Term 3 – Full-Term Internship (12 UoC) in various locations in the Asia-Pacific

This Internship provides you with a unique opportunity to gain international exposure and deeper understanding of the political, social and cultural context of a development context. Aligned with the School of Social Science’s emphasis on work-integrated learning, the internship is a structured and supported work placement designed to give you practical experience in tackling development challenges through working with a non-governmental organization in the Asia-Pacific.

1 Course Delivery

Using a Problem-based and Work-integrated learning approach, you will learn through three guided session offered via two 6 UoC courses:

**ARTS3759 – Preparing for and Reflecting on International Internships**
- Compulsory Pre-Departure Course delivered in blended modus
- Part I: Weeks 1 & 2 in Term 3 (16-28 September 2019) – online course with 2* F2F meetings (17 & 24th of September, 9 am to 1 pm).
- Part II: Debriefing F2F Session during Week 12 (3 December 2019)

**ARTS3758 – Global Change Internship**
- 8 WEEKs full-time workplace-based placement in Weeks 3-10 (30 September to 22 November 2019)

**Note:** Due to the competitive nature of this Internship, enrolment to this course is restricted. You cannot enrol yourself into this course. The School of Social Sciences / Faculty of Arts & Social Sciences Student Centre will enrol eligible students who have been notified of their acceptance. **IMPORTANT:** you will have to drop all other courses in T3 to be enrolled in the Global Change Internship as it spans the entire term.
2 Partner Organisations / Geographic Locations

In Term 3 -2019 we are offering the following 14 field placements

<table>
<thead>
<tr>
<th>Partner Organization</th>
<th>Location</th>
<th>#</th>
</tr>
</thead>
<tbody>
<tr>
<td>ChildFund Australia</td>
<td>Vietnam (Hanoi, Hoa Binh, Cao Bang, Bac Kan)</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Cambodia (Battambang, Kratie, Svay Rieng)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Laos (Vientiane)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Timor-Leste (Dili)</td>
<td>2</td>
</tr>
<tr>
<td>Citizens Constitution Forum</td>
<td>Fiji (Suva)</td>
<td>2</td>
</tr>
</tbody>
</table>

* We are also developing shorter (4 weeks) overseas internship experiences in India, Indonesia, and Myanmar. These will be announced once details have been negotiated.

3 Overview

This Internship provides a one-of a kind experience to help you understand how participatory and context-sensitive development works in practice. Past student Interns have described it as a 'life-changing experience'.

By completing both courses, you will:

- Gain work experience in an international context
- Increase your intercultural competence and capabilities
- Apply and enhance the theoretical skills gained in your studies
- Develop an understanding of what it means to work with a development organisation
- Develop workplace skills and hence increase your employability/ gain competitive advantage for being employed in the international development sector

4 What will I be doing during the Internship?

Each year internships differ slightly as interns contribute to the regular workflow of the organisations they will be placed with and also depend on the skills students bring to the internship. Here are some example tasks and duties you might be tasked with.

- Project Development and Reporting
- Research
- Organising events for conferences
- Monitoring / Evaluation
- Supporting staff in English conversations skills and revising English versions of quarterly reports of projects
- Assist in maintaining the smooth operation of projects to ensure activities of the organisation are of a consistently high quality
5 Eligibility Criteria

The Global Change Internship is open to UNSW Arts & Social Sciences undergraduate students who are

- At minimum in their 2nd year of studies at UNSW (minimum of 72 UoCs completed; more experience is of great advantage)
- Enrolled in one of the following major or minor at Arts & Social Sciences: Development Studies, Politics & International Relations, Social Research & Policy, Sociology & Anthropology, Social Work, Criminology (a Development Studies major or minor is considered an asset).
- Valid Passport until at minimum 30 June 2020
- Good academic standing
- Minimum WAM of 70 (students with a WAM of 75 and above have a great advantage)
- Commitment to Child Protection Principles: (http://dfat.gov.au/about-us/publications/Pages/child-protection-policy.aspx) → you will be required to complete a Working with Children and policy check

Internship placements are provided on a competitive basis. You can still apply even if you do not meet ALL of the above eligibility criteria but will have to make a strong point in the application about other skills you bring to the internship that make you eligible.

6 Costs and Scholarships

- Estimate cost of the internship (in addition to the 12 UoC Course fees) including visa, vaccination, airfare, local accommodation, living costs etc. will run around AUD 3,500 to 5,000 (with slight variations by country).
- UNSW Travel Insurance Policy will cover students while abroad
- Students are responsible for getting their vaccinations and other documents (i.e., working with children check, police check) as well as visas (although UNSW and the partner organisations will assist with letters).
- Students will have to book their own airfares but can be assisted by UNSW Travel.
- Students will have to pay their own accommodation with the assistance of the host organisation

