

2019



McCusker Centre
for Citizenship



THE UNIVERSITY OF
WESTERN
AUSTRALIA

MCCUSKER CENTRE FOR CITIZENSHIP

GUIDE FOR INTERNS

WELCOME



I would like to welcome you to the McCusker Centre for Citizenship Internship Program.

Through our internship program, we are building the capacity of future generations to foster caring, connected and socially engaged citizens. Our extensive partnerships (over 250) with organisations enables us to provide students with a structured quality internship experience which facilitates their learning about important social challenges in our community while at the same time developing their skills to make a practical contribution.

The Centre is collaborating with students and the broader UWA community, not for profit and community organisations, government and business to make a difference in our communities locally, nationally and globally.

The interest from students wanting to undertake the internship continues to grow. This is consistent with what research is telling us - that young people are looking for social purpose in their education and career paths.

I am proud of our intern achievements so far and your dedication and commitment to our internship program ensures its continued success.

Michelle Scott
Director, McCusker Centre for Citizenship

OUR PURPOSE

- Create and foster community-minded thinkers and leaders
- Inspire students and the UWA community, and the broader Western Australian community to become active, life-long contributors to our local, regional and global communities – and in the process, encourage and support others to do likewise
- Promote awareness about challenging social issues in our communities - and the contribution citizens can make in addressing them

This purpose reflects and supports the University of Western Australia's legislative commitment to advance the prosperity and welfare of all Western Australians and its desire to be deeply engaged with its communities.

CONTACTS

Tennille Trevaskis (Internship Coordinator)
(+61) 8 6488 7553
internships@mccuskercentre.uwa.edu.au

Dr. Chantal Bourgault Du Coudray (Academic Coordinator)
(+61) 8 6488 1519
chantal.bourgault@uwa.edu.au

USEFUL LINKS

McCusker Centre for Citizenship
<https://www.mccuskercentre.uwa.edu.au/program/internships-students>

Fair Work information on student placements and unpaid work
<https://www.fairwork.gov.au/how-we-will-help/templates-and-guides/fact-sheets/unpaid-work/student-placements>

UWA website on safety
<http://www.safety.uwa.edu.au/>

Student information on health, well-being + sexual harassment and assault
<http://www.student.uwa.edu.au/experience/health/sexual-harassment-and-assault/student-safety-at-uwa>

Learning Management System
<https://lms.uwa.edu.au>

studentConnect
<https://student.sims.uwa.edu.au>

UWA Careers Centre
<http://www.careers.uwa.edu.au/students>



INTERNSHIP INSIGHT

TOP 10 INTERN ATTRIBUTES



This is what our internship supervisors tell us makes a great intern:

#1

BE OPEN AND
ADAPTABLE TO NEW
EXPERIENCES AND
CHALLENGES

#2

ARE RELIABLE AND
DELIVER ON
COMMITMENTS

#3

SHOW INITIATIVE AND
PROBLEM SOLVE
WHERE POSSIBLE

4. Be punctual at all times
5. Show that you are keen to learn
6. Have a sense of humour
7. Strong written and verbal communication skills
8. Have a sense of curiosity
9. Have the ability to work independently **and** as part of a team
10. Are prepared and do your research

“The McCusker Centre for Citizenship’s interns’ contribution to our work has been immense. This partnership provides organisations like ours the opportunity to be matched with students with exceptional skills, who can enhance the work we do whilst gaining a valuable insight into important social issues.”

-John Thomson , Manager, Foyer Oxford

INTERNSHIP OVERVIEW



OUR PROGRAM

The McCusker Centre for Citizenship offers quality structured, 100 hour community service internships which expose students to complex social issues. We want you to draw on your interests, skills, and expertise, including what you have learnt in the classroom, to give back to society through our internship program, while also benefiting from their experience and supervision in a real work environment.

Through undertaking an internship, you will contribute to communities, sectors, and issues that you may never have encountered before. Our aim is for you to develop habits of active citizenship and a sense of civic responsibility, as lifelong commitments.

Undergraduate students complete our internships for academic credit as a broadening or elective unit, while postgraduate students may require approval for our unit to be considered an elective in their UWA course.

