

Frequently Asked Questions

Students Enrolling in 219.311: Communication Internship

Being accepted into the Internship programme requires significant planning and cannot be achieved within a few days. Please plan ahead since the necessary arrangements often take several weeks to complete. You should also download the “intern application workflow” and “intern application checklist” to ensure you complete all required steps

What does the internship require for entry?

Academic Requirements:

1. To be at least halfway through your Bachelor of Communication degree
2. A GPA (grade point average) of at least a B minus on average in your study to date (sometimes people have been admitted into the Internship if they had a poor first year but have done much better in their second year.)

You will also need to identify:

3. A host organisation that has agreed to take you on as an intern
4. An academic advisor from the School of CJM who has agreed to mentor you.

219.311 is a special entry course, and on completion of the application steps you will receive an email notifying you that you can now register for this programme on the portal.

Who’s who in the internship?

Within the University, you may need to talk to

- the internship coordinator (the person who oversees all internships in your region)
- an academic advisor (the academic member of staff who will oversee your specific placement, and who will assess the academic component of your internship)
- the academic programme administrator (who ensures you have completed all the paperwork and grants permission to enrol on the portal)
- Your host organisation is the external workplace that has agree to take you as an intern. Within that organisation you will usually be assigned to a person or team who will act as your workplace mentor.

All these people work together to ensure you have a rich and rewarding placement, and you can approach any of them for advice and assistance.

How do I get started?

1. Contact your campus’s Student Central or the CJM Academic Administrator (contact details below) to find out if your GPA is sufficient for entry.
2. Find an organisation that appeals to you as a possible host for your internship. Ideally you should identify such a place in the first instance as you are the best judge of what kind of work attracts you. Look for places that match your career goals, whether that be in terms of type of work, connections to others already in the field, or professional orientation such as non-profits. If you are having difficulty in finding a place your campus’s Internship Course Coordinator may be able to assist you, but ultimately you are responsible for obtaining a placement.

3. Contact the organisation—please talk to the Internship Course Coordinator for your campus **before** you make any formal approach to a possible host organisation. Organisations may be keen, or may not even reply to your enquiry, so be prepared to make multiple approaches to several organisations.
4. If an organisation is interested, send them a copy of the university's standard legal contract for internship supervision that you can also find on the site or from the programme administrator. This contract provides an official indemnity by which Massey covers the host enterprise for the period of your internship and in it the host agrees to supervise you appropriately. The internship cannot proceed without first returning the signed document to the programme administrator
5. If your host enterprise is not familiar with the Massey Communication Internship, you can also send them an Information Sheet for Potential Hosts that you will find on the site.
6. In parallel with this process, you need to approach an Academic Staff member from the CJM School to supervise your study. This person may be your course coordinator or lecturer from an earlier course and someone whom you can relate well to—don't be shy about emailing any academic staff member.

You must have a host agreement (including signed contract) and academic advisor in place to formally enrol in the internship.

Who do I contact if I need assistance?

If at any time you need assistance with enrolling please contact the CJM Academic Administrator: Ms Claudia Silva, Phone 04 801 5799 extension 63758 Email: C.Silva@massey.ac.nz

Ms Silva will advise you if you need to complete any more required documentation.

If during your placement you feel you are not getting valuable professional experience or something else happens that makes you uncomfortable, please immediately contact your academic advisor or your internship coordinator.

How long does the placement last?

Your internship will usually be conducted during a semester for one day a week for 12-15 weeks or, alternatively, for 12-15 days in a block of time, usually during the semester break. The internship must not exceed 120 hours total.

What is the academic component of the internship?

As each internship is different, the assignments you complete will be tailored to you and your placement. Therefore, both before you commence and throughout your placement, you need to stay in contact with your academic advisor, who will oversee what assignments you complete. You submit your assignments directly to your academic advisor. A range of potential academic assignments is listed in the 219.311 Study Guide, to give you an idea of the types of assignments you might do as part of your internship.

Will I be rated by my workplace?

You need a satisfactory workplace report. You will not be given an academic grade by the professionals at your workplace but your workplace supervisor will be asked for detailed feedback. If you behave inappropriately for the industry setting, are constantly late, or do not show up regularly,

your supervisor may give you an unsatisfactory rating. Your host enterprise is informed that they have the right to terminate your placement if your behaviour is unprofessional.

How should I conduct myself during my placement?

An internship is a privilege. Not only are you responsible for your own reputation, you will also have an impact on the reputation of Massey University and its past and future students. Presenting yourself as a well-informed, hardworking, eager and responsible person is essential for the future well-being of the internship programme. We rely upon you to ensure that the reputation of the Communication programme and the University is strengthened rather than undermined.

Confidentiality is crucial, both within and outside the workplace. You should be completely discreet at all times and remember that gossip should not be repeated. You may form your own opinions about your workplace, but do not be publicly negative.

If you have problems please discuss them with your academic supervisor immediately and they will assist you to work out how you should handle these problems.

Everything you observe in the workplace is **strictly confidential**, with the exception of the information you provide to your academic supervisor (who will also keep it confidential), or any feedback you may supply to the workplace as part of an assignment. Anything you write concerning your host organisation must be written in such a way that it is presented generically and cannot be identified.

How early should I apply for an internship placement?

Early (by week 6) in the semester **before** you wish to undertake a placement. The process of finding an academic supervisor and placement may take longer than you expect.

What is the internship contract?

The contract is a standard legal document for all interns on work placement. It must be signed you, your host and by a representative of Massey, and it is your responsibility to ensure both you and your host have signed and returned the document prior to starting your placement. The contract sets out the duties and protections around internships, including liability and confidentiality. It also ensures that you are properly insured and protected, and that staff at your host placement understand your role and obligations as an internship student, and their obligations as an internship student host. As it is a legal document, it is important you read it closely.

Will the internship lead to a job?

There is absolutely no guarantee or undertaking whatsoever, by either placement hosts or Massey University, that an internship will lead to an offer of work. The purpose of undertaking an internship is to better equip you to understand the value and relevance of your academic learning to workplace situations, and to develop your abilities to adapt your academic learning to workplace realities and integrate practice and theory. All of these skills will make you more employable, but there is no expectation that the internship will necessarily lead to a job.