

## OFFER LETTER: Internship winter 2010

Date: 16 March, 2010

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Dream Internship – Australia (DIA), in collaboration with the **The Agent**, is pleased to offer **JaneSmith** an internship placement with one of our partner organisations in Sydney, Australia.

### Internship Duration: Mon 21 June to Fri 30 July, 2010 (6 weeks)

Orientation date with Dream Internship - Australia: Fri 19 June, 2010

**Jane** is to contact her supervisor at the Internship Organization by email and cc her Coordinator at DIA to confirm/reschedule according to her settlement in Sydney and to confirm commencement of her internship. Prior to this **Jane** must read through the Orientation and etiquette handbook provided by DIA as well as update herself on any provided and necessary information about her workplace.

We recommend **Jane** do a practice run by public transport to her internship location prior to her first day on June 21, so she is familiar with the transport system and time constraint.

Different times of day equals different travel time, always allocate more time in rush hour. Never be late for work. Should this happen however, don't be anxious, please call the workplace as soon as you think you may be late (and notify DIA). Call, don't txt! Save workplace contact number in mobile phone now, included in this letter.

### Internship Organisation: Network

About them: Established in 1991 The Host Company provides accommodation services to attendees of the Exhibition and Trade event industry. The Host Company has grown to become Australia's leading independent 'accommodation and travel aggregator' specializing in delivering unique accommodation and travel related services to the Exhibition Conference, Government, Corporate and Leisure markets. They hold an office of approximately 20 employees. For more information visit: [HostCompany.com.au](http://HostCompany.com.au)

Postal Address: Central NSW 2000 Australia

Street Address: Example Road, Central NSW 2000 Australia

The shop is a short walk (under 5 minutes) from Central train station which is a 2x15 minute ride from Bondi Junction where Jane will be staying. It is also 15 minutes from the CBD.

Please use [www.131500.com.au](http://www.131500.com.au) to find appropriate timetables and routes to and from work and residential area. Try a few options and use Google maps or [www.whereis.com.au](http://www.whereis.com.au) to

locate walking routes. DIA is pleased to assist, however you should attempt to do this on your own first as you will when you enter the job market.

### Internship Supervisors:

Workplace: Caroline, Production Manager of Events  
E: [caroline@hostcompany.com.au](mailto:caroline@hostcompany.com.au) P: 02 0000 0000

Dream Internship: Melanie Samson, Internship Coordinator  
E: [admin@dreaminternship.com.au](mailto:admin@dreaminternship.com.au) M: +61 414 978 683

### Internship Project Work:

During her internship, **Jane** will undertake projects for Host Company under the direction of Caroline. These may include:

- Promotions Assistant duties
- Production Library relabeling
- Writing reports and researching markets
- Make surveys for current and new clients
- Make confirmation calls to current clients
- Organize schedules and time sheets for events

**Jane** should expect the majority of her internship to be project-based and also include observation and assistance of the Managers in her office. **Jane** should also expect some administrative work of a general nature.

Throughout her internship **Jane** will provide DIA with a weekly/fortnightly diary of her learning experiences, goals for the following week, expectations for the internship and self-improvements. **Jane** is ALWAYS welcome to contact DIA at any time. We encourage **Jane** to continue the diary after her internship even though she does not have to send it to DIA.

A final one page summary of the internship in the form of a testimonial and an interview must be handed in at the end of the internship at the De-Brief session on the Tuesday of the last week of the internship. Tuesday July 27, 2010. Please add this date to a diary now.

Work terms for this internship is unpaid and full-time for the duration of the internship, which we have set to **fivedays a week**, 8.30am to 5.30pm, **Monday-Friday**. Subject to change.

DIA will be a proud Supervisor, teacher, service provider and friend throughout the internship and hope for a lasting relationship.

