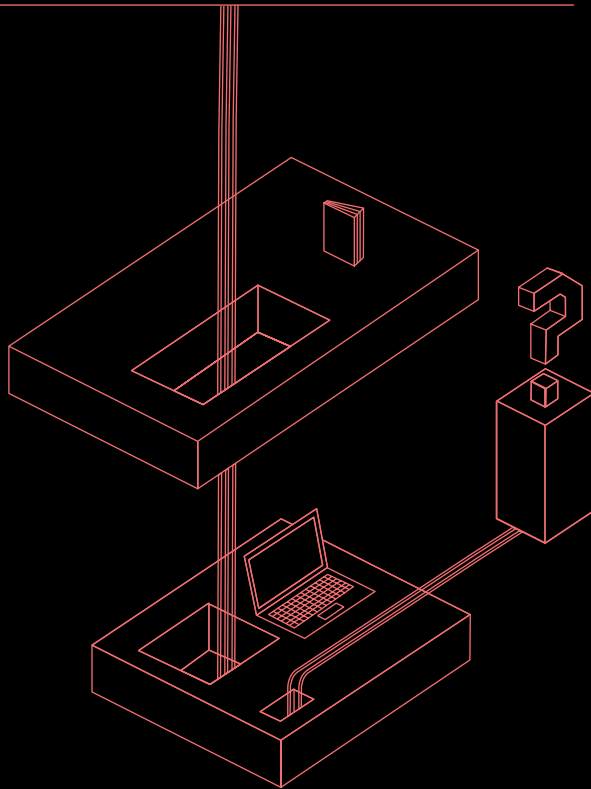

UTS Student Guide to Internships

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and Innovation (BCII). Marko and Nathan set their minds
on innovating the current university system and leaving a
lasting legacy. The pair utilised their learnings from BCII
to map the current UTS ecosystem and pinpoint an area for
intervention where they could make genuine difference.

Written by UTS Students for UTS Students

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Introduction

This guide was written with the purpose of encouraging the wider UTS community to embrace the benefits of a hands-on internship. We've used our own experiences in conjunction with the insights of our peers to impart some lasting knowledge when it comes to the internship experience. Both of us felt that the internships were the most valuable part of our university life and encourage future students to approach it with the same mindset we did.

The internship is not just a university subject, optional or required. It is a chance for you to impart everything you have learnt in class into the real world. It gives you a chance to experience a number of different contexts that you might be interested in. Alternatively, it might open you up to experiences you never expected to be interested in. Use our experiences to help you to formulate your own and hopefully you'll enjoy the experience as much as we did, worry free.

The Internship Journey ...

Deciding to Intern

For most UTS Students, internships and placements are a compulsory part of your course. The purpose of this handbook for these people is to help you see this experience in a more positive light. There are countless examples of people dreading the idea of their placement but hopefully by the end of this handbook, this process is far clearer to you and you're ready to rock & roll into the subject.

For another large portion of UTS Students, the internship is an optional subject. For those of you who have to make this decision, let us try our best to convince you that you should definitely complete this subject. This experience is far more valuable than anything you'll pick up from a textbook or some lecture slides. Being placed into a live context will test your problem solving, mental resolve and most importantly, it allows you to learn from numerous other people who've had similar experiences to you.

There is also the third alternative of completing an internship outside of your uni course altogether. For some of you who've already accumulated the necessary subject credits, this might be your only option of gaining some real-world experience to help you when it comes to applying for some full time jobs. However, some reasons why this option might not be as desirable as completing the internship as a subject include:

- You do not have access to a UTS Supervisor who will help guide you and troubleshoot any problems you might have during your placement.
- The placement does not count towards any university credits, which means you have to complete an additional subject on top of the internship.
- UTS only provides you with insurance for unpaid internships if it's approved by the university

Despite this, we encourage all students to complete at least one placement, compulsory or not, before heading out into the 'full-time' world. The experience gained and the knowledge imparted on you from others is invaluable when making the transition between university and the working world and it is no surprise UTS focuses so much on helping students do some kind of internship as part of their degree.

