

Doing an internship, placement or consultancy project during your degree

Get work experience and academic course credit at the same time.



There are two main types of course based work experiences:

A consultancy project

Work with a small group of classmates, or individually, on a real life organisational challenge

- Work done at home/in course, may involve contact with organisation.
- Main liaison is course coordinator.
- Concludes with presenting recommendations in person and in a report in the course and possibly to the organisation.

Applications may be limited entry, due to number of projects.

A placement or internship course

Work at an organisation in a team on a specific internship project

- 70-100 hours at a host organisation working on a project that may be an event, piece of research, communications document or process review.
- Often includes a report and presentation.
- Normally based in the organisation host office.
- Normally unpaid as is a credited academic paper.

Applications limited-entry with specific requirements, due to number of internships.

VS

Example of a consultancy project course

Global Business (GBUS) 580

- Work with a small project team of classmates on a business issue facing an organisation e.g. global market development.
- Plan and analyse options and produce a report and presentation to meet the client brief.
- Attend weekly lectures to support you throughout your project.

Which type are you more interested in?

Example of an internship course

FHSS 302

- Contribute to a specific project such as piece of research or communications document or strategy and provide a report on your work.
- Spend 75-100 hours as part of the team at your organisation.
- Attend weekly lectures and activities that support your internship experience.

NEXT STEPS

1. Find out what types of course-based work experience are available in your degree..
2. Look at the VUW website.
3. Talk to your student success advisor and a career consultant.
4. Choose an option and get ready to apply!

Don't worry if there is no course-based experiences available in your degree. There are other great experiences you can get outside of your degree.



BEFORE APPLYING

for a consultancy or placement/internship course



What is the the deadline, requirements and process for enrolment?

It may be earlier than other courses, you may need a certain grade average but you could still enquire.



Should you contact the course coordinator for a conversation before you apply?

Some courses require or recommend this.



What will you talk about and ask in this chat?

Have some questions prepared, be enthusiastic and open. Share any relevant career aims or skills/experience you would like to develop.



How does the course fit into your degree/career plans?

It could be good to talk to a career consultant and/or student support advisor.



WHEN YOU APPLY/ENROL

for a consultancy or placement/internship course



Are you clear of all the instructions to apply?

If you are still not sure ask the course coordinator.



Do you need a cover letter or letter of application?

It's good to relate it to the specific course and potential internships but also show you are flexible and open-minded.



Is your CV refreshed with transferable skills related to working on an organisational project?

Think about skills like customer services, time management, team work, analysis and research.



Are you prepared to meet with the course coordinator to discuss your application after you apply?

It helps to have goals but be flexible about what internships or projects are available, you might also have your own contacts or suggestions.

PREPARING FOR YOUR CONSULTANCY PROJECT

- If you are working on group project, consider how you can best work in a team.
- Try to learn as much about the organisation and client brief as you can before you start your project.
- Prepare for any meetings you may have with the client.
- Keep in regular contact with your course coordinator.



PREPARING TO MEET YOUR INTERNSHIP HOSTS

If you **WILL** meet your internship or placement hosts before you start your placement

- ✓ **Do you know who you will be meeting?**
It could be someone who would be directly supervising you or not.
 - ✓ **Is the placement a done deal? Is this an interview or a meeting?**
It is helpful to find out and be well prepared for either.
 - ✓ **Do you know your CV and cover letter you sent your hosts well? Plus the project brief, if you were sent one?**
They will expect you to.
 - ✓ **Are you prepared for an interview/meeting?**
Be enthusiastic! Know your transferable skills, interests, career goals and how the internship links to these.
- If you will **NOT** meet your internship hosts before you start your placement
- ✓ **Do you clearly know the project brief and aims?**
Talk to your course coordinator or host supervisor if you are unclear
 - ✓ **Do you know who will be your supervisors/mentors?**
You might not know until you start, but it's important to know who can help you with what.
 - ✓ **Has your internship/placement course coordinator shared the student internship toolkit with you?**