



Dream Internship - Australia

"The opportunity of a lifetime must be grasped
within the lifetime of that opportunity"

Internship Proposal

Prepared for

Jane Smith

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Prepared by

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Dream Internship - Australia

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3 month (14 weeks) internship 1 pax

Non Refundable Application Fee and following Placement fee

Spring 2010

Activity Details

Proposal Date: August 15 2010

Activity Name: Internship Opportunity Program

Delivery Methods: Orientation, Internship placement, follow-up, De-brief

Location: Sydney

Awards: Certificate of Achievement

Number of Participants: 1

Trainer: Dream Internship - Australia and Sydney Internship Placement Company

Price: AU\$1250 per Intern / Internship – consisting of AU\$150 application fee and AU\$1100 Placement fee.

Internship Opportunity Program

- Assessment of the student's application letter (statement of objective / cover letter) and sourcing of internship placement as appropriate
- Orientation session
- Resume and Cover Letter Workshop
- Internship Handbook
- 9 weeks project-based internship placement in a Sydney organisation related to the student's area of study and career interest.

Students will be required to sign an agreement stating the hours and behaviours appropriate for their internship. Each intern is requested to submit a weekly/fortnightly journal of 100 words as well as a testimonial and evaluation form on completion of the internship.

- Intervention in the event of any difficulties the student or workplace may experience.
- Internship de-brief session/interview at conclusion of the experience.
- Certificate of Achievement on successful completion of the internship.

General Comments:

Orientation

Dream Internship - Australia will hold an internship orientation, covering workplace practices in Australia, visa requirements, workplace skills, appropriate dress and behaviour for the internship, and the internship process. A handbook will be emailed to each student prior to arrival/orientation and is expected to be read and brought to this orientation session.

Resume and Cover Letter Workshop

Dream Internship – Australia offer this educational and fun workshop to all local interns as part of the program. The two hour workshop teaches participants how to present themselves and includes useful tips on how to cut through in a competitive market.

Placement

Placements will be project-based. Most industries can be accommodated however please note that placements of a medical nature, eg. in hospitals, are often not possible. Students should be realistic about their role in the office, as appropriate to their skills and experience. Students should also understand that reasonable standards of dress will be required, possibly meaning purchase of a suit, lab coat, field gear etc as appropriate.

Monitoring

Dream Internship - Australia will happily take an active role in the intern's progress including offering drop-in office and telephone/email support. At a minimum, student's must submit the journal mentioned above so that progress can be monitored and to encourage early resolution of any settling in issues. However, the intern is expected to take responsibility for their own learning. They must look at how to organise their internship, take advantage of the situation and learn from the opportunities presented to them, all which is covered in the orientation session. The intern must understand that the Internship Placement Company as well as Dream Internship - Australia is committed to give them an educational experience of a life time, a stepping stone between student and work life in an international environment, and must therefore show the same commitment in return.

A De-brief will be offered to individual students, over the phone, or in groups on completion of their internship. Either way, the intern must part take in a de-brief. This is to the best for the intern as it prepares them for what to expect post the internship, assists in how to improve their resumes and use the contacts and experience they have made in Australia, and also on how to approach work life.

Visas

The intern must have a valid visa for Australia and must send a copy of this to Dream Internship – Australia.

Certificate of Achievement

Students will receive a non-credit bearing Certificate of Achievement on successful completion of their internship. This certificate will be awarded by Dream Internship - Australia as well as the Company the intern has worked for. The Certificate will include number of hours or weeks worked in conjunction with references by both the company and Dream Internship - Australia. Credit bearing Certificates will be handled by the student's university.

Celebration

Dream Internship – Australia encourages all interns to celebrate their wins and achievements. This celebration may be part of the de-brief or will be discussed at the orientation in line with the interns goals!

Internship Schedule

The below is a schedule which Jane Smith and her Supervisor will fill in throughout the internship.

Week	Date	Day	Time	Topic
1	August 30	Monday	11am-2pm	Introduction
2	September 20	Monday	10am-5pm	TBC
3	September 27	Monday	10am-5pm	TBC

Acceptance of 'Internship Opportunity Program' Proposal

To: Melanie Samson **Phone:** +61 414 978 683
From: Jane Smith **Phone:** +61 000 000 000

Date: **No. of pages including this one:**

Subject: Acceptance of Internship Opportunity Program Proposal

I, Jane Smith, accept this proposal from Dream Internship - Australia:

Course Name: Internship Opportunity Program

Location: Sydney, Australia

Start Date: Monday August 30, 2010 **End Date:** Thursday December 16, 2010

Cost: AU \$150 per intern as a non-refundable Application fee and a further **AU\$1100** on placement, **which totals in AU \$1250.**

I authorise Dream Internship - Australia to commence the preparation for the delivery of the above service so as to meet the above starting date and to invoice me for the amount of **AU\$150 and then \$1100 upon placement, which totals in \$1250.**

I accept Dream Internship - Australia's cancellation and rescheduling policy, which states that: The internship should be paid 7 days prior to delivery/commencement date. Cancellation fewer than seven (7) days prior to the delivery/commencement date will be invoiced at 50% of the total cost. Cancellations in writing more than seven (7) days will incur no cancellation fee. Fourteen (14) days notice will be required to reschedule an accepted program without rescheduling fees of \$100 being applied. Cancellation or rescheduling more than fourteen (14) days does not incur a fee. The intern has two weeks after commencement day to withdraw from the internship and is able to reclaim 50% of the fee (excluding application fee) up until this time. More than fourteen (14) days into the internship claims the entire fee and no refund is possible after this time. Withdrawal must be in writing. Please note that this quote is valid for 1 month from proposed date. **This cancellation and rescheduling policy is subject to change and each intern will have their own agreement with DIA. This is an example only.**

Title: ...Name:Signature:Date:/ August/ 2010

9 reasons you will love Dream Internship - Australia

1. Real work experience guaranteed

There are many articles in the papers these days on the lack of graduate jobs. What better way to get an edge on your resume or to find your way into the right industry than through Dream Internship - Australia?! We are internship experts and have connections and networks all over Australia, Europe, America and Asia.

2. Personal development – grow into a successful person!

Meaningful work experience can play an important role in personal development, particularly when this experience is in an international setting. By working with professionals you get to experience their work practices and learn how to prepare yourself for the market you are about to enter.

3. Learn from professionals - they are who you strive to be!

Our interns will be surrounded by successful people with years of experience within their field who have plenty of knowledge to share.

4. Gain cultural understanding and communication skills!

Working in another country as an intern requires understanding of the culture. While living and learning in another society, interns discover how to work in and adapt to a different environment. Interns are expected to do their absolute best to understand the office culture they are immersed in.

5. Refine your language skills – improve every day!

Some interns may also be refining their foreign language skills. Communicating in a foreign language or cultural environment at the workplace is certainly one of the most challenging parts of working abroad. You become very comfortable in a language when immersed in it every day and your level of English will improve quickly.

6. Learn your strengths and weaknesses in the workplace

While trying out the Australian work environment, our interns will quickly learn their strengths and weaknesses - Traits which will be very helpful to know in future job interviews and life in general.

7. Set and meet expectations – reach your goals!

At the beginning of the internship we will help you set some goals for your internship and follow up on these throughout your journey.

8. Make future professional and personal contacts – priceless!

While gaining invaluable experience working as a professional, interns will make professional and personal contacts for the future. Our experience is lasting networks.

9. Immediate and flexible commencement – start today!