the Canberra Times but can be used in exceptional circumstances if the employer requests this.

Contact: Keryn Cobden Keryn.Cobden@canberra.edu.au

CareersUC

CareersUC liaises with industry to develop internship opportunities for students which are advertised through CareerHub (<https://www.canberra.edu.au/unihub/>). CareerUC can provide administration access to staff who require access.

The FAD WIL Coordinator approves all internship opportunities before they are posted on CareerHub. The coordinator can also send opportunities to CareersUC or other Faculties to pursue.

Key things to consider in approving an internship posting:

- Do the tasks align with the skills and learning development needs of students?
- Is there a suitably qualified supervisor?

Careerhub

CareersUC manages CareerHub and will provide administration access to FAD WIL Staff.

As well as internship opportunity listings, CareerHub features CareersUC events, resources for students and Resume Doctor through which students can upload their resumes, cover letters and selection criteria for feedback by a CareersUC officer.

Access CareerHub (<https://www.canberra.edu.au/unihub/>) using your staff ID and password.

Students access CareerHub using their student ID and password. If they are not able to see the FAD Internships listings then they need to request assistance from CareersUC.

Legislative and Regulatory Requirements

The Fairwork Ombudsman provides guidance on Work Experience and Internships under the Fair Work Act 2009 (<https://www.fairwork.gov.au/pay/unpaid-work/work-experience-and-internships>),

The TEQSA Guidance Note: Work Integrated Learning Version 2.0 4 May 2022

(<https://www.teqsa.gov.au/latest-news/publications/guidance-note-work-integrated-learning>) gives guidance on the administration of WIL programs and the evidence required to demonstrate adherence to the *Higher Education Standards Framework (Threshold Standards) 2021* (HES Framework).

The quality of an internship is assessed by the FAD WIL Coordinator when approving a request from CareersUC to list an internship in CareerHub and by reviewing the Placement Agreement submitted by the student in Inplace when approving the placement.

Monitoring of Students during Internships

Student Contact

To meet the TEQSA requirements, contact with students during their placement is required.

Monitoring of the wellbeing of students during their internship and the provision of ongoing support is provided through the Discipline Specific WIL Tutors in the Internship Unit as well as through the FAD WIL Coordinator.

Students will be provided with an internship Mid-Point Check In date by the FAD WIL Administrator. This date is then added into the relevant Class List with Placement Details spreadsheet in Sharepoint. The relevant tutor will then organise a 15 minute chat with the student to discuss any issues or concerns the student may have.

Students will also have the opportunity to ask questions and raise concerns in the briefing and debriefing session and are constantly reminded they can contact their tutor or the FAD WIL Coordinator at anytime if they need help.

Employer Contact

The employer is contacted during the midpoint of the student's internship to ensure there are no issues or concerns with the student. The FAD WIL Administrator sends an email out to the employer and if any issues are identified, the FAD WIL Coordinator will call the employer to discuss these issues.

Postgraduate Internships incl Honours

Contact emails

FADPPConvenor@canberra.edu.au – primarily for contact with the FAD WIL convenor

FADInternships@canberra.edu.au – primarily for contact with FAD Internships Coordinator, managed by FAD WIL Business Support Officer

FADengage@canberra.edu.au – primarily for external facing and industry inquiries.

Appendix A

SPORTS MEDIA INTERNSHIPS 2023

The year-long Sports Media internship program is run through the Semester 1 unit: **Professional Practice Internship (11575)**. Internship placements run for the entire season of the winter codes. You must stay with your placement for the entire season. In addition, you must also complete a two-week placement as a sports reporter in the *Canberra Times* newsroom (see details over page).

You should ONLY enrol in the internship unit if you intend to finish your degree in 2023 or midway through 2024.

Below is a list of internship opportunities available to Sports Media students in their final year. This list is not final and as other opportunities become available, they will be added.

Before you return to uni in 2023, you will be required to apply for your internship with a sporting organisation. This must be done **by 5pm Monday 6 February 2023** because some organisations will want the interns to start as soon as possible.

You will be required to submit a CV and cover letter when you apply for an internship. The cover letter should set out your sports media experience in relation to the duties of the position. The cover letter only needs to be ½-1-page. The best CVs are concise (2 pages max.). An example has been provided as a guide but you don't need to use this – there are many CV templates available on the web.

Applying for an internship is no guarantee that you will be successful. Some organisations will want to interview candidates before selecting the interns. As a result, you are able to apply for two (2) internships to cover your bases.

You must be content with the organisation(s) you apply to. If one offers you a placement before you hear from your preferred placement, you have to be OK with that outcome. Otherwise, don't apply to that organisation.

The organisations you apply to will NOT know that you have applied elsewhere. Once you are selected for one internship, it would be courteous and professional to advise the other that you no longer want to be considered. If you only want to apply for one placement, that is fine.

You can organise your own placement but it must be approved by the Sports Media discipline lead or the Work Integrated Learning Coordinator, (Jo Washington-King). As a guide, the placement should be with a media outlet or sporting organisation, your main duties must involve journalism or content production (text stories, videos, audio, social media) and you must be supervised by a staff member with experience in the field.