Where to start – Research stage

If you have made the decision to complete a placement, it's important to think about what you want to get from the experience. What's comforting is that fact that there are so many internships out there and employers are always looking for people who can think both critically and outside the box – something UTS Students are renowned for. Despite this, it's also important to do some research before you start applying.

a. Defining what you want to get out of it

Think about what you want to achieve from the internship. This internship shouldn't be just something that you tick off on your university requirements and forget about, but a good learning opportunity about the professional workplace and where you fit in. Set objectives, think about what matters to you and how you can learn from this opportunity. This doesn't have to be formal exercise. It could be five dot points, but it will help you align when choosing where to work. As an example, Nathan set himself the following objectives for the 105 required hours of his placement:

1. Spend at least 3 full-days exposed to each of the different divisions within the organisation.
2. Enhance my professional network by adding at least 30 members of the organisation onto my LinkedIn profile.
3. Meet and have an engaging conversation with the Managing Director of the organisation.
4. Successfully participate in one project that requires interaction with a client. Successful participation is defined through meaningful contribution to the project's outcome.
5. Engage and collaborate in at least one group-based project during the duration of the internship.
6. Have a meaningful discussion with at least one member across each division I work within about my future career aspirations.
7. Observe one creative project be completed from client briefing through to the production stage.

This is a great example of setting specific objectives that will facilitate his intended learning opportunities.

b. Researching companies – Ideal vs. Real

This is a great exercise, not just for this placement, but after you move into full-time work. Look at companies that are currently working in your ideal environment. Then work backwards, thinking about why you want to work at this particular company. Is it their industry? Their culture? Their history? Their work? Their innovations? Then try to look for companies that share these values.

Ultimately, you're looking for experience. When applying, look for companies that reflect your core values, rather than a name that would look good on your resume.

c. Spectrum of organisations

Prepare to be disappointed. Not all companies in Australia are at the cutting edge of organisational innovation, but each company offers something unique to the learning process. Also, most companies generally overpromise in the job description, but when you begin working there, you find out they don't live up to the defined experience. The defining point of a UTS Student is being able to drive learning within an organisation, even where it does not seem possible. Just because a company does not emit excitement to you, does not mean you cannot learn from the experience. An ethnography exercise will allow you to identify areas where you can intervene and make real impact.

d. Feeling comfortable branching out to other industries

Something that worked very well for past students has been branching out of their degrees and working in placements that align better to their passions. Unless your subject outline requires it, don't feel like you need to find specific internships to your degree - feel free to get out of your comfort zone, but apply the values you've learnt from your course.

e. Corporate vs. Start-up - Advantages and Disadvantages

Corporate: Larger organisation, structured, resourceful and organised. Usually, will provide a professional approach to training. However, you are less likely to make a real impact as managers within larger organisations tend not to trust entry-level, unpaid interns. Communication within a corporate environment is less free-flowing.

VS

Start-up: Smaller, usually between 1-10 people. Day-to-day work is, at times, unorganised and individually driven. Communication is very easy in this context as structures are flat and people take on multiple roles within the organisation. Provides creative freedom, as start-ups are more likely to listen to your ideas, so there's more possibility of making an impact. Less professional training and lack of resources.

f. Time Management

One of the main concerns about the internship is whether you can juggle your internship with your part-time/casual jobs. The answer is **YES**. To make sure your internship and your normal job don't conflict, talk to both your university contact (if completing the internship as a subject) and employer mentor at the organisation you are interning at about your schedule and discuss the best schedule for work. It's almost certain that they will understand and things will work out. Another tip to ensure you balance your time well during your internships is start early – the sooner the better. Try to start as early as possible so you can do it flexibly over a long period of time. For example, in Marko's second internship, he only worked two days a week which left plenty of time to work for pay normally at his job.

