Macquarie University, Sydney, Australia

Internships for masters students

Macquarie University Internship Program offers Macquarie masters students the exciting opportunity to gain real-world work experience for academic credit.

Benefits of an internship

- **Professional development**: Enhance your employability by gaining degree-relevant work experience.

- **Personal development**: Learn more about yourself by working in a professional environment.

- **Trial run for job hunting**: Research companies, write your resume, cover letter and attend a professional interview - hone your job hunting skills simply by being part of the internship program.

- **Learning experience**: Some parts of your internship will be fantastic, others more challenging. Develop your skills in communication, problem solving, and team-work.

- **Relate theory to practice**: Compare what you learn in class to what you experience in practice.

- **Refine your career goals**: Test out your future career and make more informed choices about your future direction.

- **Experience an Australian workplace**: Considering an international career? Experience an Australian workplace firsthand.

- **Networking**: Network like a professional – get to know the right people in your industry.

Degree Programs

Internships are available to students in the following degree programs:

- Master of Commerce
- Master of International Business
- Master of International Relations

Students will receive 4 credit points on successful completion of the internship unit.

Program Requirements

Students will complete 150 internship hours over the semester period, equating to approximately 12 hours per week.

To pass the unit, interns are required to complete a range of academic assessments designed to complement and enhance the workplace experience.

Eligibility

To be eligible to apply, students must have completed at least three units of their masters degree and have a Grade Point Average (GPA) of 3.0 or above. Internships are competitive and are not guaranteed.
Application

For application and deadline information please visit: goto.mq/masters-app

Applications close a number of weeks in advance of the beginning of semester and interviews will be held soon after.

To apply for the Internship Program students are required to submit the following documents:

- Internship application
- Cover letter and resume in Australian format

Internship fields

Students are placed in a broad range of fields, including:

- Business Administration
- Human Resources
- Marketing
- Event Management
- Communications
- Media
- Journalism
- Public Relations
- International Trade
- International Relations
- Not-for-profit organisations
- Advocacy
- Charity

Interns may be working on a specific project or range of projects or contribute to the normal operations of their organisation.

Internship employers

We have partnerships across Sydney and across many different industries. Interns are placed in small entrepreneurial companies, not-for-profit organisations and charities, global corporations and research laboratories on campus. Students also have the opportunity to find their own internship if they choose to.

Testimonials

“I am now more familiar with how an NGO operates and am confident in conversing with people from different professional backgrounds. I have also learned that no matter what daily tasks are given to you, you always need to pay attention to details, and nothing is less important in professional work.”

Xinyuan Liu, China (picture below, left)
International Trade Internship

“The more involved I became and started working with other Trend Micro employees from around the world I had to make sure the information I had researched was conveyed easily and professionally. Communication became critical in all of my projects, as having a good level of communication allowed projects to be completed professionally and efficiently.”

Chris Firbank, Australia (picture below, right)
Marketing Internship

Internship placement process

The internship placement process offers students the opportunity to practice their job hunting skills through the following process:

1. Apply for the Internship Program via instructions on the website
2. Attend an interview with the Internship Coordinator
3. Receive potential internship projects to consider
4. Nominate your preferred internship roles
5. Attend an interview for one of your top preferences
6. Successful? Begin your internship
7. Unsuccessful? Attend another interview

Recognition of internship

The internship is a fantastic opportunity to clarify your future career path, create a network of professional contacts and enhance your resume with degree-relevant work experience.

At the end of your internship you will receive:

- Internship placement report from Macquarie University stating your host organisation’s name, and the number of hours, credit points and assessments you have completed.
- A reference letter from your workplace supervisor.

Enquiries

Website: goto.mq/internshipsMQ
Facebook: Macquarie Internship Program
LinkedIn: Macquarie Internship Program
Email: internships@mq.edu.au
Phone: +61 2 9850 6941

Disclaimer: Information given in this publication is correct at the time of printing (July 2012) but is subject to change without notice. The University has the right to alter the content or impose terms and conditions in relation to a program at any time.