



INTERNS IN INDUSTRY

Connecting Deakin students to local businesses

2019



What is Interns in Industry?

Interns in Industry is an annual internship program run between July and September where students complete a business internship with a local eastern region business.

Formerly known as the *Whitehorse Tertiary Business Skills Program*, an initiative of the Whitehorse City Council, this prestigious internship program has been running with Deakin Business School (DBS) for over ten years and has provided great learning experiences for hundreds of students.

How will the program operate?

Students will complete between 100-150 hours (13-20 days) between July and September with an allocated business. Students will work on real business problems and projects relevant to their area of study as allocated by the businesses. The total number of hours will be determined by the business.

The internship days are flexible and will be negotiated between the businesses and the students once the shortlisted students have been allocated to a business. The final day to complete the internship hours will be Tuesday 24 September 2019.

Students will also be required to attend a pre-internship induction in week one and a mid-way student workshop in week six to reflect on their internship experiences. These workshops do not require input from participating businesses. The program concludes with a networking awards night for participating businesses and students facilitated by both DBS and Whitehorse City Council.

Breakdown of internship hours

Activity	Hours
Student pre-internship induction	2 hours
Student workshop	3 hours
Awards night	3 hours
Internship hours with allocated business	100–150 (13–20 days)

Are the internships paid or unpaid?

Remuneration to students is optional as part of the program. The students' participation forms part of a Work Integrated Learning unit that DBS offers to gain one credit point towards their degree. It's designed to enhance undergraduate and postgraduate courses and maximise the employability of students. For undergraduates, successful completion of this unit grants academic credit for MWL303 and for postgraduates MWL702.

What kind of work will the businesses provide the students?

Businesses are encouraged to provide a combination of meaningful project-based work and ongoing tasks and responsibilities for the students, which are relevant to their area of study.

Businesses must provide a quality learning environment and treat the student as they would any new employee, with tasks and expectations equal to their level of experience.

How are the students selected to be involved in the program?

DBS provides a dedicated, skilled team that shortlist students through a competitive and in depth application process. The program is only available to established and final year undergraduate and postgraduate business students. Disciplines include accounting, banking and finance, business analytics and information systems, economics, financial planning, human resources and recruitment, marketing and event management, property and real estate, supply chain and a range of other business areas.

The shortlisting process for students involves a written application, video interview and a multiple-mini interview (MMI) where DBS and Whitehorse City Council facilitate shortlisted students to move around several stations to meet participating businesses. A bell will announce the beginning and end of each station and businesses and students will be able to nominate their preferences. The MMI will be held on Friday 31 May 2019 and program participants must attend.

For businesses

How are the businesses selected to be involved in the program?

Businesses will be required to complete an application form detailing information about the business, the internships available and health and safety. The information will be shared with the DBS, Whitehorse City Council and Knox City Council to determine if the opportunity meets the program requirements. Further details and application procedures for interested businesses can be found at deakin.edu.au/partnerinternsinindustry.

Are there any expenses for businesses to participate?

There are no participation fees or expenses for businesses.

What happens if the student assigned to the business is not performing?

If the student fails to meet expectations, businesses may contact the DBS or relative Council representatives to discuss the situation and look for ways to find a solution. Issues very rarely occur, but when they do are resolved to the satisfaction of all parties.

Council representatives will also be in contact with the businesses to discuss the students' attendance and behaviour.

Who should the business contact with regard to student welfare issues?

Businesses should contact a DBS representative. All businesses participating in the program will be provided contact details and have an opportunity to meet with DBS representatives prior to the commencement of the program.

Are businesses required to report on students' progress?

Each student will ask their supervisor to complete an evaluation towards the end of the program. At the beginning of the internship, businesses are encouraged to set out a schedule with the students from a template provided. Throughout the program, DBS and the respective council may contact business and student participants to ensure they will meet the required hours before the deadline.

Can the student/s work from home?

No. Students must work at the business premises. The aim is for the students to experience working in a professional environment and interact with their colleagues.

Can anything be done to protect the confidentiality of business information?

Students can be requested to sign a confidentiality agreement if a business believes this is necessary. An example agreement is available from DBS upon request. Deakin will also address the importance of confidentiality and intellectual property rights as part of the students induction, prior to commencing the internship.

Will the students be insured?

All registered students taking part in an unpaid placement will be covered by **Deakin University's Insurance Policy**. Where a student is undertaking a paid internship, the host must ensure the student is covered under its insurance policies. Further information regarding the insurance cover may be requested by emailing bl-wil@deakin.edu.au.

Key dates in 2019

Schedule	Date
Information session for businesses	Wednesday 13 March 6–7.30pm
Information Session for businesses	Wednesday 3 April 6–7.30pm
Applications close for businesses and students	Monday 6 May
Multiple-Mini Interview invitations sent to students and businesses	Early - mid May
Multiple-mini interview	Friday 31 May
Offers to students and businesses	Early - mid June
Student induction	Monday 8 July
Internships commence	Tuesday 9 July
Student workshop	Wednesday 21 August
Final day to complete internship hours and awards night	Tuesday 24 September

Apply now:

Students - deakin.edu.au/internsinindustry

Businesses - deakin.edu.au/partnerinternsinindustry