# La Trobe Abroad

La Trobe International

January 2016, Version 1

|  |  |
| --- | --- |
| **Guide for Seeking Credit for an Overseas Internship** | |
| **ENQUIRIES**  K. Siemensma  Senior Coordinator, La Trobe Abroad  La Trobe University Victoria 3083 | **T** +61 3 9479 2112  **E** [studyabroad@latrobe.edu.au](mailto:studyabroad@latrobe.edu.au)  **latrobe.edu.au/students/exchange**  **/short‐programs** |
|  | |

**Disclaimer**

The information contained in this publication is indicative only. While every effort is made to provide full and accurate information at the time of publication, the University does not give any warranties in relation to the accuracy and completeness of the contents. The University reserves the right to make changes without notice at any time in its absolute discretion, including but not limited to varying admission and assessment requirements, and discontinuing or varying courses. To the extent permitted by law, the University does not accept responsibility of liability for any injury, loss, claim or damage arising out of or in any way connected with the use of the information contained in this publication or any error, omission or defect in the information contained in this publication.

La Trobe University is a registered provider under the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS). CRICOS Provider 00115M

Guide to Seeking Credit for Overseas Internships

**Table of contents**

# LA TROBE ABROAD APPROVED INTERNSHIPS

Preparation‐Speaking to Course Coordinators 2

[Existing Internship Subjects 3](#_TOC_250000)

Why Seek Credit Approval and Required Documents 3

INFORMATION ON INDEPENDENT INTERNSHIPS 4

La Trobe University 1

Guide to Seeking Credit for Overseas Internships

## Introduction:

An internship demonstrates a student’s ability to apply classroom theories to the workplace and to develop essential, transferable skills such as communication, teamwork and problem‐solving. An internship also gives students a clearer career direction through gaining direct, hands-on experience of a potential profession. Adding the international component will also allow you to stand out among your classmates through cultural diversity development, living overseas and adapting to a new environment, as well as gaining an international perspective in your field of study.

An internship overseas should be a planned part of your degree. In planning ahead you should save an elective for your international internship and enquire about the possibility of course credit for your placement overseas. Please note, all our international internships are unpaid.

## Preparation:

Begin by investigating the types of internships offered by La Trobe University [**approved providers**](http://www.latrobe.edu.au/students/exchange/short-programs)**.** For a program fee, they will assist you through the entire process of organising and working in an overseas internship. Contact the organisation that offers the destination where you hope to intern and ask them for information on **what their internships contain, what other programs they offer, and advice on obtaining credit.** \*\*Some of the partners may offer an academic subject that runs alongside your internship with assessments and a transcript, which can make seeking credit easier.

Consider your budget as well when planning the internship (and visit our [**fees**](http://www.latrobe.edu.au/students/exchange/fees) website for ideas on what to budget for). Most internship providers include accommodation in their costs, among other things.

Once you have the information and an idea of what you hope to do in your internship, make an appointment to speak to your Course Coordinator. Most Coordinators require you to negotiate your internship as part of your degree (particularly if no internship subject exists). Present your case for doing an internship for credit with the following things to consider and answer ahead of time:

* Explain what your internship will include (not necessarily which company since you won’t know yet, but what you are looking to do)
* Number of hours you will work
* Skills you plan to learn and stress the academic value of the experience (its relevance to your studies)
* How you would contribute to a company, what skills/attributes you can bring to the company
* Explain how this will enhance your knowledge of the industry,
* Provide information about extra workshops offered by the internship organisation
* How will the experience enhance your professional “soft skills” like communication, teamwork etc.
* Even potentially propose a subject in your degree where you think an internship report/journal might suit as an assignment/assessment‐
  + Potentially a presentation to classmates?
  + Ask your Coordinator if you can link your experience to Intended Learning Outcomes in your subject?

