



THE UNIVERSITY
of ADELAIDE



FACULTY OF ARTS INTERNSHIPS

Host Organisation Handbook

arts.adelaide.edu.au

GUIDELINES AND FAQs

Who are we?

The University of Adelaide:

- is ranked in top 1% of universities worldwide
- is a member of Group of Eight
- is associated with 5 Nobel Prize winners
- has produced over 100 Rhodes Scholars
- provides outstanding teaching, research and engagement to enrich the arts and the community.

The Faculty of Arts is committed to exploring the key contemporary social and political issues of our times to create a better world.

Our staff deliver outstanding research and teaching in the areas of:

- humanities
- music
- social sciences
- education.

The Faculty of Arts is based on North Terrace and occupies a pivotal role in the beating heart of Adelaide's cultural precinct.

Through our research, engagement with industry, government, alumni and the wider community, we aim to lead with impact felt not only at local and national levels, but also throughout the world.

We recognise that education must keep pace with the technological and social changes affecting the world our graduates will enter.

We nurture our students so they can become the educated leaders of tomorrow with a sense of global citizenship - equipped to take on the challenges of our future.

What is an internship?

Internships are an essential component of the degrees offered by the Faculty of Arts. They are also known as:

- industry placement
- service learning
- industry project
- Work Integrated Learning (WIL).

We believe learning doesn't just take place in the classroom. By taking part in an internship students can:

- apply their classroom learning in a professional industry environment
- gain exposure to their chosen field
- establish a professional network
- gain coveted work experience that cements their aspirations into ambition.

How do host organisations benefit?

As a host, there are unique advantages to having a student intern. You can:

- evaluate up-and-coming talent
- utilise the services of talented individuals without a hiring commitment
- expose young professionals to your brand and services
- discover new perspectives, energy, and specialised skill sets
- source prospective employees with time to assess a student for competency, drive and cultural fit
- gain additional resources to complete specific research or day-to-day tasks
- provide professional development opportunities for your supervisory staff
- share ideas with us to inform educators on current needs and in-demand skills in the workforce
- foster long term research collaboration with the University.

Types of internships you can offer

Students undertake a research-based internship, or a practical industry internship, or a combination of both. Or you may offer a range of other work integrated learning opportunities, including a project, community engagement, group-based project or a virtual internship, to name a few.

We will discuss your needs and approve the terms of the internship prior to the student commencing their time with you.

Research-based internship

Students deliver a work-based research project and report, in-line with the organisations needs and the student's interests. Students are allocated a university academic supervisor to guide the research process and assessment; and a course coordinator oversees overall course management.

Industry internship

Students gain day-to-day experience in a practical work setting. They learn more about a business while participating in daily workplace activities as agreed upon prior to commencement. The organisation's workplace supervisor guides the student, and a course coordinator oversees academic requirement.

Timing of internships

Semester 1 (March to June)

Offers submitted late in the year before.

Winter (mid-June to late July)

Offers submitted February and March.

Please note the winter internship course is offered intensively.

Semester 2 (July to November)

Offers submitted in March and April.

We try to remain flexible in offering internships to students as the need arises, but it helps if you can align your internship projects to these times.

Students can also request to complete a summer internship anytime from December to March. If you are interested in offering an internship over this period then please let us know as early as possible.

The start date is negotiated between the student and the host organisation to fit the student's study plan.

Attendance

Usually students complete up to 20 days or 150 hours during semester. However, the number of contact hours may vary according to the course that the student is enrolled in. These hours can be undertaken at any time as discussed and agreed upon with the host organisation. You might agree to a flexible arrangement; for example some students come in two days each week for ten weeks, during the semester. Summer and winter internships allow the student to complete the hours more intensively or full-time.

Your arrangement will depend on the project the student is doing and the student's availability. You will work this out with the student at the internship interview and have an agreement in place before the internship begins.

Sometimes, working outside of normal office hours is the norm for that particular industry. For example, students working in breakfast radio or on festival events may complete their internship hours outside of standard office hours. If this is the case, it must be clearly outlined in the internship offer and the student must be aware of the arrangements.

Are students paid? Is there a cost?

Generally, students are not paid. Host organisations offering regional placements may be asked to assist with accommodation and transportation expenses.

Are unpaid internships legal?