The specific UWA learning outcomes for students in the internship unit are:

- (1) Engage in real work in a community service context
- (2) Demonstrate professional responsibility and citizenship by using their knowledge and skills to better the environment in which the community service experience takes place
- (3) Reflect, think deeply and discuss cogently how the service experience affected them and supported their learning about civic engagement and responsibility
- (4) Present evidence of the reciprocity of the experience, demonstrating what both the organisation stakeholders and the student gained from the exchange.





ADVICE FROM THE STUDENT ADVISORY COMMITTEE

“Learning about Indigenous culture is an important step in equipping interns that are going out to serve their communities with an understanding of, and respect for, cultural difference and diversity. Whether you’re working directly with the Aboriginal community or not, the Aboriginal Cultural Awareness training is a valuable exercise in listening to and learning from others, and a good reminder that it is important to approach the people around us with an open mind and heart.”

ACADEMIC REQUIREMENTS



FREQUENTLY ASKED QUESTIONS

In addition to the 100 hour internship, what are the academic requirements?

As part of your internship, all students must:

- Attend an Introduction to Active Citizenship session
- Attend an Aboriginal Cultural Awareness Training session
- Complete the online Pre-Placement Program
- Write three reflective journals (beginning, middle and end of internship)
- Do a five minute Internship presentation to reflect on what you have achieved and learned in your internship - you can present any time after completion of your first 50 hours

Introduction to Active Citizenship academic session

Our Introduction to Active Citizenship academic session will set the scene for your internship and provide you with an overview of the McCusker Centre and discussion on contextual topics like citizenship, structural inequality and the not for profit sector. Attendance at this session is a requirement and you cannot commence your internship until you have attended this session.

The importance of Aboriginal Cultural Awareness training

Cultural competency is the ability to understand and interact with people from different cultures by gaining knowledge on different practices as well as your own.

All interns are required to attend Aboriginal Cultural Awareness Training as the McCusker Centre values inclusion and diversity - this is an important aspect of our overall program. Many of our host organisations work with and for Aboriginal people in some way so our interns need to be able to appreciate cultural differences, gain cultural competence and identify their own values and beliefs prior to starting at their internship. In addition, it reinforces the themes covered in the compulsory online unit Indigenous Studies Essentials and continues this conversation through an engaging and interactive training session.

What is the grading system for completing an internship?

All students successfully completing an internship receive an Ungraded Pass (UP) on their academic transcript.

Why is the SVLG internship unit 'blank' in LMS?

The internship unit is found on a community LMS page, under My Organisation. There is not a LMS page for each of the SVLG unit codes.

ENROLMENT



FREQUENTLY ASKED QUESTIONS

What unit do I enrol in on studentConnect?

Students should have been advised by their faculty student office via email the correct unit code to enrol in for their course.

Students who have been approved for 6 points should enrol in one of the following:

- o SVLG1002: undergraduate students
- o SVLG5001: postgraduate students

Alternatively, if you have only been approved for a 0 point version of the unit, please enrol in one of the following:

- o SVLG1005: undergraduate students
- o SVLG5900: postgraduate students

I have enrolled, why is my unit invalid?

The Internships Coordinator will validate your enrolment once you have uploaded your completed and signed Student Internship Deed (3 pages) to LMS and completed and uploaded your certificate for the UWA Pre-Placement program.

Please allow 3-5 working days for review of this and your enrolment to be updated.

Why don't interns get to choose or make a preference for a host organisation?

The McCusker Centre for Citizenship matches students with host organisations by looking at their interests, skills and what competencies are required for the internship position. There are limited opportunities therefore it is hard to always satisfy a student's specific request. We also like to challenge students to try new things!

What if this is my last unit or semester – should I let anyone know?

Yes! Please notify the Internship Coordinator via email if this is your last teaching period for your course as we have strict graduation deadlines and must have all paperwork and assessments completed on time.

What if I haven't heard back from my supervisor after making initial contact?

If you haven't heard back from your supervisor one week after making contact with them, contact the Internship Coordinator.



Working with children and police checks are required by many organisations – start the process of obtaining these early as they can take some time and may delay the commencement of your internship.

UWA PRE-PLACEMENT PROGRAM EXPLAINED



What is the UWA pre-placement program?

