ARTS3015/MDIA5100 Arts & Media Internship Student Information Guide

Work Integrated Learning (WIL)

Work integrated learning (WIL) refers to work learning experiences undertaken by students as part of their program of study. WIL at UNSW must be:

- Embedded in a course and have an assigned unit of credit value; and/or
- A program requirement for those professions that require a minimum level of work experience to receive accreditation

The School of Arts and Media offer WIL courses to provide industry-engaged learning through opportunities with relevant industry hosts.

Arts & Media Internship ARTS3015/MDAI5100

Internships are one of the best ways to gain work experience while you are studying at university. Many organisations view internships as an extended job interview and each term, Arts & Media students are offered paid employment as a direct result of their internship. An Arts & Media internship will also count towards your degree (6 units of credit).

Internships are beneficial for students as they can:

- improve your employability.
- develop your job-seeking skills.
- clarify where you would like to work after you graduate.
- generate material for your portfolio.
- build strategic networks.
- increase your professional confidence; and
- possibly even land you a job.

Students complete 105 hours with a host organisation on an internship. At the end of your placement, you will need to submit a critical reflection on your experiences and a collection of work examples completed during your internship. This is a simple pass/fail course with no formal teaching components.

Placement opportunities can be either student-sourced or submitted by UNSW industry partners and advertised by the WIL team. Please contact the Faculty WIL Unit for further details: ada-wil@unsw.edu.au

Eligibility:

Step 1: Acquiring Progression Check to confirm you have an Elective course remaining in your program to complete ARTS3015/MDIA5100

To be considered for an Arts and Media WIL course the conditions of enrolment are;

ARTS3015 – completed 48 UOC

MDIA5100 - completed 18 UOC.

Students are required to have space in their program to complete ARTS3015/MDIA5100. For students to be eligible to enrol they need to have the correct Elective capacity remaining in their program.

Option 1 to check eligibility

For a student to gain this confirmation the first step is to contact https://portal.insight.unsw.edu.au/web-forms/ with a request for a progression check, and if you are eligible to enrol in ARTS3015/MDIA5100. This can take anything up to 20 business days. Students should request this early (week 1,2) in the term prior to when they are planning to complete ARTS3015/MDIA5100.

Option 2 to check eligibility (for students planning to enrol in the upcoming/ next term)

In week 5 of each term (1,2,3), the ADA WIL Team will contact all potentially eligible students via email. This email will inform that the internship program for the upcoming term has commenced. Within the email there will be a link provided for students to request an eligibility check. Students have between week 5-9 to submit an eligibility check for the following term. This process can take anything up to 2 weeks, it is advised you request your eligibility as soon as possible.

NOTE: Only select option 2 if you are certain you plan to be on an internship in the upcoming term.

Step 2: Secure an Arts and Media Internship

The Arts and Media internship course offered by the School of Arts and Media has both advertised internships and student-sourced internship options. This means that students can apply for any advertised internships offered by our industry partners or secure their own internship.

NOTE: Students require a progression check confirming they have an elective space remaining in their program to complete ARTS3015/MDIA5100 **before applying for internship opportunities.**

InPlace Placement Management System

UNSW uses a placement management system called InPlace. Students use InPlace for their pre-placement requirements. This system has 3 main functions for students:

1. Students can view any internship opportunities on offer and apply directly with the partner organisations
2. Once students secure an internship, they must complete (in collaboration with their host) a WIL Agreement which is required to be completed, signed by the host supervisor (bottom right) and submitted into InPlace for review by the WIL team – The WIL Agreement can be found in 'Shared Documents' tab in Inplace
3. Once students secure an internship, they complete the Self placement Submission section of Inplace, found on the To Do section of the homepage. As part of this submission students must attach their signed and completed WIL Agreement– the WIL team will assess this

Advertised Placement Opportunities

Each term, dependant on availability, partner organisations can submit internship opportunities in the Inplace system for students to review and apply directly if interested. Students are very welcome to review these opportunities each term and apply. Current opportunities can be found in Inplace under 'Available Internships

The process of applying and securing an advertised internship can take anything up to 2 months. Students who wish to complete an internship should commence the process and contact the WIL Team the term prior to when they plan to enrol in the course.

Application & enrolment deadlines

- Term 1 2025: Week 5-10 of preceding term (Term 3 2024) - Opportunities Advertised in Inplace
- Term 2 2025: Week 5-10 of preceding term (Term 1 2025) - Opportunities Advertised in Inplace
- Term 3 2025: Week 5-10 of preceding term (Term 2 2025) - Opportunities Advertised in Inplace

Finding a host organisation (Student-sourced)

Organisations can advertise placement opportunities directly on their website. However, there are some other ways of expanding your search. These include:

- Creating a list of organisations: If you have some companies in mind that you would like to work for, keep track of them by compiling a list (in an Excel spreadsheet). Also include a link to their 'Careers' page.