There is also the potential of securing a paid placement. However, this is not as common and should not be expected. Organisations are not obliged to pay you if you are completing the internship as part of a university requirement and therefore this should not filter into your decision making when it comes to securing a placement. The best alternative is to juggle both a placement and casual job at the same time which as described before, is completely possible.

Finding Internships

Sourcing internships can be a tedious experience if you don't know where to look. From our experiences, there are four effective methods of finding potential internships you're interested in:

UTS Career Hub:

Luckily for you, UTS Careers wants to do the tedious stuff for you. This site is incredible. Every year, UTS Careers has hundreds, if not thousands of organisations approach them, wanting, yes wanting, to take on UTS Students and provide them with valuable experience. Check out the following link <https://careerhub.uts.edu.au/> for more information on how to use CareerHub.

Through networks:

A great way to land an awesome placement is using your network: friends, family, former colleagues, tutors. Identify some people in your network, working in industries you're interested in. Strike up a conversation with them, telling them you're interested in gaining some experience and to let you know if they know of any opportunities.

Don't be afraid to ask:

A lot of students source internships by simply calling and emailing companies that they would like to work for. Just because the company hasn't listed a position, doesn't mean they aren't offering internships.

Meet with UTS Careers: If you're still struggling with all the above options, we cannot stress how helpful the team over at UTS Careers can be. Their door is always open for you to come in and chat about your career aspirations and they will go above and beyond to help you secure a placement in a position you're interested in. Check out their site at the [following link](#) and look at some of the helpful resources they've got on there.

Preparing to Apply

a. Tips for Resumes and Cover Letter

Just having your UTS degree on your resume doesn't guarantee you any of the positions you've identified. There are likely going to be a number of other students from within your own cohort and beyond, all vying for the same position. For many of you, this is going to be your first job application process and you're going to need to be prepared. There are two essential components to the application process: the resume and the cover letter.

Nowadays resumes and cover letters can come in all sorts of forms including personal infographics, websites and portfolios. Whilst some level of creativity will help you stand out in a cluttered crowd, it is still ultimately the quality of the content that matters most. Here are four simple tips you can apply to your resumes and cover letters to ensure you have a competitive edge in the application process:

1. **Keep it short:** recruiters are going to instantly dismiss your application if they have to read anything over 2, or even just a single page. Only keep information that is absolutely essential to the position you are applying for.
2. **Spellcheck...** yes, people in your position still struggle to give their resumes and cover letters a proofread before sending them off. It's going to be an instant no and it will make the entire university look extremely unprofessional. Don't be that person.
3. **Customise:** tailor your resumes and cover letters to the exact qualities the position you're applying for is asking for. For example, the position Nathan applied for was in a creative agency, so he changed his resume and cover letter wording to better reflect his ability to be fast, efficient and reliable.
4. **Flaunt your UTS degree:** employers LOVE hearing about UTS. Word all the benefits of studying at a campus like UTS in a way that's easy for the interviewer to digest. For example, Nathan tells employers about the amazing, hands-on projects it's allowed him to work on, the new approaches to studying and technology he's been granted access to, and some of the amazing lecturers, tutors and peers he's met along the way!

b. UTS Careers Consultations

If you're still unsure about how to go about the application process, there are numerous resources available to you to help 'sell yourself' on paper. UTS Careers is a great resource that offers a number of workshops and guides that will be very useful for you in the coming months. Don't be afraid to reach out to them for feedback and advice, even attending a drop in session. Check out the resources available on <https://careerhub.uts.edu.au/> if you find yourself lacking inspiration.

c. Learning from UTS Peers

Another severely untapped resource are your own UTS peers. From example, Nathan is from a business background, his resume was severely lacking on the design front. But who better to help me out then some of the design students he's met on campus! They helped him to completely redesign his resume and offer him another point of difference when applying for positions.

When you're happy with your resume and cover letter, follow the application information provided by the potential employer. Normally this will require you to send the info through with an email but some positions require you to apply through a website or even on LinkedIn (so it doesn't hurt to clean up those online profiles and make them something you're proud of). All going well, you're ready to start preparing for your interview...

