



## Combined Study Abroad and Internship Programme offered through the Faculty of Commerce for students majoring in Business

### Programme outline:

The experiential learning subject, COMM390 Commerce Internship, designed for students undertaking a business/commerce major, provides an opportunity for students to integrate and apply their university knowledge in an industry context. The subject is offered as a 6 credit point elective and is available to approved business majors undertaking a Study Abroad semester at the University of Wollongong (UOW).

### Subject aims/objectives:

1. Identify organisational practices and procedures, including work related procedures
2. Apply knowledge learnt at university to critically analyse organisational practices and procedures
3. Demonstrate effective oral and written communication skills within a professional environment
4. Demonstrate analytical and problem solving skills in proposing solutions to real business problems
5. Demonstrate an appreciation for your discipline in the context of the work place
6. Participate as a team member in a work environment for the purpose of resolving work related issues
7. Demonstrate how your contribution in the work place informs your professional practice

To successfully complete the internship the student is required to work for 16 days in a pre-selected organisation in the Wollongong area. Normally these working days will be spread over eight weeks with two days work per week, however, this may change depending on the student and the organisation requirements. Students cannot independently choose their organisation. **There are 20 placements available each semester so entry to the programme will be competitive.**

To be eligible for the internship, students must enrol in a full-time programme of study of three or four subjects, normally 18-24 credit points, at UOW including COMM390. This study programme must include at least one other subject from the Faculty of Commerce but can also incorporate subjects from other UOW faculties.

### Types of placements:

The following roles are a sample of placements which may be available during 2010. Each role has a socially innovative focus aligned with the Faculty of Commerce purpose:

- **Marketing:** Developing a strategic marketing plan, including a SWOT analysis and identification of competitors in the market.
- **Accounting:** Gathering an overview of the organisation to perform budgeting and forecasting activities.
- **Research and Analysis:** Gathering primary or secondary data to provide recommendations for forward planning.
- **Human Resources:** Contributing to HR roles including recruiting, policies and performance planners.
- **Public Relations:** Organising a PR campaign for a Not-For-Profit, including the organisation of an event for brand recognition.

More details about individual roles is available at  
<http://www.uow.edu.au/commerce/UOW047505.html#roles>

Internships normally commence during the first few weeks of the academic session.

### **Entry requirements:**

Applicants must be undertaking a major in business at their home university. They must have a cumulative GPA of 3.0 or above and have completed at least one year of study at their home university. Enrolment is dependent upon the student being accepted for the Study Abroad programme, successfully completing the COMM390 application/interview process and being placed in an organisation.

### **Assessment:**

COMM390 assessment will consist of the following:

E-log	15%	Daily logs of your experience
Modules	60%	3 X 20% modules. You will be required to answer questions based on individual learning modules
E-reflective Journal	25%	Structured reflection on your learning experience
	<b>100%</b>	

All assessments are conducted through the COMM390 eLearning site. On this site students download the assessment templates and upload all e-logs, modules and their reflective journal.

### **Grades:**

At the end of the academic session each student's performance in COMM390 will be determined as either 'Satisfactory' or 'Unsatisfactory'. UOW will issue an academic transcript of results giving details of all subjects undertaken and final grades awarded in each academic session.

### **How to apply:**

Applicants must complete a Study Abroad Application Form for UOW and submit the form by the relevant due date for each session whilst at the same time applying for COMM390 via the on-line process. Applicants should include a cover letter with the Study Abroad application form to advise that they intend to apply for the COMM390 Commerce Internship through the separate on-line process. Enrolment in COMM390 is dependent upon the student being placed in an organisation.

To be considered for COMM390, applicants must complete an online application form via the Commerce Internship Programme website:

<http://www.uow.edu.au/commerce/UOW047505.html>

Applicants will be asked to submit a cover letter, current resume (two pages) and a copy of their latest academic transcript as part of the application process.

Those applicants who are short-listed will be contacted by the Internship Coordinator to arrange an interview with a pre-selected Industry Partner. For Study Abroad students living outside Australia this interview will be conducted via Skype during Australian business hours within one month of the application closing deadline. Placements will be offered within approximately six weeks of the application deadline.

**Deadlines: Internship application and Study Abroad application**  
**Autumn (February-June) session: November 1**  
**Spring (July-November) session: April 1**

## **Costs:**

An internship placement fee of A\$2,000 will be charged in addition to the Study Abroad semester tuition fee. This fee will be payable upon acceptance of the formal internship offer and can be paid in accordance with the normal payment procedures for Study Abroad students. Check with your home university or program provider if they have special fee invoice arrangements with the UOW Study Abroad Office. Students are required to pay their personal costs such as transport to and from the host organisation. Successful candidates are offered a placement opportunity which includes mentoring from host organisation, along with valuable on the job work experience, but does not include a payment from the host organisation.

## **Further information:**

Commerce Internship Programme website go to: <http://www.uow.edu.au/commerce>

The Study Abroad Office can provide information about applying as a Study Abroad student:

[www.uow.edu.au/future/studyabroad](http://www.uow.edu.au/future/studyabroad)

Email: [studyabroad@uow.edu.au](mailto:studyabroad@uow.edu.au)

## **Internship contact details:**

### *Programme Enquiries*

Dr Mike Clements, Director Internship Programme:

Tel. + 61 2 4221 5497 Email: [clements@uow.edu.au](mailto:clements@uow.edu.au)

Ms Bonnie Cord, Coordinator Commerce Internship Programme:

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### ***Testimonial:***

*"I can truly say that participating in the Internship Programme was one of the best experiences I was able to have during my study abroad year in Australia"*

*German Study Abroad student, Spring 2008.*