Internships that are vocational in nature, assessed, supervised and are a learning experience, meet the definition of a "vocational placement" under the Fair Work Act. Therefore, it is a lawful unpaid learning experience whereby the student can apply the skills and knowledge from university to a professional workplace. Providing it is a legal and structured framework based on a course, which the students are completing for credit, it is acceptable.

We cooperate with our host organisations to ensure that our internships meet all requirements of the Fair Work Act.

Absenteeism

If a student cannot attend a day of the internship due to illness or unforeseen circumstances, then they must advise the workplace supervisor and arrange to make up the hours missed on an alternate day.

How are students selected for an internship?

Students can source their own internships or the internship team will draw on their existing industry partners for opportunities. Most opportunities are advertised on a university career platform called 'CareerHub' where students can apply directly for internships.

We do our best to match students to suitable internships by considering the student's study area, interests and prior experience. Grade point average (GPA – student's overall grade) is also considered, however, it is not a determining factor.

Once an appropriate internship has been selected which meets both the student's and host organisation's needs, the student will meet the host organisation for an internship interview. If successful, all parties complete an Internship Agreement which is generated online by the internships team.

Who can complete an internship?

Students from all year levels have an opportunity to undertake an internship, however, most students complete internships in their second and third year of undergraduate study, and in some postgraduate programs.

We encourage students to enhance their skills and knowledge over the course of their degree with a variety of work integrated learning activities and overseas experiences.

What is an Internship Agreement?

An Internship Agreement is activated online by the internships team upon confirmation of an internship by the host organisation. It is completed by the University of Adelaide, the host organisation, and the student, outlining the terms and conditions of the internship and responsibilities of all parties.

This agreement ensures that the student is covered by University of Adelaide insurance for the duration of their internship. A copy of this is available by contacting artsinternships@adelaide.edu.au.

What is an Internship Proposal form?

When a host organisation offers an internship, an Internship Proposal form is completed to detail the requirements of the internship, including the scope and its objectives.

This is submitted to the internships team for approval and following this, the internship is advertised to students. Students may approach you directly to complete this form if they are self-sourcing their own internship.

Alternately, you can submit a proposal form to the internships team at any time that you have an internship opportunity. Simply email the form to artsinternships@adelaide.edu.au.

Host organisation supervision

This is when you, as the host organisation, assign a supervisor for the student. The supervision you provide will depend on the individual student, their past experiences, and the nature of the internship activities and requirements you have in place.

You will need to make clear your expectations concerning workplace health and safety (WHS), dress code, attendance, safe-work practices, responsibility and autonomy, from the start, or whenever an issue arises.

Rules of the organisation

Students are expected to abide by the rules of your organisation.

You need to explain workplace health and safety procedures to students at the start of the internship as part of an appropriate induction.

University supervision

All internship courses are coordinated by an academic staff member and each student undertaking a research internship will also be allocated an academic supervisor.



Ethan Egglestone

"I am assessing how transport modes impact the festival's carbon footprint and how to improve this for the future."

Ethan Egglestone, *Bachelor of Environmental Policy and Management student and intern at the Adelaide Festival*

INDUSTRY CONNECTIONS

The Faculty of Arts collaborates with a wide range of organisations across a variety of industry sectors.

The types of projects and internships that students complete vary across study areas.

Study areas

Students align their internships to their area of study. We offer:

- arts
- creative writing
- criminology
- education
- environmental policy and management
- gender studies
- history
- indigenous studies
- international development
- international relations
- media
- politics
- social sciences

Our industry connections

Some of the organisations our students have contributed to include:

Aboriginal Health Council of SA

Collection and review of research policies/ review of ethics application forms of key stakeholders.

Adelaide and Mount Lofty Ranges Natural Resources Management Board

Research report to understand the role of local government in urban food production.

Adelaide Festival Corporation

Through a Major Partnership with the Adelaide Festival, University of Adelaide students had an opportunity to intern over the Festival period and across the Festival as a whole, including in Business Development and for Writers' Week, Breakfast with Papers, Classical Music program and Sustainability.

Adelaide Hills Council

Assisting with the implementation of Arts and Cultural Development programs such as "Raining Poetry" and considering the role of Public Art in relation to Placemaking.

Art Gallery of South Australia

Undertake research for upcoming exhibitions and begin developing resources which include activities for primary and secondary students. Support and observe educator events such as Educator Connect, Educator briefings and special teacher professional development days.