Guide to Interviews

If you've managed to secure an interview, you've done 70% of the hard work. Now you have an opportunity to expand upon all the cool stuff that got you into this position in the first place. Here are five simple things we did which really helped us tackle the interview process:

1. **PLEASE do a little bit of research:** The easiest thing you can do to give yourself a leg up in the interview process is to do a small amount of research into the company you are applying for. It helps you to understand what you can offer their company specifically and prepare for any questions they might fire your way.
2. **Practice pitching your degree:** One of the hardest things in an interview is being able to explain the value of what you've done at university to someone who hasn't experienced it themselves. Use resources like UTS Careers or friends and family outside of your degree to help you put together an explanation that is both convincing and easy to understand.
3. **Understand your 'value proposition':** Your value proposition is a short statement that outlines the unique skills and values you offer to the organisation. Think of it like a short pitch about yourself. One of the most valuable things we learnt at university was being able to pitch our value proposition to potential employers so we really recommend starting to think about your own pitch and even practicing it on people you know.
4. **Prepare some questions:** Something many interviewees fail to do is prepare questions they would like to ask a potential employer. It shows genuine curiosity and intuitiveness towards the company from yourself and helps alleviate some of the 'pressure' on you in the interview.
5. **Be ready to fail:** I'm sure you've heard the saying, 'never put all your eggs in one basket'. The same applies to the internship process. Continue applying for different positions you've identified even when you have an interview lined up. More often than not, you won't get past the interview stage and you'll need to make other arrangements. This isn't a reflection of you, rather it is a reflection of the competitive nature of the job industry and this is something you will need to consider throughout the duration of your working life.

The interview is often the most intimidating part of the internship process. It can feel like you have everything riding on one conversation but this is simply a misconception. Yes whilst the interview will determine whether you secure that particular position, never, ever see it as a 'make or break'. You always have alternatives even if this particular interview doesn't go to plan, so just relax and be yourself, as this is ultimately the best projection you can give to a potential employer.

Starting Essentials

Explain your Assignments

If you're doing the internship as part of a university subject, make sure to discuss your assignments with your employer mentor. It's important to explain what your assignments require you to do so they can facilitate the learning opportunity. For example, if part of your assignment requires observing meetings, it's better to let your employer mentor know at the beginning of the internship so they can put you in that position. Also, this is the perfect opportunity to let them know if their input will be required later down the track.

Define your Objectives

Explaining what you want to get out of the internship to your employer mentor is very important. By doing this, they are more likely to facilitate learning opportunities to meet those objectives. It's also a good way for your employer mentor to understand exactly what you want to learn.

Organise Feedback Sessions

Scheduling feedback sessions is a great way to see how you're developing in the professional context. This is as simple as asking your employer mentor to sit down with you on a regular basis to discuss how you're working within the organisation. A lot can come from these feedback sessions. They could provide insights into what makes you work well or areas you need to improve on. Also, these feedback sessions are a great opportunity to speak about your feelings towards the placement and if you're enjoying the experience.

Log What You Do

A very important habit to develop is logging what you do! It's a habit that is hardly mentioned in guides and regularly forgotten about. A great way to keep track of what you've achieved is to keep a journal entry for everyday you work. It's as simple as creating a Google Doc, logging the date and dot pointing the tasks you do throughout the day. This log becomes super important if you have assignments or if you wanted to add any of your work to the portfolio. Make sure to keep a journal about what you do!

Developing a Reflection Journal

A great way to get a holistic view on the entire internship experience is by developing a reflection journal. On Page 21, we've provided you with a framework where you can document your thoughts and feeling before, during and after the placement. This will provide you with great insights about your core strengths within the workplace and areas you need to improve on. It's a good activity to keep track on your thoughts developing throughout the placement. Filling it out will also provide a handy guide on how to enhance your next workplace experience.