7 Scholarships / Financial Assistance

- There are some scholarship opportunities available on a competitive basis.
- Students can apply for the ‘WIL Travel Award’ which assists students for the costs of travelling when undertaking an internationally based internship.
- Australian Students may be eligible for a New Colombo Plan mobility grants of AUD 3,000 if they never received an NCP mobility grant in the past.
- Australian Students are also eligible for OS-Help Loans if they have not yet claimed this previously
8 Application Process [DEADLINE: 28 July 2019]

a) Self-enrol in the Internship Information Moodle Page [Student Key: wil_internship] – you can also do this if you do not wish to apply for this internship but want to be notified about future opportunities - https://moodle.telt.unsw.edu.au/mod/book/view.php?id=1980091

b) Complete an online application form (see list of questions at the end of this form) (https://unsw.au1.qualtrics.com/jfe/form/SV_bloOfvpswy4eM6h)

c) Upload supportive documentation on the Moodle Page ensuring all files have your name in the title, including the name of the document (e.g., CV Jane Doe):
   - Scanned copy of passport
   - 2019 academic transcript from your MyUNSW
   - a 2-page CV

d) Short-listed candidates will be invited to participate in a 20-minute interview

Your personal information is required to assist us in determining if you are eligible for the Global Change Internship. The information provided is also important to enable us to decide on the fit between individual students and field placement partners. It also helps us to provide appropriate support to you during the internship. The information that you provide will be used by UNSW Sydney and Partner Organisations during the recruitment process for this project only. Stringent privacy guidelines are in place to protect you and your information. If shortlisted, you will have the opportunity to discuss your responses and we will refer to some of these questions during the interview process.

9 Key Dates

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>28 July 2019 - MIDNIGHT</td>
<td>Internship Application Deadline</td>
</tr>
<tr>
<td>31 July 2019</td>
<td>Short-listed applications will be contacted</td>
</tr>
<tr>
<td>2 – 9 August 2019</td>
<td>Interviews (Exact times/dates TBC)</td>
</tr>
<tr>
<td>10 August 2019</td>
<td>Successful candidates will be notified</td>
</tr>
<tr>
<td>16-28 September 2019</td>
<td>ARTS3759 – Part I: Compulsory Pre-Departure Course</td>
</tr>
<tr>
<td>29/30 September 2019</td>
<td>Departure to your internship locations</td>
</tr>
<tr>
<td>30 September to 22 November</td>
<td>ARTS3758 Global Change Internship (Field Placement)</td>
</tr>
<tr>
<td>29 November 2019</td>
<td>Latest return to Australia</td>
</tr>
<tr>
<td>3 December 2019</td>
<td>ARTS3759 – Part II: Compulsory Return Debriefing</td>
</tr>
<tr>
<td>13 December 2019</td>
<td>Last assessment due</td>
</tr>
</tbody>
</table>

If you have any questions regarding this Internship, you can contact the Course Convener, Dr Susanne Schmeidl (s.schmeidl@unsw.edu.au), or the Work-Integrated Learning Unit (FASS-WIL@unsw.edu.au).
Appendix I: Online Application Form Questions that you need to prepare before going online

1. Full Name
2. zID
3. Contact Number
4. Address
5. Email
6. D.O.B
7. Citizenship
8. Please list languages spoken
9. Have you previously held a New Colombo Plan Mobility Scholarship?
10. Please list your top three location preference. If you have no preference, then write “no preference” in the box.
11. Outline other possible opportunities that would affect your ability to take up this internship. If so, explain
12. Explain if you have any commitments or responsibilities which may impact on your ability to carry out the activities of this internship
13. If any, outline factors that might impact your ability to attend or complete any part of the pre-departure requirements of this project
14. Do you have a previous conviction or offence? Including traffic offenses if you have attended court. Inclusion in the program will be subject to a national police check.
15. Do you have any legal proceedings pending? [This might prevent you from going on the internship]
16. Do you have a currently valid ‘Working with Children’ check?
17. Do you have any pre-existing physical, medical or psychological conditions that may impact on this internship? Please include any allergies or food requirements as well as conditions that are “under control”.
18. Please note that disclosure is strongly encouraged and will not disadvantage you in the selection process. We will endeavour to provide support for applicants through in-country management plans, however participation is still subject to final medical clearance by a medical professional and a risk management assessment.
19. What assistance, physical, medical or psychological, may be needed to assist you in carrying out the travel and activities involved in this project?

20. Please provide name and contact information (email / phone #) of two individuals that can be approached for references.

21. Are there any other factors, not already covered in this questionnaire, that may impact on your ability to depart and return on the dates for this project and be fully involved in the activities outlined? If yes, explain

22. Name of degree you are studying

23. Program Number

24. WAM

25. Start year at UNSW

26. List all your MAJORS

27. List all your MINORS

28. Please add the year in the box for the following Development Studies courses you have studied (including those currently enrolled in 2019)

29. Please list other courses you feel are relevant for this internship (course code/name) and explain briefly why.

30. Any other element of your education that you wish to highlight as beneficial for this internship?

31. Why are you interested in working with the organisation? State the name of the organisation you are applying for (50-100 words)

32. What do you hope to get out of this internship? What are your expectations? (50-100 words)

33. What do you personally bring to this internship? What skills/qualities do you have that the organisation can benefit from? (50-100 words)

34. What cross-cultural or life experiences have you had in the past which will help you, and what did you learn from them that you can apply to this internship? If travelling list countries & length of time /If these were internship/ volunteer positions, please list organisations, type of experience and length of time. (200 words)

35. What personal challenges do you expect to encounter during this internship and how do you think you might manage these challenges? (50-100 words)