# Internship subjects available to OEP students

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Points (Hours, Nature)</th>
<th>Offered</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEVT90008</td>
<td>International Internship in Development</td>
<td>25 points (150 hours, one seminar)</td>
<td>Semester 1, 2, Summer</td>
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<tr>
<td>DEV90002</td>
<td>Internship in Development</td>
<td>12.5 points (100 hours, one seminar)</td>
<td>Semester 1, 2, Summer</td>
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<tr>
<td>GEOG90022</td>
<td>International Internship in Environment</td>
<td>25 points (200 hours placement)</td>
<td>Semester 1, 2</td>
</tr>
<tr>
<td>FRST90035</td>
<td>Forest Internship Project</td>
<td>25 points (200 project work)</td>
<td>Year long</td>
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<tr>
<td>AGRI90076</td>
<td>Industry Internship</td>
<td>12.5 points (80 hours placement; 12 hours classes)</td>
<td>Semester 1, 2, Summer</td>
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</tbody>
</table>

- Be sure to check assessment and attendance requirements, which vary across subjects.
- If a particular subject is not available in your stream, check with your stream coordinator for permission.
- In 2016 new subject may be available: SCIE90012 – Science & Technology Internship, 12.5 point, Semesters 1 and 2
Internship placements 2014

- Malaysia Development Berhad
- Green Electorate Office
- ACF
- Islamic Da'wah Centre
- Arthur-Rylah Institute (DELWP, Victoria)
- IUCN Thailand (2)
- Australian Conservation Foundation
- Jackson's Creek Catchment
- Australian Marine Ecology
- Malaysian Zoological Society
- CARDNO Emerging Markets (Philippines) (2)
- Melbourne Sustainable Society Institute (MSSI)
- City of Melbourne (2)
- Office of the United Nations High Commissioner for Human Rights
- CSIRO
- Practical Ecology
- DEPI River and Wetland Health Branch
- UNEP Geneva
- EPA (2)
- UNEP New York (5)
- Faculty of ABP, University of Melbourne
- UNEP Washington
- Technical University of Berlin
- UNFCCC, Bonn, Germany
- GHD
- UNHABITAT - United Nations Human Settlements Programme

These are examples only – the organisations taking interns change each year with student interests and contacts. Some internships are advertised, most are not. There is support for finding internship placements, but you do the hard work!
OEP general advice

- Plan early – at least semester ahead of time
- Schedule for later part of qualification – it is a capstone
- Seek guidance from subject coordinator, faculty and university services, contacts via academics working in relevant field
- There is support, but you must do the hard work of finding a placement – it is part of the learning experience
- Cannot enrol in subject until have all permissions
Organising a Placement

**Step 1** – Develop a list of potential industries/employers, talk to academics, networks

**Step 2** – Prepare your CV
- go to the drop-in sessions 10am-12pm (M,T,W,F) to get it checked by Careers Consultants

**Step 3** – Think about HOW you will approach the employer
Cold calling? Chat with subject coordinator for approval.

**Step 4** – Approach the employer

**Step 5** – Prepare to be interviewed (practice on interview stream)
Research Databases
Research Databases

http://www.industrysearch.com.au

Search products and find companies
Other Sources

- **Professional Associations** – look at Melbourne Careers Centre website
- **Job search tools**: Seek, MyCareer, CareerOne
- **Use your networks**
- **Cold Calling**
Approaching Employers

• Make a list (Browse job ads, networks etc)
• Research organisations
• Plan what you will say (GEOG make sure you have read the Information for Students and Information for Hosts)
• Approach the most likely person to supervise you in the workplace
• Have your CV in front of you
• Make the call – don’t let rejections get you down, focus on next call
Success or not....

You will either have success....

CONGRATULATIONS!
This means the next piece of the puzzle can be organised with your host...

The legal documents.
Or not....

You need to let us know....
Can we help you?
Can we give you some ideas?
Can the Careers Centre assist?

We want you to succeed!
Remember:

You cannot enrol until the legal documents have been completed and you have approval from the subject coordinator.

Your host does NOT pay you for your placement.

You are fully covered by The University of Melbourne insurance policy whilst on placement.
Questions for me?

Fiona Simpson
Careers & Industry Consultant
FACULTY OF SCIENCE

science-academicprograms@unimelb.edu.au