

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.

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

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.

Expression of Interest

Students (except for sports media students) c

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.

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.

approved by the FAD WIL Coordinator and notification is sent to the placement supervisor and student. Students 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

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 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?

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.

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.

FADPPConvenor@canberra.edu.au – primarily for contact with the FAD WIL convenor
FADInternships@canberra.edu.au – primarily for contact with FAD Internships Coordinator,

SPORTS MEDIA INTERNSHIPS 2023

The year-long Sports Media internship program is run through the Semester 1 unit:

. 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).

Below is a list of internship opportunities available to Sports Media students in their final year. This list is

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.

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](#)

Match reports and social media content
for Canberra semi-pro teams (Canberra
Gunners/Academy and Canberra
Nationals/Academy) in the Waratah
League. Cover note and CV to:
[dav34.551 0.259](#)

Manage ('live' report) social media
channels on game days for Gunners and
Nationals.

Previews and reviews for Canberra
Premier League competitions.

1 x feature/profile on a player, coach or team to be filed by 5pm Tuesday each week.

Kanga Cup reporting duties (July)

Women's premier league correspondents

1 x match report be filed by 5pm Sunday each week.

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 _____ 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.

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

Canberra Times

Two weeks: television news

Two weeks: news and feature

You must have completed 11089
Video Live to be eligible

Apply to
FADInternships@canberra.edu.au

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

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:
 - o Why you are interested in a career in TV journalism
 - o What you believe to be the important skills of a TV journalist
 - o 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

Inset staff approval of placements when save as PDF