



# BU3060/Professional Experience (Internship)

## What is the Business Internship?

The Internship is a full trimester capstone subject (12 ½ weeks) that integrates work and learning, and is normally taken in the *last year* of an undergraduate's program.

The supervised student will undertake a subject-relevant / project-oriented 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 JCUB BBus students
- Internships run for 12 ½ weeks and generally start in week 1 of each trimester
- Students must complete 20 hours per week for 12 ½ weeks (250 hours)
- Internships are unpaid
- Internship Manager will provide follow up and support through site visits and telephone contact
- 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 professional 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.

## Assessment Overview

1. Learning Journal
2. Presentation 50%
3. Written report 50%

## What are the application pre-requisites?

The following criteria will be considered with all applications:

- Available as an elective in the **BBus** program
- GPA competitive basis
- No academic misconduct reports
- Pre-existing employment or volunteer experience in an Australian workplace
- Favourably reported on by campus staff
- When applying for an internship students must have been enrolled in the IWC program – see IWC Facts Sheets for full details).
- Compulsory attendance at Job Equip workshops
- Professional English
- *Special consideration may be granted at the discretion of JCUB.*

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 then they must enrol in another appropriate subject.

## Registration Stage

Each trimester a *compulsory* registration session will be advertised. All students wanting to apply for an internship in their final year 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

## **Application Process**

### **Stage 1 – Application**

Submit all application documents in hard copy and soft 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**

Student will attend the 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 & ability
- d. Adequate background knowledge level appropriate for the nominated fields of interest
- e. Motivations & attitudes appropriate for an Internship

*If student is assessed as employable in Stage 2, proceed to Stage 3.*

### **Stage 3 – Host Interview**

Suitable student applications are referred to organisations & 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.

### **What happens once the student is granted an internship?**

The student should enrol in BU3060 immediately. The Internship Manager will arrange for the student and host organisation to complete the required insurance and confirmation paperwork. Start dates and times will be negotiated between all parties.

## **CONTACT DETAILS**

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

Leanna Tucker – Internship Manager  
Phone: +61 7 3001 7817  
Fax: +61 7 3001 7899  
Email: [Leanna.Tucker@jcub.edu.au](mailto:Leanna.Tucker@jcub.edu.au)  
Website: [www.jcub.edu.au](http://www.jcub.edu.au)