

FACULTY OF HUMANITIES & SOCIAL SCIENCES
**INTERNSHIP & WORK EXPERIENCE
GUIDE FOR EMPLOYERS**





Would you like a valuable resource within your organisation for special projects or research tasks?

Do you need an extra hand in the workplace so you can concentrate on core business activities?

Would you like a reliable, intelligent and hardworking person in your workplace?

Would you like to contribute to the career development and learning potential of a fellow industry professional?

If you answered yes to any of these questions, then you may be interested in mentoring a Bond University student during an internship.



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INTRODUCTION

FACULTY OF HUMANITIES & SOCIAL SCIENCES INTERNSHIP PROGRAM

Bond University's Faculty of Humanities and Social Sciences combines liberal arts with vocationally-oriented studies for strong graduate outcomes and a lifetime of achievement.

Based at Bond's world-class campus on Queensland's Gold Coast, the Faculty offers undergraduate and postgraduate degrees in 15 Arts and Social Sciences disciplines, ranging from Psychology and Criminology through to Journalism and Film and Television.

In all disciplines, theory is complemented by job placements, work experience and internships, under the guidance of internationally-trained professors, all of whom are actively involved in cutting-edge research.

The Faculty of Humanities & Social Sciences offers internships within the following industries; Advertising, Communication, Computer Games, Journalism, Multimedia, Public Relations, Film & Television, Criminology and International Relations.

| AUSTRALIAN RANKINGS | |
|---------------------|-----------------------------------|
| ★★★★★ | GRADUATE SATISFACTION** |
| ★★★★★ | GRADUATE STARTING SALARY** |
| ★★★★★ | TEACHING QUALITY** |
| ★★★★★ | STAFF QUALIFICATIONS** |
| ★★★★★ | STAFF - STUDENT RATIO** |
| ★★★★★ | GETTING A JOB** |
| ★★★★★ | POSITIVE GRADUATE OUTCOMES** |
| ★★★★★ | GENERIC SKILLS** |
| #1 | GRADUATE SATISFACTION* |
| #1 | EDUCATIONAL EXPERIENCE* |
| #1 | STAFF TO STUDENT RATIO*** |
| #1 | AVERAGE GRADUATE STARTING SALARY* |

*Compared to Australia's Group of Eight leading Universities, Graduate Careers Australia's 2006 Australian Graduate Survey based on 2005 Graduates
 **2008 Good Universities Guide
 ***2004 Student to Teacher Ratios, Australian Vice-Chancellors Committee

ABOUT THE INTERNSHIP PROGRAM

What is an Internship?

Internships provide students with invaluable work experience in their selected fields and can lead directly to employment opportunities. We are keen to ensure our program is fruitful, equitable and of enduring benefit to the students, the co-operating employers and the reputation of Bond University.

Our internships form part of a broader strategy where every Faculty focuses on real life scenarios, where technical skills and theoretical knowledge are challenged by the workplace complexities of strategic, economic, competitive, human and political issues.

Internships are completed on a 'for academic credit' basis and will be accompanied by the required academic and workplace assessment. An Academic Supervisor will be appointed and a workplace supervisor will be required.

How does an internship benefit me as an Employer?

Bond University interns serve as a valuable resource for employers in managing their changing human resource needs and with no commitment, employers can assess interns as future potential employees.

Our students have been given a unique educational experience, and the University prides itself on producing graduates who are work place ready and who can be assigned special projects or research tasks. This means existing employees can concentrate on their core business activities.

As all internships are unpaid, students take on an internship for many reasons, but most importantly for the experience and value it adds to their curriculum vitae. Interns are a cost effective way of managing workflow requirements within your organisation.

With young, fresh and proactive minds, interns can bring new ideas into an organisation. This works both ways - as an employer you are also able to provide invaluable insight into your industry and impart great knowledge on these young, fresh and keen minds.

What are my responsibilities as an Employer?

Internships are completed on a 'for academic credit' basis, as a preferred internship employer, we ask that you provide an environment for the students which will enhance their educational experience and provides meaningful insight into the dynamics of a professional workplace environment. We do require a brief evaluation from you which will be provided by the Business Development Manager at the completion of the internship. We ask for your honest assessment of the student and the internship program as your feedback will contribute to the efficiency and longevity of the program in the future.

INTERNSHIP & WORK EXPERIENCE GUIDE



THE INTERN

Who should I expect?

