



## **Combined Study Abroad and Internship Program Offered through the Faculty of Commerce For students studying a Commerce degree**

### **Program outline:**

The experiential learning subject, COMM390 Commerce Internship Program, designed for students undertaking a business/commerce degree, 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 capstone subject and is available to approved business degrees undertaking a Study Abroad semester at the University of Wollongong (UOW).

### **Student Learning and Outcomes**

1. Demonstrate the capacity to problem solve and effectively work in multidisciplinary context.
2. Demonstrate a deep understanding of theoretical principles that underpin the complexities of commercial practice.
3. Apply a wide range of innovative commercial practices as they construct and are constructed by intercultural values and identities in societies.
4. Demonstrate and apply the principles and ethical underpinnings of corporate governance best practice in a globalised environment.
5. Demonstrate a knowledge of the dynamics of working both within a team and a system.
6. Demonstrate an understanding of the use of specified information and communication technologies.

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

To be eligible for the internship, students must enrol in a full-time program of study of three or four subjects, normally 18-24 credit points, at UOW including COMM390. This study program 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. 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 program, successfully completing the COMM390 application/interview process and being placed in an organisation.

**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 Program 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 approximately six weeks of the application deadline.

Deadlines: Internship application and Study Abroad application

Autumn (February-June) session/ Spring (July-November) session: see Commerce Internship Program website for current dates:

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

**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 Program website go to: <http://www.uow.edu.au/commerce/UOW047505.html>

The Study Abroad Office and 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:**

*Program Enquiries*

**Commerce Internship Program**

Ph: 4221 3756

Email: [comm-intern@uow.edu.au](mailto:comm-intern@uow.edu.au)

**Testimonial:**

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

*German Study Abroad student, Spring 2008.*