During the Internship

Regardless of whether your internship is paid or unpaid, everyone should look to apply themselves to their internship in an engaged and enthusiastic manner. By this point you should have a good understanding of what you want to achieve in your team during the placement and have some objectives designed to get you there.

a. Get Involved

I can't stress enough how important it is to GET INVOLVED. Start socialising; ask colleagues if they want to get lunch, attend a few social events, throw out a few LinkedIn connections. One of the best parts of completing an internship is the connections you'll make, and opportunities you'll find for future employment (if you so desire).

b. Regular Feedback Sessions

You should be recording your experiences as you go. To build on this, it's important to seek regular feedback, not only from your employer/mentor, but also from other peers in other internship contexts. Peer to peer feedback will allow you to gauge your experience in comparison to others and gather some helpful feedback from others in similar situations. It will also help you to continue to draw your experiences back to what is required of the assessments, which can often be forgotten about during the duration of the placement.

c. Pivoting

But what do you do if the internship you're completing isn't everything you thought it might be? You've entered into the commitment so you might as well make the most of it. Approach who employed you and re-outline to them your agreed upon expectations for the internship. From our experiences, employers are super receptive to this feedback and will often look to accommodate you based on what you want to achieve during the placement.

For example:

In the second placement Marko did an internship within a consulting agency. Initially, his work was very basic and unspecific to his objectives. These were things such as scanning documents, sending mail out and basic research. As the weeks went on, he became frustrated as the internship wasn't allowing him to be creative or demonstrate any of his skills. Rather than resenting the placement, Marko spoke to his employer mentor during a feedback session and made light to his frustration with the mundane tasks he was being assigned. This provided a great outcome as the employer mentor was unaware of his frustrations and accommodated him by assigning projects that fit his strengths.

d. What do I do if I'm getting bullied or harassed during the internship?

Although this is very uncommon, it's important to know what to do if you end up in this situation. The first step is to talk to schedule a confidential meeting with your employer mentor and discuss the situation. However, this can be an uncomfortable thing to address, especially if it's a smaller organisation. Your best option is to call the UTS Careers Hotline - +61 2 9514 1471. Their professional advice will help you navigate through the situation.

e. Being Exploited?

The first thing to do is determine whether you're FEELING exploited or BEING exploited. Feeling exploited could be when your employer mentor gives you either a mundane task, tedious task that you have to grind to complete and feel as though you're not learning from it. You're not really being exploited but it sure can feel like it if you're unpaid intern.... Being exploited is when an unpaid intern is genuinely treated the same as a regular employee. This can take shape in a number of ways. For example, if they're asking you to produce work outside of office hours, working over-time, being assigned deadlines to a point where you can't eat lunch, if the company is profiting from your work (e.g. if you're responsible for sales or if the company begins selling your design). The best way to determine whether you're being exploited is contacting the UTS Careers Hotline at +61 2 9514 1471 or careers@uts.edu.au.

f. Take Initiative

Don't be afraid to take initiative if your situation doesn't improve. Showing is generally better than saying, and demonstrating to the employer who has taken you on what you can offer will open more doors than were previously open. Only you know what you truly want to get out of this experience so it's up to you to make that happen.

After the Internship

a. Saying Goodbye

Unless you've had an absolutely awful experience, chances are you won't want to completely cut ties with the company you've poured so much time into. To avoid a final goodbye, ensure you've made an effort to make connections where possible. We used LinkedIn to make these lasting connections but other more traditional methods such as phone numbers, emails and other social networks such as Twitter can also be utilised.

b. Recommendation

You'll also want to ensure you get a recommendation from someone of influence within the company. After all, an internship is all about getting experience and bettering your chance of securing placements in the future. Asking for a recommendation can be an intimidating task but you'll be mad at yourself if you don't. Employers almost expect this from you so they will be more than receptive to your request.

c. Future Internal and External Opportunities

Ok, so it's your last day. You're about to walk into your final meeting with your employer mentor. You liked your internship. You're hoping they offer you a position but they probably won't, don't worry this is very normal! But what you can do in this meeting is mention that you'd love to be involved with any future employment opportunities that the organisation may have (provided you enjoy the company and would want to work there). For example, during Marko's internship, he observed another intern complete their placement, an employee resigning and the previous intern filling that same position. Also, it's worth asking your employer mentor whether they're aware of any external opportunities in other companies. There is the possibility that the employer mentor knows someone in their network who is looking to fill a similar position.

d. Reflecting

Most importantly, you're going to want to reflect on your experiences and identify what you've learnt from your placement. Hopefully you've continued to keep a regular journal of your experiences which will allow you to weigh up your expectation to the actual reality of the placement.

