The 7 Steps to a Successful Internship

Academic Involvement
Discipline specific
For credit – Unit of Study

Approach
Employer to CEO
CEO to employer

Meeting – CEO & Employers
Define the parameters
- What the employer want to achieve
- What the CEO can do

Determine the likelihood to proceed
Initial discussion of Internship Framework (IF) document

Internal Reflection – IF as a guide
Employer to determine key objectives
Identify value proposition
Exploring the 'nuts & bolts'
-Project?
-Work experience?
-Duration?
- Supervision?

Promotion – employer
Employer to develop an advert with details and logo including
-Timeframe
-Duration
-Content
-Student requirements

Promotion – CEO
CEO advertise the position
- E-news
-Noticeboards
-Clubs & Societies
-Discipline Executives
-Website

Follow up - prior
Evaluate the application process
-Quality
-Number of applicants
-Successful applicant
-General feedback from employer

Follow up-completion
Careers session with the student
Employer objectives met
Future partnerships
Using employer's name for future promotion

The University of Sydney
Faculty of Economics and Business

Careers and Employer Relations Office
Faculty of Economics and Business
Opening up your opportunities