**INTERNSHIP REQUIREMENTS – YOU MUST READ THIS PAGE CAREFULLY BEFORE YOU SIGN:**

- The intern will work unpaid and in accordance with the specifications of their visa and their internship contract.
- The intern will take out travel medical insurance but also adequate insurance to cover themselves for workplace accidents and any damage caused to the workplace; and will provide copies of such insurance to DIA before starting work.
- The intern will attend an orientation session with their supervisor in Sydney. A handbook will be provided to the intern prior to this session which must be read and understood.
- The intern will work full-time unless negotiated with both the Host Company and DIA. They will work on the projects outlined and agreed to by the intern, workplace supervisor and DIA in this offer letter, which the intern must submit to DIA within 1 week of receiving it. The onus is on the intern to negotiate time to meet with their workplace supervisor and add tasks in addition to the ones in this offer letter as the internship progresses. The tasks in the offer letter are not set in stone and are subject to change.
- The intern will conduct themselves in a manner appropriate to professional and cultural standards in Australia, and will maintain a professional appearance/dress code.
- The intern will discuss any problems in the workplace initially with their workplace supervisor, with their supervisor to be used as a mentor/advisor for resolving any difficulties. To this end a weekly email is to be sent to the DIA supervisor to report on the week's activities and any difficulties, cultural challenges and observations for the first three weeks and then on a monthly basis.
- The intern will complete for DIA an end-of-internship evaluation/survey and provide feedback of the experience to their DIA supervisor prior to completing the internship and alternatively departing Australia.
- Should the intern wish to withdraw from the internship after commencement, the intern will discuss this and follow the direction of the DIA supervisor in respect of doing this appropriately, BEFORE ceasing to show up to work. The intern MUST discuss this with the DIA Supervisor before telling the workplace.
- The intern will negotiate any completion of paperwork/documentation and references for the internship prior to completing the internship with their workplace supervisor and DIA. The onus is on the intern to gather any necessary evidence of the internship in advance of leaving.
- When the intern successfully completes the internship, DIA will present them with a Certificate of Achievement at their De-Brief session and alternatively prior to departing Australia.
- The intern cannot provide any other internship provider or related with the contact details of the Placement/Host Company or any other material given by the Host Company.
- The intern cannot provide any other internship provider or related with any material given by DIA.
- The intern commits to present themselves respectfully at all time and uphold a happy healthy attitude towards all institutions involved in the program.

- The intern commits to speak respectfully and in a positive manner at all times about DIE, the Education Abroad Network and The Host Company. Should the intern find this difficult in any way, please contact DIA immediately.
- The intern commits to take a pro-active stand of self management to prepare themselves for the Australian workforce, to connect with the employment market and open themselves to the opportunities in front of them. DIA will be a proud supervisor, teacher, mediator and friend at any time throughout the internship and sincerely hope to stay in touch post the internship.
- DIA take no responsibility for workplace insurance and will not cover any damages the intern induces upon themselves or the workplace before, during or after the internship.

Intern Agreement:

I, **Jane Smith**, agree to the internship requirements listed in this Offer Letter and understand my responsibilities as an intern. I agree to comply with these requirements or risk dismissal from the internship program. I am ready to commence the internship program and understand that I will be treated as a fellow employee in my Host Company. I also understand that this is work experience and that I must live up to my own, DIAs' and the Host Company's expectations. I am not concerned or feel anxious about commencing the internship as I feel ready for this journey and look forward to this exciting internship experience. DIA has gone through the promised information with me and I know I can, and should, ask them for further guidance at any time.

**I am happy today for the decision I have made signing this letter and am proud of myself for making this decision to do an internship with DIA.**

Full Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_, 2010

**NEXT STEPS - YOU MUST READ THESE POINTS AND PREPARE FOR THEM NOW:**

1. Sign this Offer Letter and forward to DIA Supervisor and Agent if applicable.
2. Contact DIA with details of your housing address, and further insurance papers if necessary.
3. DO NOT contact your workplace supervisor until DIA advises you to do so (it may jeopardize your internship).
4. After signing this letter and hearing back from DIA, send an email to your supervisor and advise them what date, day, and time you will be there. Thank them for the opportunity and say you look forward to commencing the internship. A template can be provided by DIA. You must cc DIA on this email. The email should be sent a minimum of 1 week prior to commencing your internship. Add this date to a diary NOW.
5. Contact DIA Supervisor with any questions clearly outlined in numbered bullet points in an email.
6. Mark a date for another confirmation email to your workplace supervisor that should be sent 1 week prior to commencement.

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To be completed by contact person at DIA and/or University supervisor and/or US Agent if applicable:

Full Name: \_\_\_\_\_ T: (inc mobile): \_\_\_\_\_

Position: \_\_\_\_\_ E: \_\_\_\_\_

**Congratulations, on your Internship Offer! We wish you a fun and professional experience and look forward to assist you throughout this exciting journey!**

At your service, The DIA Team