Australian Red Cross

Effectiveness of Evaluation in Red Cross International Programs: With a focus on Water, Sanitation and Hygiene Programs run in the Asia Pacific region.

Australian Refugee Association

Creating a research report around existing homework clubs ARA provide for new arrivals. An evaluation of Social Support programs and community consultation around settlement services.

Australian String Quartet

Practical marketing internship involving CRM marketing tasks, website maintenance and communications.

Birthing Kit Foundation Australia

Investigating the relationship between the World Health Organisation's (WHO) 1996 clean birth principles and maternal and neonatal infections in low- and middle-income countries.

Carers SA – Northern Regional Care Co-operative

Research project to establish an equality based partnership approach between people with disability (and their families) and service providers to assure appropriate and timely access to quality services provision.

Channel 44

Practical internship encompassing secretarial/ social media/ journalism/ designing Channel 44 branded marketing collateral.

City of Charles Sturt

Reducing Violence against Women and Children, From the Global to the Local: Implementing Change using Intersectional Methodologies.

City of Marion

Undertaking activities within the Community Cultural Development unit related to urban activation, public art and placemaking.

"I have been fortunate to supervise interns from the University of Adelaide for both the 2019 and 2020 Adelaide Festivals, and have loved having them become part of the Festival team.

Working with the University of Adelaide to incorporate internships into Adelaide Festival has been a pleasure, and we really value the opportunity to enhance the students' educations by offering practical and real-world experience in the arts."

"All of the interns that we have engaged through our relationship with the University of Adelaide have contributed valuably to our organisation, and helped us achieve the goals of our partnership."

Emma Williams, *Sponsorship Coordinator, Adelaide Festival Corporation*



Emma Williams

City of Playford

Group project developing a practice framework for community based bullying prevention, based around gaming.

City of Port Adelaide Enfield

Reviewing the provision of the household food waste recycling service focusing on opportunities to increase diversion into the green bin.

Commissioner for Children and Young People

Researching competency based consent and capacity for children and young people.

Department for Environment and Water

Researching maritime projects utilizing GIS/ Historical research skills.

Department for Education

Premier's Reading Challenge: Summary of findings from database on type of books being read by SA school students.

Department of Premier and Cabinet

Defence One-stop Shop Best practice.

Department of State Development

Indigenous internship, related to environment and the Northern Territory region in the state government.

Don Dunstan Foundation

Taking the 'Adelaide Zero Project (homelessness)' to Business; and delving into the world of marketing and event planning for prominent social justice events.

Environmental Protection Agency

Researching opportunities to use behavioural science to strengthen the EPA's ability to influence better environmental outcomes.

Fulcrum Aid

Long term sustainable alternatives to coal in Mongolia.

Grandparents for Grandchildren

Looking at the alienation of grandparents from their grandchildren.

Heritage South Australia

Preparation of SA's Oldest Buildings Report and identifying potential nominations for state heritage listing.

History Trust of South Australia

A Survey of P&O Ephemera and Online Collection Publishing Options.

ICEWaRM

ICE WaRM's Reconciliation Action Plan. Developing resources on the Australian water sector and engagement by key businesses with Indigenous communities on issues like Water for Health; Sanitation and Water for Country.

Indigenous Education & Boarding Australia

Analysis of scholarship opportunities and outcomes for indigenous secondary students in remote communities.

MCCSA - Multicultural Communities Council of South Australia

Project to address 'non-immunisation of migrants and the effect this has on their own communities and the community at large'.

MidnightSun Publishing

Media and marketing campaign for book titles.

Novita

Narrative story telling of real life families and children attending the organisation.

Office of Julia Gillard

Research project on the effectiveness of quotes under different political regimes.

RCC

Practical internship experience with our festival partner RCC who returned for their second year at the University of Adelaide. Students interned across operations, production, technical, marketing and PR.

RMT Management

Practical media internship, understanding the working nature of a casting agent in film and television.

South Australian Museum

SA Museum Education program: Help develop content to support learning programs in the Aboriginal Cultures Gallery; consider the needs of learners and educators and review current resources; create new resources which assist teachers on museum visits; and develop employment pathways for Aboriginal and Torres Strait island peoples.