To help you make the most of your internship, all students are required to complete the UWA Pre-Placement Program online. It is comprised of 3 major areas:

1. Occupational Health and Safety – to prevent harm to yourself and others
2. Professionalism – outlining appropriate standards of behaviour
3. Feedback and performance – so you learn how to receive feedback and develop

This online program will take approximately two hours, so enrol yourself and complete the requirements before you start your internship.

How do I enrol and complete the UWA Pre-placement Program?

1. Log onto LMS at www.lms.uwa.edu.au (using student number and pHEME password)
2. Click on “Community” in the top menu
3. Using the search function, type in “pre-placement” and click “GO”
4. You should see “UWA-PPP” listed below
5. Hover over the ID “UWA-PPP” and click the drop down arrow
6. Click “ENROL”
7. Check the details and click “SUBMIT”
8. You should get a "success" notification on the screen and then click “OK”
9. The modules should then appear and you can navigate through them to complete all requirements.

How do I download the pre-placement program certificate?

Once you have completed your pre-placement program on LMS, your certificate will become available on the sidebar.

1. Click on “certificate”
2. Click on the hamburger symbol on the right hand side of the 'achievement'
3. Then click “print certificate” under the actions heading
4. The certificate should appear and from here you can save it as a PDF
5. Upload the PDF certificate to the McCusker Centre Community LMS page under “Pre-Placement Module” which can be found under the “INTERNSHIP REQUIREMENTS” section.



There are a number of other administrative requirements as part of your internship - there is a checklist at the end of this guide for your reference.

YOUR RIGHTS AND RESPONSIBILITIES



BEHAVIOUR AND CONDUCT

As a McCusker Centre of Citizenship intern and ambassador for UWA is expected that you maintain a high standard of professional and academic integrity at all times. Your Student Internship Deed and the UWA Pre-Placement Program will set these expectations for you. If you have any questions, please ask the Internships Coordinator and/or your host supervisor. The basics include:

- Always be on time and turn up for your internship
- Follow appropriate dress standards and organisation and UWA code of conduct
- Use formal and professional communication (for example, all emails should have a greeting and farewell. Always use complete sentences and do not make assumptions or use abbreviations)
- Respect the organisation's privacy and maintain confidentiality at all times
- Deliver on promises and commitments

It is expected that our interns adhere to the student and course rules at UWA while on their internship. For more information, please visit the website at - <http://www.governance.uwa.edu.au/regulations/student-conduct>

Interns who are in breach of any of these standards may have their internship terminated and consequently fail the unit.

Disclosure of special requirements

UniAccess provides services for students with a disability or medical condition across UWA. Disability Officers can assist in providing support throughout the duration of your internship and will work with the Internships Coordinator to ensure that appropriate considerations are in place. For more information on UniAccess, please visit <http://www.student.uwa.edu.au/experience/health/uniaccess>



Stay connected with the Internships Coordinator throughout the duration of your internship. We want to know about your experience, including both the negatives and the positives so that we can support you and continue to improve our program for future interns.

YOUR RIGHTS AND RESPONSIBILITIES



HEALTH AND SAFETY

The McCusker Centre for Citizenship is dedicated to our duty of care for you and want to ensure that everyone has an enjoyable experience. We work in partnership with you and the host organisation to make sure that you are safe while on your internship and that you feel comfortable and supported at all times.

Internship insurance

All students undertaking an internship with the McCusker Centre for Citizenship are placed in unpaid roles. This means that you are covered by the UWA Student Placement Insurance cover. Requests for certificates of currency for a student can be requested through the Internship Coordinator and more information can be found at: <http://www.student.uwa.edu.au/experience/insurance/placement>

Sexual harassment, bullying, and racism in the workplace

As an intern, if you feel uncomfortable at any time in your workplace, please reach out to the Internship Coordinator immediately for an honest and confidential discussion.

If you would also like to consult with other experts, the University also has a number of services available on campus that students can access:

- UWA Medical Centre (+61 8) 6488 2118
- UWA Counselling and Psychological Services (+61 8) 6488 2423
- UWA Student Guild Assist (+61 8) 6488 2292
- Health Promotion Unit (+61 8) 6488 3173

UWA takes these matters very seriously and has a zero tolerance policy on any kind of harassment or bullying on or off campus. For more information, please visit <http://www.student.uwa.edu.au/experience/health>

Safety in the workplace

As a student, the UWA Pre-placement program covers topics on occupational health and safety and teaches you how to maintain safety whilst on your internship, including preventing harm to yourself and others.