Next Steps

Internship done. Ok, so now what...

I'm sure a majority of you will be focused on completing your degrees now, so here are some tips on what to focus on next in your journey to finding a job!

Leveraging your experience for a paid position

It's very important to leverage your experience from the internship in your search for a paid position. Work on figuring out how to pitch yourself and highlight the things you did over the placement. This is where keeping a log, gaining feedback and reflecting on your experience becomes super helpful. Identify three or four key things you did during your internship and make sure you include them in your resume. When it comes time for an interview, talk about these 3-4 points and then give examples on how you did this within the internship.

Finding and applying for a paid position

A lot of the early advice we give can be applied to a job hunt so you can refer back to this when the time comes. Also, something to note is to use UTS Career Hub for finding paid roles! Marko ended up securing his first full-time position straight after finishing his final semester by finding a role on UTS Career Hub.

Another Internship

So you're not ready for full-time employment. Maybe this isn't your last year or you've failed a subject and still have an entire semester to go next year that you really don't want to do but have to...

It's common for students to do a number of internships before graduating. If you're not in your last year and can squeeze it in, we highly recommend doing another internship! It'll get you more job ready for when you have graduated and looking for a full-time position. Also, if you did your first internship as part of a subject, you can now look for more flexible placements that don't require assignments or a minimum of hours. E.g. you could do one day a week for a couple of months.

Tips from around Uni



- *"Do an internship that is something you'd never consider as a job. The insights you get from that left of field experience will be invaluable to your career and professional development"*
 Eliza M. / B of Communication in Public Communication
- *"Always keep in contact with the people you work with. I worked for Red Garage, the start-up run out of Coca Cola. Months after the internship, I ran into the CTO of Coke and he offered me a job"*
 Jared S. / B of Information Technology
- *"You really should put yourself out there. Talk to everyone inside the office. Everyone is willing to contribute despite the fact you're at the bottom. Build those networks with people"*
 Tom R. / B of Information Technology
- *"Say yes to every opportunity you get, regardless of how shit it sounds"*
 Anton M. / B of Business
- *"I did my internship with 3 other people I knew. We went in there and started straight on the brief. It was great because we did some good work but it would've been better for us to observe the organisation more. Should've spent time shadowing people or sitting in on projects"*
 Varun M. / B of Design in Architecture
- *"The best thing I did was getting to know the people who employed me. Within the workplace, there's someone who champions innovation and they champion you to be there. Getting to know them is the best thing you could do"*
 Luke D. / B of Design in Visual Communication
- *"Always say yes"*
 Dom I. / B of Communication in Public Communication

"Always be asking questions"
 Daniel S. / B of Sport and Exercise Science
- *"Even if you're unsure about a place – just apply. You'll never know what sort of opportunities can arise"*
 Ed P. / B of Design in Product Design
- *"Explain to your workplace your purpose there to make sure you're on track and not there just to be used. Set out the goals you want to achieve so they can help you achieve them"*
 Brooke M. / B of Design in Fashion and Textiles

FAQs



Can I realistically keep a part-time/casual job?

Yeah for sure. It doesn't have to be a 5-day a week placement. We encourage you to talk to your employer mentor at the start of the internship and discuss what the best schedule for you will be.

Do you have to do the internships the uni organises?

No. You can self-source your own. Take a look at Finding Internships (Page 08).

Is there certain criterion a business has to meet for it to be an eligible Internship?