All organisations will require students to commit anywhere between 4-8 hours per week to these placements. For some placements, game days might result in more hours. Placements, unless specified, will require students to work on-site to complete some or all of their duties. **NB. When you agree to an internship with a sporting organisation (see over page), the agreement is for the code's entire season.**

You must have your internship approved before you commence. You are advised to enrol in Professional Practice Internship (11575) as soon as possible. Once you have access to the Canvas site, click on the 'Internships' link on the home page and have a scout around the processes you'll need to go through. Instructions about how to do this will be provided in the early weeks of semester 1.

.../2Page Break

The Canberra Times

A compulsory part of the sports media internship program is a two-week placement in the sports newsroom of *The Canberra Times* during the year.

You will work as reporter and, as such, writing and interviewing skills will need to be of industry standard.

You will be required to work full-time, Tuesday-Saturday, for two weeks.

Placements will be available from mid-March through to late September. You can nominate your preferred dates when you return to uni in 2023.

Organisation	Duties	Application	Dates
ABC Grandstand <i>To be confirmed</i>	Assist production of weekly one-hour sports program on ABC Radio. Up to 10-week placement. Arrange and conduct interviews for broadcast. Assist host with writing of scripts and other production roles. Required Saturday mornings and some hours during the week at the guidance of the host. Great opportunity for 'real-world' broadcasting experience.	Cover note and CV to: FADInternships@canberra.edu.au Due: Monday 6 February 2023	March until August (possibly later)

<p>Brumbies (Super Rugby)</p>	<p>Match reports (produced within minutes of full-time)</p> <p>Feature articles on Super Rugby and local rugby during the week.</p> <p>Feature articles / previews for matchday publications.</p> <p>Write stories from from midweek media conferences</p> <p>Previews and match reports of Super W competition</p> <p>Previews of John I Dent Cup (local rugby) matches</p> <p>Live social media match updates of John I Dent Cup matches</p> <p>Match reports on John I Dent Cup matches</p> <p>Post-match video interviews on John I Dent Cup matches.</p>	<p>Cover note and CV to: r.murphy@brumbies.com.au</p> <p>Due: Monday 6 February 2023</p>	<p>Mid-February until August</p>
<p>AFL Canberra</p>	<p>Create media stories around the men's, women's and junior AFL in the Canberra region for AFL Canberra website.</p> <p>Manage the competition's social media channels, creating content and increasing the reach of these pages.</p> <p>Promoting positive stories for each of the local clubs and the region.</p> <p>Occasional opportunities to work with GWS Giants activities in Canberra.</p> <p>Proficient in Adobe Creative Suite.</p>	<p>Cover note and CV to: jack.lynch@afl.com.au</p> <p>Due: Monday 6 February 2023</p>	<p>March until September</p>

Basketball ACT	<p>Match reports and social media content for Canberra semi-pro teams (Canberra Gunners/Academy and Canberra Nationals/Academy) in the Waratah League.</p> <p>Manage ('live' report) social media channels on game days for Gunners and Nationals.</p> <p>Previews and reviews for Canberra Premier League competitions.</p>	<p>Cover note and CV to: david.lane@basketballact.com.au</p> <p>Due: Monday 6 February 2023</p>	<p>March until September</p>
Canberra Raiders	<p><u>Duties</u></p> <p>Producing match reports for NRL, CRRL Canberra Raiders Cup games and Jersey Flegg games when required.</p> <p>Producing written content for the Raiders website.</p> <p>Assist with media conferences.</p> <p><u>Requirements</u></p> <p>Availability for all 2023 Canberra Raiders home games and CRRL Canberra Raiders Cup games.</p> <p>Availability to work in Raiders HQ office approx. one day a week as mutually agreed PLUS selected home games.</p>	<p>Cover note and CV to: media@raiders.com.au</p> <p>Due: Monday 6 February 2023</p> <p><i>For more details: see Raiders internship description.</i></p> <p>https://www.raiders.com.au/community/job-opportunities/#Intern</p>	<p>Early March until September</p>
Capital Football	<p>Men's premier league correspondents</p> <p>1 x match report be filed by 5pm Sunday each week.</p> <p>'Live' reporting on social media channels on match-of-the-round.</p> <p>Post-match video interviews after match-of-the-round.</p>	<p>Cover note and CV to: russ.gibbs@capitalfootball.com.au</p> <p>Due: Monday 6 February 2023</p>	<p>March until September</p>

	<p>1 x feature/profile on a player, coach or team to be filed by 5pm Tuesday each week.</p> <p>Kanga Cup reporting duties (July)</p> <p>Women's premier league correspondents</p> <p>1 x match report be filed by 5pm Sunday each week.</p> <p>'Live' reporting on social media channels on match-of-the-round.</p> <p>Post-match video interviews after match-of-the-round.</p> <p>1 x feature/profile on a player, coach or team to be filed by 5pm Tuesday each week.</p> <p>Kanga Cup reporting duties (July)</p>		<p>March until September</p>
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Attachment B

Hi Journalism students

In 2023 you have the opportunity to do an internship in 11832 Internships B. The unit will be offered in semester 1 and winter semester. .