However, it is the responsibility of host organisations to go through specific workplace requirements as per their own organisation protocols. It is very important that you are made aware of potential risks and how to minimise risk factors.

A woman with long brown hair tied in a ponytail is sitting in a stroller, holding a baby. She is wearing a black jacket with a colorful, patterned collar. The background is a classroom wall with various posters and a map of Australia. The text 'YOUR ENTITLEMENTS' is overlaid on the image.

YOUR ENTITLEMENTS

Employers are required to maintain a safe work environment, not only for employees but also for those visiting the workplace such as students on work placement. Australian OHS legislation requires an employer to:

- provide and maintain a safe working environment and safe systems of work
- ensure that substances are used, stored, handled, processed and transported in a manner that is safe and without risks to health
- provide adequate facilities for the welfare of employees
- provide such information, instruction, training or supervision to employees that enables them to perform their work safely
- Consult with employees about OHS issues that directly affect them.

Employers need to undertake risk assessments that consider the special needs of young people in the workplace, such as their lack of experience in a work environment and their possible immaturity. Employers should also ensure that they can provide the extra supervision a work placement student may require.

Employers need to provide students with workplace and job specific training equivalent to that provided to any paid employee in the same position as the student. This training should be completed before students commence work at the workplace. Furthermore, employers should ensure that students are competent and able to work safely before students begin work.

Source: <https://www.safeworkaustralia.gov.au/doc/student-work-placement-guide>

YOUR RIGHTS AND RESPONSIBILITIES



FAIR WORK AUSTRALIA

All McCusker Centre internships adhere the Ombudsman WA Fair Work guidelines relating to 'vocational placements.' For your own understanding of these rights the guidelines are listed below.

FAIR WORK AUSTRALIA GUIDELINES:

Placements that meet the definition of a vocational placement under the Fair Work Act 2009 are lawfully unpaid if it meets all the following criteria:

- There must be a placement
- There must be no entitlement to pay for the work the student undertakes
- The placement must be done as a requirement of an education or training course
- The placement must be one that is approved: Courses offered at universities, TAFE colleges and schools (whether public or private) will all satisfy this requirement

Differences between interns and paid employees

- It is important to ensure an intern is not unintentionally engaged as an employee
- There should not be an employment relationship if the person is an intern. Being an employment relationship includes receiving minimum wage, being entitled to National Employment Standards and a having a registered agreement.

Source: <https://www.fairwork.gov.au/how-we-will-help/templates-and-guides/fact-sheets/unpaid-work/student-placements>



