Welcome to the University of the Sunshine Coast! You’ve decided to visit one of the most beautiful regions in the world. USC is a dynamic institution where you will study a range of disciplines with an exciting faculty. Now that you’re going to spend a semester with us, you’ve probably been looking at course options and are thinking that an internship might be for you! But what happens next? The following outlines the steps you should take to make sure you secure an internship that will benefit your academic career.

But first, what is the USC International Internship Program? USC offers a stimulating Internship Program for study abroad students in a range of fields. An internship is an ideal way to utilise the concepts and skills learned in academic coursework in a workplace that is selected to complement your career aspirations. An Internship provides you with an opportunity to gather valuable international work experience in a dedicated program whilst enjoying the lifestyle and culture that the Sunshine Coast offers. Internships are individually designed to ensure that your learning objectives, interests and previous experience are considered and that you are placed with host employers who are committed to ensuring that you have a meaningful learning experience.

Why should I do an internship? There are many reasons why students choose to do an internship. Perhaps you would like to experience a particular industry to decide whether it is for you or perhaps you already have a career in mind, but would like to gain some experience in a related industry. Above all, remember that internships provide access to the workplace in a guided manner, allowing you to integrate academic knowledge with practical experience.

PLEASE NOTE: The Australian Internship program requires the completion of two courses (AUS234 and AUS236, each worth 12 units). There are two options for completing the Internship:

**Option 1:** You can choose to enrol in both courses during one semester; OR
**Option 2:** You can choose to take one course each semester over a 12 month period - (AUS234 would need to be completed prior to AUS236).

Whichever option is chosen, the Internship will be with one host organisation, and there is a requirement to complete 150 hours of placement altogether.

I really want to do an internship, but I am not sure what to do!! The Sunshine Coast is a regional area an hour from the state capital city, Brisbane. With a population of around 250,000, it stretches over 80km from Noosa in the north to Caloundra in the south. There is a wide variety of placements available in many different industries, but please be aware that the Sunshine Coast is a regional, coastal community. You may have your heart set on shadowing the CEO of Microsoft or working in an international embassy. These positions are simply not available on the coast. During the liaison stage of the application process, we will be able to give you an idea of whether your placement suggestions are appropriate. But to give you an idea of what is available, listed below are some former placements that students have taken and some ideas for other placements.

**Former Placement Examples:** Pre-med students worked at a cancer hospice; Graphic design student designed web pages; Pre-med student worked in a women’s health clinic; Liberal arts student worked in legal department of shire (county) council; Zoology student worked at a marine park; Pre-vet science student worked at an animal refuge; Psych/Criminal justice student worked with a juvenile offenders; Tourism student worked with a resort; Event management student worked with organisers of an international triathlon; Journalism student worked with a newspaper; Zoology student worked with a zoo; Pre-law student worked with a law firm.

**Placement Ideas:** Tourism, sports and leisure industry, law, hospitality management, graphic design, education, social services, community/youth work, marketing, environment, marine studies, employment & training, event management, information technology, town planning, government.

**Admission requirements:** You must be either a Junior (3rd yr) or Senior (4th yr) and have a GPA of at least 3.0 (US scale) or equivalent. Applicants who do not fulfil these criteria may be reviewed on a
case-by-case basis. There is also a $A1,000 application fee, refundable only if a suitable placement cannot be found.

That sounds great – where do I sign up? Wait!! Finding you the perfect placement takes time and requires negotiations and discussions between you and USC. Follow the steps listed below to ensure your internship is designed to suit you.

3 EASY STEPS TO APPLY FOR A USC INTERNSHIP

STEP 1: The first step is to speak to your adviser or a co-operative education specialist at your school to discuss the kind of placement that would benefit you most. Consider your academic preparation and practical experience. You want to ensure that the placement will be a learning experience that will help you examine future career paths.

STEP 2: The next step is to submit an application (including the proforma, application letter, academic transcript and resume) and send it (email, fax, post) to The Manager, Admissions, USC International by 30 November if commencing in Semester one (Feb) or 31 May if commencing in Semester two (July). This document asks you to outline in detail the type of placement and the kind of responsibilities you would like. It is important to provide as much information as possible so that we can develop an accurate profile of suitable positions. Potential hosts will also see this proforma, so please be professional in your responses. Include a copy of your academic transcript and a detailed CV that lists the responsibilities you have had in other workplaces. You must also compose an application letter (more information on separate sheet). You should indicate at least three different examples of placements in order of preference, to assist us should your first choice not be available. Please note: Once you fill in this form, you are committing to the program, which is why it is necessary to liaise with the Internships Placement Coordinator beforehand.

IMPORTANT: If you expect to work with children during your placement, you must also fill in and submit a “Student Blue Card Application Form” along with your internship application. This is government requirement for any placements where children under the age of 18 years may be present (ie Primary School environment). The application form is available at: http://www.ccypcg.qld.gov.au/pdf/bluecard/forms/student-form.pdf

STEP 3: After we receive your proforma, a placement will be sourced and confirmed by the Internship Placement Coordinator. If necessary, we will liaise with you to discuss the placement. We are dedicated to finding a placement that matches your needs and for that reason we do not make assumptions on your behalf. If you indicate you’d like to work in radio news, we do not assume that radio marketing or print news is suitable. We always contact you to make sure any variation is acceptable, and we wait for your written approval before securing the placement. For this reason, you must provide accurate contact details.

FREQUENTLY ASKED QUESTIONS

- Do I get paid for the internship? No. Your internship is just like any other university course – it is a learning experience not simply work.
- Can I get academic credit for my internship? Yes, 6 credits (US scale), 3 per course.
- How many hours will I work? There is a requirement to complete at least 150 hours of placement altogether (Note: Two courses, AUS234 and AUS236, must both be studied to meet the requirements for an Australian Internship). There are also four one-hour seminars throughout each semester, and a thank you to industry function at the end of the Internship that you are required to attend.
- What flexibility is there in my internship hours? You will negotiate your working hours with your host employer. Interns are not expected to work during the University mid-semester break.
- What transport arrangements are there for my placement? Every effort is made to find placements that are easily accessible by public transport. It is ultimately the responsibility of the intern to make transport arrangements.
- Can I do an internship over summer? Summer internships are not available.
- Can I do a full-time internship? We do not offer full-time internships.