South Australian Chamber of Mines & Energy (SACOME)

Literature review and comparative analysis of climate change policies implemented by resources sector operators, government and non-government organisations.

The Adelaide Fringe

Practical internships with the largest festival in the Southern Hemisphere; gaining arts industry experience; and assisting in the implementation and delivery of the festival in a number of areas including brand, communication, ticketing and activation.

University of Adelaide Library

Digital humanities project.

"My project aligned with my degree and my personal interest in empowering marginalised and vulnerable members of the community.

I was given autonomy over the project, supported by an assigned mentor. This working environment allowed me to develop a project that was meaningful to both my studies and to the organisation itself.

To have a key management role within a meaningful and practical project for a national organisation far exceeded my expectations of what the Faculty of Arts internship could offer."



Alexandra Beal

"The professional and research skills I developed and refined during this internship provided me with invaluable resources, networks and opportunities for the future."

Alexandra Beal, Bachelor of International Development student and intern at Mission Australia

INTERNSHIP COURSES

Arts Festival

A number of festivals run over four weeks in Adelaide during February and March. Together they combine to make one of the largest, most popular and diverse arts festivals in Australia. Thousands of artists from around Australia and across the globe participate alongside home-grown talent, in art forms spanning cabaret, comedy, circus and physical theatre, dance, film, theatre, music, visual art and design. Students may be assisted to find internships across areas of the festivals in Adelaide.

1 x 150 hour internship and report and/or research report

Intake: summer
Year levels: all
Units: 3

Art History

Interns will experience the life of the Art Gallery of South Australia, or another appropriate museum or organisation, working not only in the curatorial department but as far as possible in the areas of public programs, marketing and public relations, sponsorship and registration.

20 day internship plus research report

Intake: semester 2
Year level: postgraduate
Units: 6 (equivalent to two courses)



Arts PostGrad

Students can spend a semester working in the private, public or community sector in South Australia. The internships will normally be the equivalent of 30 days, which are supplemented with a series of seminars on professional writing and career readiness. Students will be provided support to find internships that relate to their area of study where possible. Final placement will depend upon availability of a host organisation (arranged by the student or by the Arts Internships office) and submission of a curriculum vitae. To maximise chances of receiving an internship please contact the Arts Internships office at least three months prior to the beginning of the semester in which you wish to enrol.

This course is available to postgraduate students who have completed at least 12 units of postgraduate coursework in Arts.

1 x 30 day internship and report and/or research report + seminars and host organisation evaluation

Intake: ARTS 7003 semester 1, 2 and ARTS 7003EX summer
Year level: postgraduate
Units: 6 (equivalent to two courses)

Community Engagement Learning Project

The Community Engagement Learning Project provides students with the opportunity to engage with a not-for-profit or government organisation by undertaking a group project identified by the organisation. Students will meet with leaders of the organisation and present their project work at the end of the course.

As an alternative, students may organise a 20-38 hour internship in a not-for-profit or government organisation.

1 x 20-38 hour internship plus in-class seminars, or group community project; plus in class seminars; plus academic coursework

Intakes: summer and winter
Year levels: 2 or 3
Units: 3

Environmental Policy and Management

Students will intern in a community, business/industry or government agency engaged in environmental policy, planning and management activities, or with an individual or group engaged in environmental research. During their internships students can choose or will be assigned specific projects by their host organisation and will prepare reports on the methodology and results of their projects.

1/2 days each week of semester internship, research report and seminars

Intake: semester 2
Year level: 3
Units: 6 (equivalent to two courses)

Industry Internship

Students will spend up to two days a week or the equivalent of 150 hours in a practical work setting. The internship is supplemented with a series of seminars on research and report writing as well as topics related to employability and career readiness. This internship is available to students from all programs of study in the Faculty.

1 x 150 hour internship and reflective report

Intakes: summer, semester 1 or 2, winter
Year levels: 2 or 3
Units: 3

International Relations

Students work with a variety of organisations and NGOs concerned with international affairs and humanitarian areas. In some cases this will include working on-site at their offices, but most will be project-based or 'virtual' internships. Students normally spend 1 day each week in the organisation and submit a 7000 word report (or equivalent).

Internship and/or research report plus seminars

Intake: semester 1
Year level: 3
Units: 6 (equivalent to two courses)

Media Industry Transitions

This course provides students with a self-initiated, flexibly-organised internship of 10 to 12 days at a host organisation in such fields as journalism; marketing; film studies; graphic design; social media and digital production; and immersive media. This internship is only available to media students.