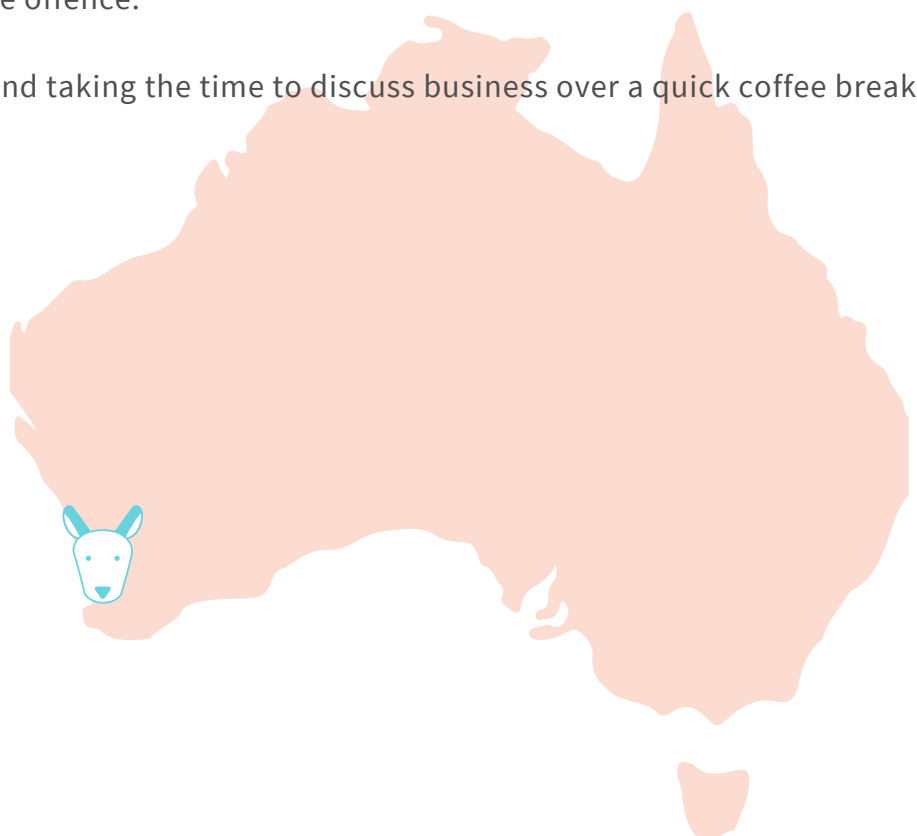
INTERNSHIP INSIGHT

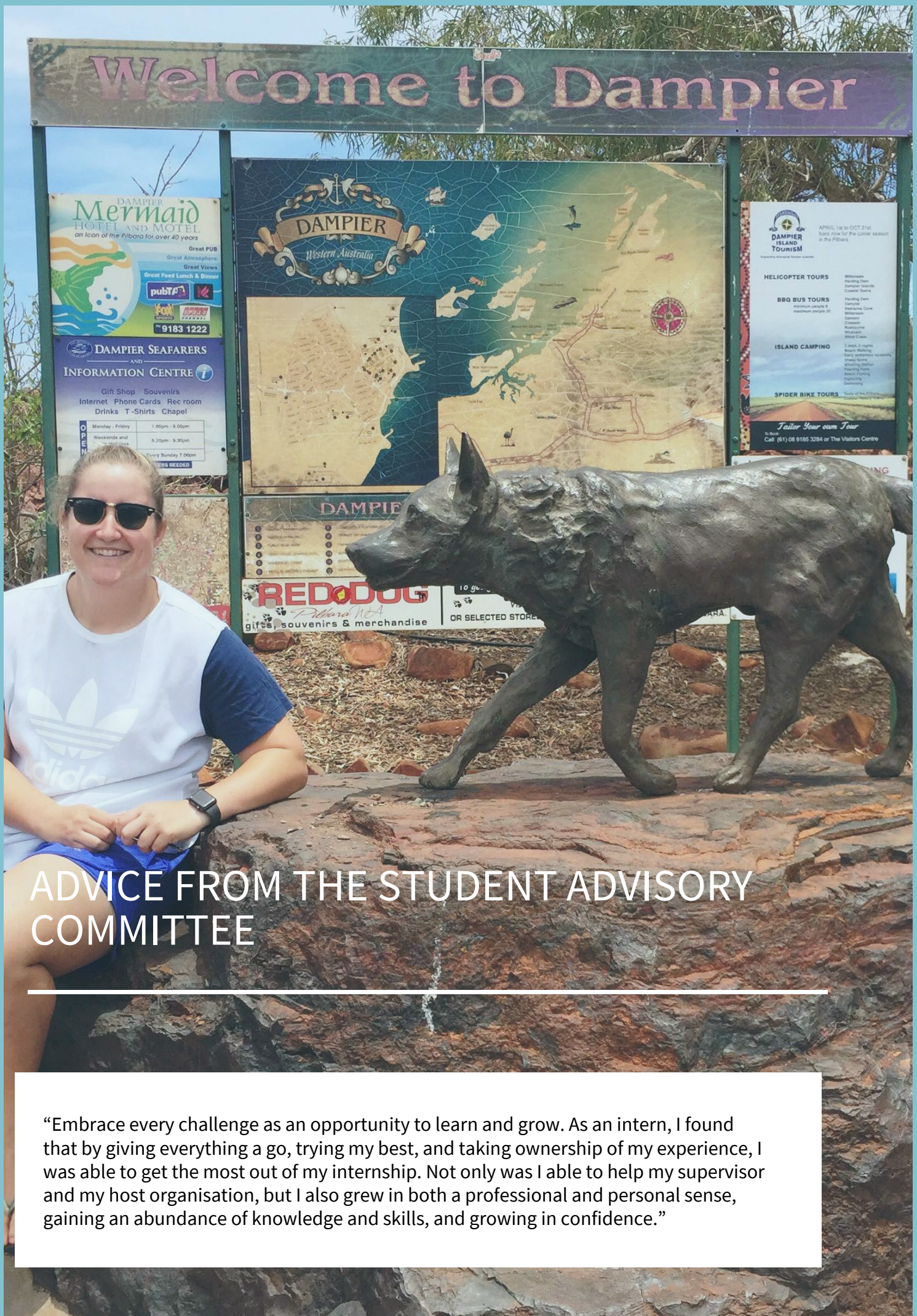
FACTS ABOUT AUSTRALIAN WORKPLACES



If this is your first experience in a workplace in Australia, we have collated some useful tips to help you transition into your internship:

1. Australians have a strong work ethic, hard work and delivering on commitments is respected and expected.
2. Australians value punctuality so always remember to be on time.
3. Management structures in Australia are flatter than many other countries and you will find **most organisations value teamwork and open communication**. A large number of offices are now open plan to facilitate greater collaboration across the team and other departments.
4. Australians tend to speak their mind and use informal language (e.g. slang), even in meetings, as an intern however always stay professional.
5. Australians use humour and jokes to build relationships in the workplace, even with people they respect however jokes about race, gender, sexuality, or religion are not acceptable and could cause offence.
6. Australians love coffee and taking the time to discuss business over a quick coffee break!





ADVICE FROM THE STUDENT ADVISORY COMMITTEE

“Embrace every challenge as an opportunity to learn and grow. As an intern, I found that by giving everything a go, trying my best, and taking ownership of my experience, I was able to get the most out of my internship. Not only was I able to help my supervisor and my host organisation, but I also grew in both a professional and personal sense, gaining an abundance of knowledge and skills, and growing in confidence.”

YOUR INTERNSHIP EXPERIENCE



START OFF ON THE RIGHT FOOT

It's great that you have decided to undertake an internship, now it's up to you to make the most out of the experience! It's time to put your best foot forward.

Internships can commence any time after the Introduction to Active Citizenship academic session. We recommend that you meet with your host organisation as soon as possible (and before you start) to discuss the logistical aspects of your internship but also to get to know your supervisor and open the lines of communication.