If the Course Coordinator wants more information, ask them for specific details on what they need to know:

* Do they need to know what a supervisor’s report contains?
* Do they need to see specific tasks undertaken in the internship?
* Do they need more information from the external internship provider?
* What they might expect you to complete for credit:
  + A professional reflective journal?
  + Pre and post survey about internship and feedback?
  + Workplace report and/or professional report?
  + Presentation?
  + Feedback from the industry supervisor?

2

Guide to Seeking Credit for Overseas Internships

If you would like further advice after speaking to the Course Coordinator, you can email [**studyabroad@latrobe.edu.au**](mailto:studyabroad@latrobe.edu.au) or visit the Global Lounge. We can also speak to your Course Coordinator if they have further queries, just send us their details.

## Existing Internship Subjects:

There are numerous shell [subjects](http://www.latrobe.edu.au/students/subjects) that exist which may fit into your study plan as an elective and could be used for an overseas internship. These include:

SHE College:

* SHE College General: [SHE3FRW](http://www.latrobe.edu.au/students/wil-placements/wil-placements/she-clinicalplacements-wil/future-ready-for-work-subject) - Available to any College of SHE student who has no compulsory WIL subject
* School of Life Sciences: [SCI3GIP](http://www.latrobe.edu.au/students/subjects/current/sci3gip-global-industry-placement) - Requires your Course Coordinator to agree to assess
* School of Engineering & Mathematical Sciences: [CSE3IBA](http://www.latrobe.edu.au/students/subjects/2017/CSE3IBA) - Industry based learning program
* School of Life Sciences: AGR1WIL - Work integrated learning program

ASSC College:

* Accounting: [ACC3AWP](http://www.latrobe.edu.au/students/subjects/2015/ACC3AWP) - Work placement
* College General: [HUS3WPP](http://www.latrobe.edu.au/students/subjects/current/hus3wpp-work-placement-program) - Work placement program
* Humanities & Social Sciences: [HUS3IIN](http://www.latrobe.edu.au/students/subjects/current/hus3iin-international-internship) – International Internship
* Arts Degrees: [HUM2SLC](http://www.latrobe.edu.au/students/subjects/current/hum2slc-service-learning-in-the-comm) - Service Learning in the Community
* Business: [MGT3BP](http://www.latrobe.edu.au/students/subjects/current/mgt3bp-business-project) - Business Projects or [MGT3SPR](http://www.latrobe.edu.au/students/subjects/2017/MGT3SPR) - Sports Practicum
* Education: [EDU4WBL](http://www.latrobe.edu.au/students/subjects/2017/EDU4WBL) - Work-based learning
* International Relations: [POL3PCW](http://www.latrobe.edu.au/students/subjects/current/pol3pcw-professional-competence) - Transition to Workplace
* Law: [LAW4INT](http://www.latrobe.edu.au/students/subjects/2014/law4int-legal-internship) - Legal Internship
* Legal Studies: [LST3LWC](http://www.latrobe.edu.au/students/subjects/2014/lst3lwc-workplace-competence) - Workplace Competence
* Media/Journalism: [MSS3INT](http://www.latrobe.edu.au/students/subjects/2014/mss3int-professional-internship) - Professional Internship
* Tourism/Hospitality: [THS1FBS](http://www.latrobe.edu.au/students/subjects/2014/ths1fbs-food-&-beverage-service) –Food & Beverage Service
* Urban Planning: [PLA3PPB](http://www.latrobe.edu.au/students/subjects/2014/pla3ppb-planning-prac-&-prof-exp) – Planning Practice and Professional Experience

## Why make the effort to obtain credit?

‐May make you available for the [**OS HELP loan**](http://www.latrobe.edu.au/students/fees/assistance/loan-studying-abroad)

‐May make you eligible for government scholarships

‐May make you eligible for the La Trobe Abroad Mobility Grant

‐Have the experience formally recognised in your degree

## Items La Trobe Abroad will need to approve your internship:

•[Overseas Short Program (OSP](http://www.latrobe.edu.au/students/exchange/short-programs/apply)) Applicationindicating credit or experience/work hurdles in course.

3