If you're doing this as part of a subject/course, refer to your subject outline. If you're still unsure, email your tutor or the subject coordinator if you feel as though your internship is not meeting requirements.

If I self-source an internship, is the company required to do anything in regards to the assessments?

Yes if you're doing an internship as part of a subject/course but this won't be a huge burden on the employer. It's as simple as explaining your assessments within the first meeting. Check out Starting Essentials (Page 12) for tips on this.

How do I go about sourcing my own internship overseas?

Apply or use your connections. It may be trickier to apply and negotiate an overseas placement, but it's always worth a try. A few people we know were able to secure internships overseas for their course-required internships, so it's not impossible.

What happens if I don't like my internship?

Take a look at Pivoting (Page 13). It's all about talking to your employer mentor about aligning tasks that suit you.

What do I do if I'm getting bullied/harassed at my internship?

This is a topic that was discussed in During the Internship (Page 13), however your best option is to call the UTS Careers Hotline - +61 2 9514 1471. Their professional advice will help you navigate through the situation.

What do I do if the workload is too much for me?

Try your best to get through it, but if the internship is TOO demanding, the best thing you can do is have a chat with your employer mentor and talk about reducing your workload.

Legal Advice: IP Protection, Non-Disclosure Agreements and Your Rights

The legal side of an internship is often overlooked and forgotten about. Typically, issues with IP and non-disclosure agreements are uncommon, but it's important to know your rights and what you can do if you're ever in this situation. If you do get into a legal situation and need more detailed advice, don't hesitate to book a free appointment with UTS Student Legal Services - call 02 9514 2484 or email studentlegalservice@uts.edu.au.

Non-disclosure agreements (NDA)

An **NDA** is a legal contract between at least two parties that outlines confidential material, knowledge, or information that the parties wish to share with one another for certain purposes, but wish to restrict access to or by third parties.

What will happen as a result of revealing sensitive information?

If you breach a non-disclosure agreement and reveal sensitive information, they have the legal power to sue you. You can talk about your placement to people, just don't reveal anything that is confidential or sensitive material.

Be sensible about what you talk about.

Here are some strategies on how to talk about Non-disclosure agreements:

- Talk about to what extent can you use business information
 - Clarify what you're allowed to disclose
 - If you need to talk about the company in your assessments, discuss your assessment with the employer mentor and tell them how you will not mention the business name or people working within the business but may talk about practices
 - If there are any issues with disclosing sensitive information, allow them to check over your work to see if there are any breaches

Intellectual Property

IP is the property of your mind or proprietary knowledge. It is a productive new idea you create: this can be an invention, trade mark, design, brand or even the application of your idea. Your idea must be something new or original, but determining whether your idea is new or not is not always easy.

Who owns IP in an internship?

- As an unpaid intern, YOU own YOUR IP, unless you sign an NDA containing provisions assigning all your IP as an intern to the company.
- As a paid intern, the company owns your IP when you sign the employment contract.

Protecting IP

Generally, ideas are hard to protect since they're intangible. Even if you have proof that you pitched the idea, if it's not patented or the company has not signed a non-disclosure agreement, you cannot take legal action.

If the company uses and profits from your tangible IP, for example a logo design, product design or a video as part of a product, as long as you have proof that you generated the IP then you can take legal action.

This is just a summary guide. For more information, contact UTS Student Legal Services. Seriously, they're super helpful and free! Call 02 9514 2484 or email studentlegalservice@uts.edu.au.

Internship Reflection Journal Template

Company Name:

Before

Date .../.../.....

Why did you select this company?

What are your objectives?

What is the most important thing you want to learn?

How do you feel? / 10

Feedback Session – Reality Checkpoint

Date .../.../.....

What were your strengths?

What were your weaknesses?

What are you next steps to improve?

How do you feel? / 10

After

Date .../.../.....

Describe the internship experience:

Did you meet your objectives?

What worked?

What didn't work?.....

What would you do differently?.....

How do you feel? / 10

**UTS Student
Guide to Internships**