There are checklists included at the end of this guide to assist with preparing for your internship.

Undertake research on your organisation, sector and role

To be prepared and get the most out of your experience, you should treat your internship like paid employment and commit to the organisation and role. The first steps are to gain an understanding of your organisation before you commence your internship and perhaps research the sector to have an idea of how they operate. By the end of your first meeting with your supervisor, you should be clear on your role and what is expected of you in order to succeed. Think about the McCusker Centre purpose and vision – how does your internship align with them?

To assist, why not consider these questions to ask your supervisor (if you couldn't find the answers from doing your research).

1. What is the core purpose of the organisation (not just what they do, but **WHY** they do it!)?
2. What sector is your organisation in?
3. Who are the individuals that the organisation is trying to help?
4. How does the organisation get funded to do the work they do?
5. How will my contribution as an intern make an impact?
6. What can you tell me about the organisation structure and how decisions are made?



Many of our partners work with disadvantaged communities and at times you may find yourself confronted or challenged by certain issues and topics. These encounters may be highly sensitive, emotional and confidential. You have the full support of your host organisation supervisor and the McCusker Centre Internship Coordinator so please reach out any time to talk through your experience.

YOUR INTERNSHIP EXPERIENCE



YOUR FIRST DAY AND BEYOND

There are a number of things that you can do to ensure that your internship is a success - it just takes a bit of careful and organised planning plus open communication.

Here are some points to get you started:

