

Memorandum to MAS350 Media Internship students

Session 2 2014

As iLearn will only be available just before Session 2 begins, this memo will help you start the internship process. You will also find details of potential placements on <https://www.facebook.com/MAS389> as well as on the [Faculty of Arts PACE Opportunities Page](#).

MAS350 requires students to identify their own internship placement and then submit all relevant documentation for approval. This process will be your first assessment task and is designed to enable you to demonstrate that you are capable of developing negotiating skills with people from a variety of professional backgrounds. You will be assessed in your ability to work with your chosen organisation to execute all necessary internship forms and agreements in a competent and timely manner. Failure to submit these forms and agreements will result in you receiving a fail grade for this unit.

Whether planning, creating, or selecting an internship, student interns should be applying certain general principles in order to ensure an optimal experience (see unit learning outcomes). An internship that does not challenge or lead to professional or personal growth will be of little long-term value. If students already have work experience in a particular area but still wish to pursue an internship in a similar area, they should approach the internship from a new perspective, one that will not be a matter of repeating tasks they already have undertaken.

Instructions for students

All MAS350 Students are required to complete the following steps:

1. Read the frequently asked question (FAQ) outline that you will be emailed and/or download a copy via the MAS350 iLearn site.
2. Work independently to find a placement. The unit convenor has an industry 'ideas list' database that has been accumulated primarily through past placements. You can access this database if you so desire. You can also book a time to consult with the unit convenor concerning your placement.
3. Once you have found an organisation that is willing to host you as an intern, complete your online Student Proposal Form. The link to the online Student Proposal Form will be sent to all enrolled students two weeks prior to the commencement of Session Two. If you need a copy prior to this time, please email arts.pace@mq.edu.au.
4. Complete the Student Proposal Form giving as much detail as possible about your proposed organisation and internship.
5. Once you have submitted your student proposal form you will be required to ensure the following forms are completed:
 - **A Workplace Health & Safety (WHS) and agreement form** – to be completed by your host organisation. Please note that the link to this form will be sent directly to the host supervisor, but it is your responsibility to ensure they complete it.
 - **Student Undertaking** – to be completed by you. A link to the Student Undertaking will be sent to all enrolled students at the same time as the Student Proposal Form (ie. Two weeks prior to the start of Session 2). If you request a link to the Student Proposal Form early, you will also be sent a link to the Student Undertaking at the same time.

Please note that your proposed internship cannot be approved by the unit convenor without completing these forms.

6. You will be contacted by email once all your forms have been returned and your internship is approved.
7. Please read the unit guide carefully, so that you know what the assessment tasks are and when they are due.