10-12 days internship, seminars, coursework or research report

Intakes: semester 1 or 2
Year levels: 2 or 3
Units: 6 (equivalent to two courses)

Research-Based Internship

Final year students are linked to a host organisation to conduct research for the organisation, resulting in a report written by the student that serves the purpose and/or interest of both the host organisation and student. Students normally spend 1 day each week in the organisation and submit a 7000 word report (or equivalent). An academic supervisor guides the student's research report. This internship is available to students from all programs of study in the Faculty.

Internship and/or research report

Intakes: semester 1 or 2
Year level: 3
Units: 6 (equivalent to 2 courses)

Indigenous Research Issues: Applied Knowledge

Students undertake an internship focused on Indigenous knowledges. Students will demonstrate an awareness of Indigenous research methods and protocols and take into account the ethical considerations of working with Indigenous peoples, organisations and communities through their chosen field. Students will spend 120 hours on an internship and submit a 7500 word report (or equivalent) which serves the purpose of the host organisation and student.

1 x 120 hour internship, seminars and research report

Intake: semester 2
Year level: 3
Units: 6 (equivalent to 2 courses)

SA Parliamentary Internship

This course offers students the opportunity to spend 1-2 days each week of a semester working under the direction of a Member of the State Parliament while completing an agreed research task of 7000 words (or equivalent). Students will be required to conduct intensive research on a single public policy topic under the guidance of an academic supervisor. Final placement will depend upon availability and the application of an internal quota based on GPA and competitive application process.

Internship and/or research project

Intake: semester 2
Year level: 3
Units: 6 (equivalent to two courses)

Translation and Interpreting

This course offers valuable learning to students from both Chinese and English speaking backgrounds, to enhance their translation and interpreting expertise in an 84-hour supervised practicum.

1 x 84 hour internship

Intakes: semester 1 or 2
Year level: postgraduate
Units: 3

"The internship program provided Mission Australia with a high quality researcher as an additional resource that, as a not for profit organisation, we would not otherwise have been able to utilise. The positive flow on effects and impact that the research has had on our service provision for those we serve has, and continues to be, extremely beneficial."

Dayna Fisher, Mission Australia - Community Mental Health Worker/Project Officer Extended Transition Support/Youth AOD Outreach



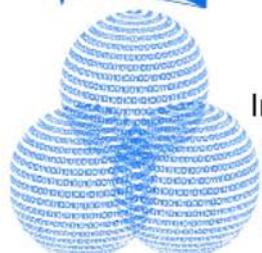
Alexandra Beal with Dayna Fisher from Mission Australia

STEP-BY-STEP PROCESS



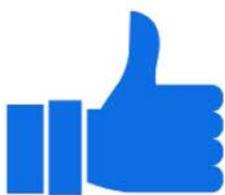
STEP 1

Host to submit an internship proposal to Internships office for approval.



STEP 3

Internships office matches students to suitable internships and emails resume to host.



STEP 5

Host to confirm internship acceptance with successful student and advise Internships office.



STEP 7

University reviews the Internship Agreement and electronically signs and approves the document; then emails a copy to all parties.



STEP 9

Internships office will check in with the student and host supervisor at the midway point. Students receive regular feedback from the host supervisor about their progress. Internships office and academic course coordinator are available if support is required.



STEP 2

Internships office uploads internships to CareerHub for students to view and apply.



STEP 4

Host arranges interviews with student.

At the interview, the host should discuss project details, start and end date, days and times of internship and any other relevant information.



STEP 6

Internships office sends an electronic Internship Agreement to student for completion.

Host will then receive the Agreement to complete and sign. Once submitted online it is automatically sent to the Internships office for review.



STEP 8

Student commences internship and host arranges orientation and induction on first day.



STEP 10

Host will be emailed a final evaluation form to complete.

FURTHER ENQUIRIES

Internships and Work Integrated Learning
Faculty of Arts
The University of Adelaide
Adelaide SA 5005 Australia

ENQUIRIES artsinternships@adelaide.edu.au

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 [arts.adelaide.edu.au/
study-with-us/internships](https://arts.adelaide.edu.au/study-with-us/internships)

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