Internships are offered to the top performing students at Bond University. Students are encouraged to complete an internship during their penultimate or final semesters, as the students, and indeed the employers, benefit greatly from the experience in these final stages of their academic life. It is a prerequisite of the internship program that students meet the following criteria set by the Heads of School within the Humanities & Social Sciences Faculty:

- Completion of **major university studies** within the discipline they wish to gain work experience in;
- A **GPA of 2.5** (out of 4) or above for their whole degree to date; and
- Approval from an **Academic Supervisor**.

If you require, the Business Development Manager can provide evidence that the student has met the requirements as outlined above.

The Internship & Industry Placement Coordinator meets with all students prior to their internship submission to employers. This is primarily to assess their eagerness, enthusiasm, intelligence and to ensure a "right fit" with the employer and the internship placement on offer.

What is the duration of an Internship?

There are many flexible options for taking on an intern. Internships are available throughout the January, May and September semesters (approx. 14 weeks), usually consisting of 1 or 2 full days per week.

If you would prefer a more intensive yet shorter duration, we offer internships in the May and September semester breaks which are three weeks full time.

International or interstate internship placements can run for the full duration of the semester on a full time basis (ie. 3 months full time).

Scheduling is determined by the employer and the student, dependent upon the employer's availability and workflow and the student's timetable for the semester.

Does Bond provide workplace insurance cover?

Bond internships and work experience students are covered by the University's insurance while in the employer's workplace. If a more comprehensive insurance cover is required (ie. involving overseas or interstate travel) it is the student's responsibility to provide the necessary details.





THE INTERNSHIP PROGRAM STRUCTURE

The Faculty of Humanities and Social Sciences has a very successful internship program and on average places 15-20 students per semester.

AIMS & OBJECTIVES OF THE INTERNSHIP PROGRAM

Bond University's motto 'Forever Learning' recognises that our students will continue the process of intellectual development throughout their lives, building on their studies and experiences at Bond University. In our teaching we ensure that students develop skills in working with groups and preparing and presenting assignments and presentations that will equip them for their future careers. Some students without practical workplace experience, or with workplace experience in a field different from their studies, choose to undertake an internship as a part of their degree. Internships are usually undertaken in their final semesters, after students have completed their electives.

PROFESSIONALISM

Humanities & Social Sciences Administration will ensure that interns are properly insured and that staff at the industry placement have been made aware that the intern is a student of Bond University and they have the University's support at all times. Students are reminded that internships are a privilege granted by industry to potential employees. Not only are interns responsible for the reputation of themselves and their families, they are also responsible for the reputation of Bond University and its past and future students. Interns who are well-informed, hardworking, eager and responsible are essential for the future well-being of the internship program. We rely upon our students to build our reputation.

STUDENT OBLIGATIONS

Students are made fully aware of the following points prior to commencing an internship:

Conduct

Any Bond University student who has been successful in gaining a workplace internship is a representative of the University at all times, as such, they are expected to uphold a high standard of conduct. This means interns should be punctual, conscientious, reliable and discreet while ensuring an acceptable standard of workplace attire is worn.

Attendance

If at any time a student cannot attend to any of the duties required as part of their internship, they must notify their employer or the University as early as possible or they will be severely penalised in the assessment of their performance and be at risk of losing the internship.



EMPLOYER TESTIMONIALS

AUSTRADE - PARIS, FRANCE
Kirsten Sayers, Senior Trade Commissioner, Austrade, Paris

The 'stageaire program' in Paris is mutually beneficial for interns & Austrade. Interns gain hands-on experience in the internationalisation process for Australian businesses; and they benefit Austrade by increased resourcing to pursue a wide variety of initiatives to help Australian companies. We have had many talented interns work with us in Paris, and we continue to benefit from their dedication, motivation and spirit of learning."

SHAC PARTNERS
Simone Holzapfel, Partner, shac partners, Gold Coast

"shac Public Relations has been participating in Bond University's internship program for the past two years. The quality of students provided by Bond has been exceptional. The professionalism, standard of work and initiative shown by the interns is a credit to the University, its lecturers and members and of course, the students themselves. shac was so impressed with one of the interns that a part-time and subsequent full-time position was offered to them. We are definitely keen to continue our association with Bond University and its internship program in the future."

GOLD COAST CITY COUNCIL
Grayson Perry, Manager Economic Development, Gold Coast City Council, Gold Coast

"Gold Coast City Council found Bond University's internship program to be highly effective in assisting with scoping, managing and implementing key industry programs.

Joshua Underhill worked with Gold Coast City Council's Economic Development Branch on industry projects related to strengthening the economy of the Gold Coast's film industry. The projects included working in partnership with the community, private and public sectors to research opportunities within emerging film markets."



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