Community Volunteering MULT20012

(Level 2) and MULT30020 (Level 3)

Information for students

Overview

Community Volunteering allows students to undertake a voluntary internship in a not-for-profit community organisation.

The subject is a 12.5 point, level 2 or 3, elective in the Bachelor of Arts and is available to other undergraduate students as breadth in their second or third year (subject to approval by their home faculty). Available in Semester 1 and 2.

What happens in the Internship?

Students spend 80-100 hours (the equivalent of about one day a week) during semester as an intern in a not-for-profit organisation working on discrete projects and providing assistance to experienced professionals.

During the placement you will develop skills on the job, under the guidance of a mentor, and extend your skills, in practical community workplace settings- integrating course theory in a practical context.

You will have an opportunity to apply the knowledge and skills you have acquired during your course to address issues of significance to a community, and enhance your understanding of approaches in the field of community and social development. While on placement you will examine the structure, culture and policy environment of the organisation, and complete a report on a workplace project.

What sort of projects do interns do?

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

Placements will vary depending on your interest and study focus, and projects on offer from organisations. If you have previous experience of community volunteering, consider what you got out of past experience and whether you have a preference for organisations with a particular focus, for example, working with refugees or on environmental sustainability. Examples of projects include:
• social, political research and policy reports
• environmental projects
• community health projects
• newsletter production
• web development
• media, events management and publicity campaigns
• business plan development

**Academic content**

The placement is supplemented by a compulsory induction in Week 1, compulsory pre-placement seminars in Week 2 and 3 and post-placement presentations, designed to introduce students to community development theoretical paradigms, structure and governance. Industry speaker panels will provide insight to community development practice. Other topics include reflective practice, organisational culture, interpersonal processes, and communication skills for work.

**How will I be assessed?**

Student assessment is graded and consists of a personal development plan, a reflective essay on the work placement, a group presentation (and Academic poster at Level 3) and placement supervisor feedback.

**What will I gain from an internship placement?**

On completion of the subject, it is anticipated that you will have
- reported on a completed community project
- enhanced employability skills including communication, interpersonal, analytical and problem-solving, organisational and time-management
- knowledge of community development and potential career and study pathways in the community sector
- developed professional and community networks.

**How do I find a placement?**

Students find their own placement, with support from Student Programs staff. Pre-enrolment information sessions will provide you with resources and information to assist you. You will need to submit a written application and meet with hosts as part of the selection process. Your proposed placement must be submitted to the Course Coordinator for approval. Placements are unpaid.

You can find information about job seeking on the Melbourne Careers website careers.unimelb.edu.au/

**Enrolment:** Contact Stop 1

**Subject queries:** arts-internships-info@unimelb.edu.au

*Also see Course Handbook for detailed prerequisites, exclusions and assessment requirements.*

**MM 18 Oct 2012**