- Read the internship initial meeting questions (at the end of the document) to consider your own personal goals, strengths and what you can bring to the role and organisation. Don't be afraid to tell your supervisor about any special skills.
- Plan ahead regarding travel to and from the organisation as parking is not always an option at their location.
- Ensure that you bring any required documents like , photo ID, police clearance and working with children checks on your first day.
- Always plan to arrive on time, or ideally a little early.
- Be prepared! Arrive with a notepad and pen ready to jump right in!
- Introduce yourself to new people to expand your network and make yourself familiar with the chains of command and organisational structure.
- Say 'yes' to the opportunity to attend events, workshops and forums to enhance your understanding of the organisation and sector.
- Your organisation will provide an orientation however make sure that you know where the amenities and facilities near your work station.
- Request any employee 'codes of conduct, references to organisation policies and health and safety information if not offered upfront and ensure that you familiarise yourself with useful and required resources.
- Be honest with your supervisor throughout your internship – let them know at the beginning about your future plans and goals, they might be able to expose you to different parts of the organisation or give you challenges to enhance your learning.
- Invite your supervisor to your final presentation at the McCusker Centre so that they can support you and be part of our community.
- Remember to say thank you to your host organisation! This can either be face to face, in a thank you letter or preferably both. This creates a final good impression and shows your appreciation for taking the time to supervise your internship.
- **Also, don't forget to HAVE FUN!**

YOUR INTERNSHIP EXPERIENCE



OTHER ADVICE

Communication

When it comes to the work environment, everyone has their own styles and preference for how they communicate and like to work. Take the time to learn about your own communication and work style and how you relate to others.

Effective communication is the most important aspect of a workplace as poor communication can lead to misunderstandings, a negative experience for everyone and ultimately damaged relationships.

As part of your internship, you should have regularly scheduled meetings or catch-ups with your supervisor to get feedback on your work and plan the next steps. If this is not initiated by your supervisor, take ownership and request a 10-15 minute catch-up at a time of their convenience.

Be prepared to bring to the meeting reflections about how you are feeling, clarify any points on your project or task that you don't fully understand and let your supervisor know what you would like to learn to enhance your experience. It's a good idea to offer to be scribe for the meeting so that you have an agreed record of what has been discussed and you can then take appropriate actions. Your work is going to be reviewed and critiqued throughout your internship as your supervisor will need to give you feedback to ensure you are making progress and the work satisfies the needs of the organisation. This can change depending on the nature of the work you are doing, so being open and adaptable is important (and don't take it personally!)

Also, take the time to learn about your co-workers and other volunteers or interns as these relationships and support will add real value to your internship.

Time management – creating and committing to a schedule

It is important you attend your internship as per the agreed schedule with your supervisor and advise them with plenty of notice if you are unable to attend on any given days. However, remember to be flexible and adaptable as things don't always go to plan!

You need to complete a total of 100 hours at your internship so it is necessary to set a schedule and follow as closely as possible – this is especially important if this is your final unit. There is a schedule tool in LMS under “Getting Started and Resources” to assist you with your planning.

YOUR INTERNSHIP EXPERIENCE



OTHER ADVICE

Staying motivated

Just like most projects, it can be hard to keep motivated, especially in an internship that may be heavily focused on things like data, research and reporting. If you find that this is happening during your internship, talk to your supervisor and ask for an opportunity change up the work where possible, for example; meet with other stakeholders, attend meetings or observe programs in action in order to reconnect with the cause! At your next one-on-one (or in the lunchroom) ask again about the mission and vision of the organisation to help reinforce why the work that you are doing is important and how it fits into the bigger picture.



(Image from <https://www.flickr.com/photos/sylvia duckworth/>)

WHAT'S NEXT?

Congratulations on completing your internship, here are some tips for your next steps.

Update your CV and LinkedIn

An internship is a perfect opportunity to get to know yourself and what you are looking for in an employment setting. Use your internship to look at your personal beliefs, what your personal attributes and skills are, what you are good at and whether the work culture was a good fit. It is important to review and reflect on your experience and identify key areas you enjoyed/were good at and elements to work on or avoid in future employment options.

Visit the Careers Centre or check out the fact sheets on Career Hub in regards to CV's, selection criteria and preparing for interviews. Your internship will have given you more experience to draw upon for your next job application. Our interns tell us that employers love hearing about their McCusker Centre internship.

Your host organisation is not obliged to provide a reference however, if you have invested in your relationship with your supervisor and feel comfortable then you can ask them if this is possible.

Remember to be polite and ask their preference as a phone referee or if they would like to provide a written reference.

Stay connected

So you have finished your internship with great success, igniting a passion for social responsibility and active citizenship – that's fantastic!

There are a number of ways that you can continue your citizenship journey:

- Attend our events; you're on our mailing list already!
- Join our Student Advisory Committee and Facebook group
- Enrol in further McCusker Centre for Citizenship units (SVLG1006 Pathways to Citizenship and SVLG5003 Wicked Problems)
- Consider further volunteering opportunities or ask your organisation if you can stay on for more time (we'd love to know about it!)
- When considering your future career options, look for companies that align with your values and articulate their social mission and commitment to helping the community.