- Checking key dates for placement programs: Many large companies run their own placement programs, usually during the summer or winter break. Make sure you are aware of the opening and closing dates for applications.

- Approaching employers directly: Also known as cold-calling, or a speculative application, approaching an employer or company directly is a fantastic way of demonstrating your initiative and interest. Make sure you have researched the company beforehand and have your resume, portfolio and cover letter ready for submission.

- Using specific websites: Check internship listings on websites such as UNSW Careers Online (log in with your zPass), Arc Internships, GradConnection and the LinkedIn jobs board.

Finding your internship

Independently finding and applying for an internship is much like finding and applying for a job. Look for opportunities advertised on Australian job-seeking sites such as Seek, Indeed, and Jora as well as the UNSW Careers jobs board, speciality sites such as Earlywork (for tech and start-up positions), and the professional networking site LinkedIn.

Another option is to directly contact an organisation asking if they would be interested in taking you on as an intern. If you are drafting the email equivalent of a "cold call" to an organisation about an internship, keep your message concise. Ensure you:

- have researched the company and have identified the best person to approach.
- address your email to an actual human rather than to a department or to the organisation.
- spell the recipient's name, position, and company correctly.
- write using a professional tone.
- include one or two sentences demonstrating that you are familiar with what the company does.

- emphasise what you hope to bring to the organisation as an intern (for example, you might highlight your passion for the industry, or your particularly relevant skill set); and
- attach your resume.

TIP: proofread your email before you press "send"! Most professionals do not bother reading emails containing presentation errors.

TIP: once you've kickstarted a conversation with a potential host, ask them to clarify the tasks you will be expected to perform so (a) this internship works for you and (b) you will be producing work samples to add to your portfolio.

Step 3: Submitting your Work Integrated Learning Agreement in InPlace for review and Approval

A WIL agreement is a compulsory document for any UNSW placement as it stipulates the agreement between university, student, and host. No student can commence an internship without firstly submitting and gaining approval for their WIL agreement. All students can access the WIL agreement in InPlace, in the 'My documents' section.

When a student has successfully secured a placement, they are required to complete the WIL Agreement in full. This will require the student and potential host supervisor to provide details on the internship and provide signatures. Once the WIL agreement has been completed in full by the host and student it can be uploaded into InPlace for review and approval by the WIL team.

Once your WIL agreement has been submitted in InPlace, it will be reviewed by the WIL team to ensure the opportunity meets the requirements and learning outcomes of the course. If the WIL Agreement meets requirements the placement will be approved. The student and host will be notified via email. If the WIL Agreement does not meet requirements the WIL team will contact the student to provide feedback as to why.

Step 4: Complete the mandatory learning module

These modules will cover what you will need to know to succeed in a workplace environment and ensure you understand the safety measures in place. Please note failure of completing these modules will negatively affect your final results.

Please complete ALL of the following:
- Risks Hazards eLearning Module
- Gendered Violence eLearning Module
- WHS eLearning Module

If you would like help with any matters related to this topic please contact UNSW Psychology and Wellness to arrange a confidential appointment. (https://www.student.unsw.edu.au/counselling).

To access the WIL Preparatory Modules click here-
moodle.telt.unsw.edu.au/enrol/index.php?id=66296. Student self enrolment key = WILModules. Once completed, it will be updated after 24 hours in your "My Details" section.

Please email ada-wil@unsw.edu.au your Completion Certificate once you have completed the modules or if you have any questions.

Step 5: Enrolment in ARTS3015/MDIA5100

Only once a student has confirmation, they are eligible to enrol in the course and their WIL agreement approved can they enrol in ARTS3015/MDIA5100 for the following term. The WIL team will support students with their enrolment in the ARTS3015/MDIA5100 course.

Access to Moodle

When you are enrolled in your ARTS3015/MDIA5100 course you will gain access to the Moodle site where you can find information on your assignments and be able to consult with your course convenor.

Online learning

We strongly recommend all Arts & Media internship students access the online classes provided via this Moodle site. Simply log in to Moodle using the enrolment key Resource Access and start accessing the modules.

Academic convenor and assessment tasks

The academic convenor for Arts & Media's internship programs is Dr Emma A. Jane. She will be marking the Critical Reflection and Work Evidence you will submit via Moodle at the end of your internship. You will be able to find out everything you need to know about these assignments once you enrol and get access to the course Moodle site.

Additional Support

UNSW Employability Team

UNSW Employability has a wealth of resources to help you at every stage of your placement search. They offer:

• one-on-one career advice consultations.

• a range of job application resources; and

• a jobs board where you will find casual, part-time, full-time, placement, and graduate opportunities.

As part of WIL preparation, It is highly recommended that you contact the Employability Team if you want to optimize your resume and interview skills, Please check out their webpage for more relevant events - https://www.unsw.edu.au/employability/events-news/events