

# How to apply for the Community Internship 3002LFC/7510LFC

## Check point guide for students



Check your **student email** for important updates about your application.

### ENROL

#### Are You Eligible?

Credit Point (CP) requirements:

- Undergraduate students: Minimum 80CP completed.
- Postgraduate students: One trimester completed.

Need to have the Community Internship as a core course OR a Listed, OR Free-Choice Elective available in your program.

NOTE: If you are still unsure, contact Student Connect for advice.



#### Enrol Early in 3002LFC/7510LFC

Enrol in the Community Internship Course – Read the Course Profiles: Undergraduate 3002LFC or Postgraduate 7510LFC via myGriffith.

The earlier you enrol, the more prepared you will be and you can also access hints and tips

#### Complete the Health & Safety (WIL) Induction Online Module

Complete and pass the Health and Safety Induction training for WIL placements. This module is mandatory and **MUST** be done before you can start your internship.

Upload your evidence of completion to Sonia Online under 'check' tabs



### SONIA

#### Community Internship Preparation Form

Log into SONIA the Community Internship database and make yourself familiar with the system.

Form assists placement coordinators in find you a suitable internship. Go to the 'Forms' tab in Sonia Online. Select edit and complete the form.



#### Select your internship

To submit internship preference you will need to review available opportunities via Sonia online. Select six internship roles in preference order.

Please ensure you read the role details, location and requirements before selecting an internship.

Cannot find a suitable internship - Did you know you can **Bring Your Own (BYO) internship?**



#### Internship Offer



You will receive an ALLOCATION email advising your internship, contact your supervisor and organise an interview (if required) with the prospective organisation.

Students need to negotiate and plan their internship hours and commencement date.

Check Sonia and submit all the applicable requirements for your internship (eg. Blue card, Police Check, immunisations etc.)

### BEFORE COMMENCING

#### Complete and sign the Work Integrated Learning (WIL) Agreement

If you are offered an internship, you will need to sign the Work Integrated Learning (WIL) Agreement form, which can be found in the 'Forms' tab via Sonia Online.

This form ensures you have appropriate insurance coverage for the duration of your internship. You cannot commence your internship until this form has been signed by all three parties.



#### Final Confirmation



When all requirements are completed you will receive a FINAL CONFIRMATION email.

**IMPORTANT:** Students can start accumulating internship hours once the trimester has commenced.

#### Begin your Internship



- Undergraduate students must complete 50 internship hours
- Postgraduate students must complete 80 internship hours

Best of luck! You can contact us for support at any time at [ci-course@griffith.edu.au](mailto:ci-course@griffith.edu.au)