Journalism internships are generally two weeks full-time and you may get the opportunity to do more than one.

Please nominate your top three internship choices and apply for each with your CV and a separate cover letter to FADInternships@canberra.edu.au. Applications for journalism internships are due by **5pm Friday 21 January 2023** unless otherwise specified.

For advice and assistance with your CV and cover letters please visit [CareerHub](#) (login using your student ID and password) or Careers UC.

Internship placement opportunities

Organisation	Details	Notes/Application
UC – Canberra Press Gallery Internship	Three weeks – three leading national media organisations	See details below for eligibility and application process
WIN News (incorporating the Peter Leonard Scholarship for Journalism)	Three weeks: television news Part of a competitive scholarship with prizes	See details below for eligibility and application process
SBS	Two weeks: World News – Dates TBC Four weeks: Dateline - TBC	These internships are based in Sydney and students will be required to organise their own transport and accommodation. Some financial support may be available by application through Careers UC. Apply to FADInternships@canberra.edu.au
ABC	Two weeks: radio, television and online news and programs	Apply to FADInternships@canberra.edu.au

WIN	Two weeks: television news	You must have completed 11089 Video Live to be eligible Apply to FADInternships@canberra.edu.au
Canberra Times	Two weeks: news and feature writing opportunities	Apply to FADInternships@canberra.edu.au

Alternative journalism internship opportunities

Organisation	Details	Notes/Application
Capital Radio	Two days per week, 6-8 weeks in total	Apply to davidson@capitalradio.net.au
Canberra FM	Two days per week, 6-8 weeks in total	Apply to craigwagstaff@canberra.com.au
HerCanberra	Two days per week, 6-8 weeks in total	Apply to editor@hercanberra.com.au
Canberra Weekly	To be negotiated	Apply to news@canberraweekly.com.au
Region Media including: RiotACT This is Canberra B2B Magazine	To be negotiated	Apply to editor@the-riotact.com

If you have another preferred internship option, please email FADInternships@canberra.edu.au to discuss.

SPECIALIST JOURNALISM INTERNSHIP PROGRAMS

UC – Canberra Press Gallery Internship

The UC-Canberra Press Gallery Internship is a unique opportunity only available to students at the University of Canberra. The internship was initiated by the Journalism course in the Faculty of Arts and Design, which is the only journalism degree in the nation's capital. This internship has been created to provide professional development opportunities for students passionate about journalism and politics by working with some of Australia's top political reporters. This tailored partnership between the UC journalism degree and news organisations in the Federal Parliamentary Press Gallery reflects a joint commitment to fostering excellence in political journalists of the future.

Details

This is a competitive internship for one successful applicant each year. The winner will need to demonstrate a solid grounding in journalism skills and knowledge of Australia's political system.

The winner will spend three (3) weeks in the Federal Parliamentary Press Gallery, hosted by three news organisations.

Eligibility

The internship is open to:

- Final year undergraduate students who have studied a major in journalism and undertaken study in politics/government.
- Honours and post graduate students who have studied journalism and politics/government

Application process

Eligible students are to provide:

- A well written Expression of Interest (no more than 2 x A4 pages) about why you would be the best candidate for this internship based on your interest, experience and aspirations in the fields of journalism and politics.
- Your CV
- Three (3) examples of your best journalism work (including written and audio/video).
- Contact details for an academic referee

Applications should be emailed to FADInternships@canberra.edu.au

WIN News Peter Leonard Scholarship for Journalism

The Peter Leonard Scholarship is unique to journalism students at the University of Canberra. It is named after Peter Leonard, a much-loved journalist and news presenter at WIN News for 16 years. The Scholarship was developed in recognition of the contribution he made to journalism in the Canberra region over his 45-year journalism career.

The Award

The scholarship winner will work as a journalist in the WIN Canberra newsroom for three weeks (full-time) on dates agreed by WIN and the individual. The recipient of the scholarship will receive \$2,500. The two runners up will receive \$250 each. The winner will also receive a further 3 weeks internship in the WIN Newsroom

Eligibility

This scholarship is open to final year Journalism and Communications students at the University of Canberra who are close to graduation and undertake an internship in the WIN Canberra newsroom in 2020.

Applications

Applications will consist of three elements:

1. A one-page application. The one-page application should address the following points:
 - Why you are interested in a career in TV journalism
 - What you believe to be the important skills of a TV journalist
 - The role of local TV news service and its future
2. Your Curriculum Vitae.
3. Examples of your video journalism and other reporting from your internships, studies and any extra-curricula journalism you might have done. Please provide a link to your blog/website where this work is embedded.

Please send your application to FADInternships@canberra.edu.au

Appendix C

Inset staff approval of placements when save as PDF