

### INTERNSHIP INFORMATION

#### Intake and Duration

Internships will be carried out during the summer. Consideration for a regular semester intake will be on a case-by-case basis. Duration of internships could range from one (1)-month to three (3)-months.

#### Eligibility

To be eligible for the scheme, a student must meet the following criteria:

- Year level: priority shall be given to Year 2 and 3 students (1<sup>st</sup> year students may also apply)
- Grade Point Average: at the point of applying, students should have at least an upper second average OR a good academic record

#### Application Guidelines

Application requirements:

1. [Application form](#)
2. CV and personal statement

Students are also encouraged to attend the following workshop(s) or training (conducted by the UNMC Career Development team) prior to commencing the internship:

1. How to write a solid CV and cover letter
2. Effective interview skills

#### Application Procedures

1. Student submits the application form (proposing up to 3 organisations), CV and personal statement to the FASS Internship at [FASS.Internship@nottingham.edu.my](mailto:FASS.Internship@nottingham.edu.my) via e-mail. Students may propose an organisation that is not found on the listing below - please consult your School Internship Advisor before doing so.
2. The application is forwarded to the respective Advisor who will evaluate the application and make a decision on whether the application should be forwarded to the organisation(s).
3. Once an internal decision is made, the faculty office issues an endorsement letter for the student, and where necessary, the student requests for a recommendation letter to be issued.
4. Either (a) the student contacts the prospective employer and secures the internship, or (b) the Advisor forwards the application to the organisation.
5. All internships secured by the students/on behalf of the students must be logged with the faculty office.
6. Students will either be notified about the status of their application by the Faculty or be contacted directly by the organisation (and where necessary, be invited for an interview). In the event that your application is successful, you are requested to inform the faculty office before commencing the internship.
7. Students will be required to sign a statement (on the Application Form) which states that they will take full responsibility for their own health/safety and other risks that may occur during the course of the internship and to consider taking up an insurance policy on their own if not provided by the organisation providing the internship.

### Selection Criteria

Applications will be screened by the Advisor or relevant members of staff based on suitability (CV, personal statement, known personality traits, etc.)

Upon completion of the internship, students are expected to submit the following:

- [Student evaluation form](#)
- 500-word report (see [Internship-Sample-Report](#) for guidelines)
- [Feedback from organisation](#)

in a sealed envelope labelled FASS Internship to the Faculty Office in FASS.

**Note:** Students who complete their Internship will be awarded a Certificate of Completion at the Dean's Excellence Award Ceremony. Students are required to submit the required documents in order to be eligible for the award.

### Roles and Responsibilities of the Organisation Providing the Internship:

1. Provide a description of the internship project(s) offered, including an overview of the skills required by the ideal candidate
2. Provide intern(s) with an appropriate work space and equipment necessary to carry out the project work
3. Designate a point of contact within the organisation, who will supervise the student, and act as the primary contact for communications with FASS
4. Select intern(s) from a pre-screened pool of applications
5. Provide feedback to the School by evaluating the intern at the end of the placement

### School Internship Advisor

Should you have any further questions on the internship programme, you can contact your respective school advisor at the following:

- School of Modern Languages and Cultures (SMLC) – [Dr Thomas Baker](#)
- School of Politics, History and International Relations (PHIR) – [Dr Trevor Parfitt](#)
- Department of Applied Psychology – [Dr Marshall Valencia](#)
- School of Education – [Dr Ashley Ng](#)
- School of Economics – [Dr Ramesh Baskara](#)