

LB5213 Business & Industry - Professional Internship

What is the Business Internship?

The Internship is a full trimester capstone subject (12-weeks) that integrates work and learning, and can be taken as an elective in the last trimester of postgraduate Masters 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 Masters Students
- Internships run for 12 weeks and start in week 1 of each trimester
- Students must complete 20 hours per week for 12 weeks (240 hours)
- Internships are unpaid
- The Internship Manager will provide host organisation support
- The Internship Academic Supervisor / Mentors are 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 the professional skills and soft skills required of graduates in the business environment
- 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.

What are the application pre-requisites?

The following criteria will be considered with all applications:

- Available as an elective in the MBA, MIT, MIT (Ext) or MPA/MBA, and MITHM/MBA programs
- Undertaken in the final trimester of studies
- GPA 5.5 (minimum)
- 3 x JCUB Lecturers who will act as referees for the student
- No academic misconduct reports
- No subject fails
- Favourably reported on by campus professional staff
- High level communication skills in business English
- Advanced skills in Microsoft Office Suite (Word, Excel, Power Point)
- MYOB (accounting internships).

Student will only be granted an internship if found to be suitable and employable by the host-organisation and JCUB

Assessment Overview

- See Subject Outline

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 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 & your professional resume; 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 a time and date assigned. During the pre-placement interview, the student will be assessed as eligible, 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. 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.

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.

What happens once the student is granted an internship?

Insurance and confirmation paperwork is to be completed by the student, host organisation and JCUB. Start dates and times will be negotiated between all parties.

Example Projects / Roles

- Creation and implementation of marketing plans.
- Market analysis and business plan development
- Market research, validation and promotion for web marketing
- Website development
- Apple Apps development
- Development & Deployment of online HR Management System
- Update HR Intranet
- Logistics/Supply Chain Management
- Account reconciliations
- Assistant accountant
- Bookkeeping
- Event Coordinator
- Development and establishment of online business management system

CONTACT DETAILS

JCU Brisbane
349 Queen Street
Brisbane, QLD 4000

Paul Kidd
Assistant Dean MBA/MIT
Phone: +61 7 3001 7833
Email: paul.kidd@jcub.edu.au