ADVICE FROM THE STUDENT ADVISORY COMMITTEE

“I have gained so much through my continued involvement with the McCusker Centre for Citizenship, and I am grateful for all of the opportunities this involvement has afforded me. For me, the best thing I have gained by staying involved with the Centre is the realisation that by working together with other like-minded, dedicated people, I do have the power make a difference in the world around me, and ultimately, I have found a real sense of community and solidarity in working towards this better future.”

STUDENT INTERNSHIP CHECKLIST



Preparing for your Internship

- Research your host organisation
- Start the process to obtain your working with children and police checks (as required)
- Enrol yourself, complete and upload your certificate for the UWA Pre-Placement Program on LMS

Attend the compulsory “Introduction to Active Citizenship” session at UWA

- Attend the compulsory “Aboriginal Cultural Awareness Training” session at UWA
- Enrol in SVLG1002 or SVLG5001 (6 points of credit) OR SVLG1005 or SVLG5900 (for 0 points of credit)
- Meet with your supervisor to:
 - Confirm and refine the project
 - Negotiate and agree on the schedule for completing 100 hours, including specific work days, times and a start and finish date
 - Complete and sign the required ‘McCusker Centre Student Internship Agreement’
 - Receive advice on dress standards and/or special requirements at the organisation
- Upload your internship Internship Deed to LMS
- Liaise with Internship Coordinator for assistance with any concerns or questions at this stage

During your Internship

- Complete your first reflective journal entry (‘Goals’) by the due date indicated on LMS
- Record 100 hours of work on your timesheet (do this as you go!)
- Sign up for an Internship Presentation session on LMS (after 50 hours)
- Invite your supervisor to your final presentation at the McCusker Centre
- Complete a formal mid-internship check-in with your supervisor and upload required paperwork to LMS
- Attend the in-person mid-internship check-in session with the McCusker Centre at UWA
- Complete your second reflective journal entry (‘Process’) by the due date indicated on LMS
- Attend required student advisory committee events (not applicable for summer and winter interns)

Completing your Internship

- Deliver the 5-minute presentation on your Internship
- Complete your third reflective journal entry (‘Completion’) by the due date indicated on LM
- Submit your completed timesheets on LMS
- Complete the your internship program survey at <https://www.surveymonkey.com/r/mccuskercentrestudentsurvey>
- Remind your supervisor to submit the final 'supervisor evaluation' on your performance
- Share your story with McCusker Centre for Citizenship to help spread the word!

INTERN AND SUPERVISOR INITIAL MEETING



A critical part of any internship experience is the relationship between the supervisor and intern – opening the lines of communication right at the start will ensure the best chance for success.

Below are some questions that can act as guide for you to use at your first meeting to get to know each other and set clear expectations, however your supervisor may have their own process.

QUESTIONS FOR THE INTERN

- Why did you undertake this internship?
- What are you studying? What do you like about it?
- What are your career goals? Or what do you want to be doing 5 years from now?
- What do you want to get out of this experience?
- Do you have any special skills or interests that you think might be of value?
- What is the most important attribute you bring to this internship?

QUESTIONS FOR BOTH INTERN AND SUPERVISOR

- How would you describe your communication style?

Take the assessment to find out here - <http://fogartyfellows.org/wp-content/uploads/2015/01/5DCase.pdf>

- What should I know about your working style?
- What experiences make you happy at work?
- What experiences or situations make your frustrated or stressed at work?
- Describe yourself in 3 words!
- If you could 'fix' one thing in this world, what would it be?

QUESTIONS FOR THE SUPERVISOR

- How do you give instructions and direction?
- What is your availability and preference for feedback during the internship?
- How did you get to where you are in this industry?
- What do you like about what you do?
- Why do you feel passionate about the service your organisation provides to the community?
- Why is the intern role important to the organisation and how will it add value to what you do?

QUESTIONS OR FEEDBACK?

Contact:

Internships Coordinator

internships@mccuskercentre.uwa.edu.au

+61 8 6488 7553

mccuskercentre.uwa.edu.au

