Community Volunteering MULT20012 and MULT30020

Information for Internship Hosts

Overview

The Community Volunteering elective subject allows Bachelor of Arts students to complete an unpaid community development placement in their second or third year, supervised and monitored by the Community Volunteering Subject Coordinator. Students are responsible for finding their own internship placement, with the support of Careers and Employment and the Subject Coordinator. Students complete an 80 hour (minimum) placement and placements are unpaid.

What happens in the placement?

Students work on discrete projects, and provide assistance to experienced professionals, thus developing skills on-the-job under the guidance of their mentors/supervisor. Internships provide opportunities for students to extend their skills in practical workplace settings, while integrating course theory with practice.

What commitment do we ask of Internship hosts?

Hosts must have a demonstrated commitment to safe working practices and have experienced staff available willing to mentor, supervise and provide a brief student evaluation at the conclusion of the internship.

What sort of projects do interns do?

Students usually combine project work with assistance on day-to-day work tasks.

Project work will vary with the sector. Some examples of projects students have undertaken include public policy research, community resource development, social media development, event management and market research.
Is health and safety important?

Participating hosts must have a formal OHS plan (or commitment to safe work practices), provide comprehensive student inductions, and promptly report disagreements, incidents or near accidents to the Arts Internship Coordinator.

What about Workers’ Compensation and Insurance?

The internship is unpaid, so Worker's Compensation doesn’t apply. Interns are covered comprehensively against accident or injury under the University of Melbourne student insurance policy.

How are students evaluated?

Mentors/supervisors complete and return a brief evaluation (covering attendance, diligence and outcomes) in consultation with the student, but do not mark or grade interns. The student must receive a satisfactory placement evaluation to be eligible for assessment in the course. Students will complete a range of graded academic assessment including a career case-study, reflective essay on the placement, and a class presentation.

Third year students have more challenging goals and assessments.

Fair Work Act (2009)

The internships in this subject also meet the requirements of a ‘vocational placement’ in the Fair Work Act (2009) as they’re embedded in the curriculum and the placements are unpaid.

If you would like to participate in the University of Melbourne Arts Internship program or discuss possible projects, please email arts-internships-info@unimelb.edu.au