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# Austrade Internship – Canada

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## AUSTRADE – TORONTO

The Austrade Internship is part of an Agreement between Bond University and the Australian Trade Commission, Toronto, whereby students from Bond University undertake an internship with the commission for a 3 month period. This internship is open to students from a range of disciplines, although they must have completed 4 marketing subjects within their degree.

Whilst it is anticipated that Austrade Toronto will accept one intern per semester, placements will be confirmed based on Austrade Toronto's operational needs.

### REQUIREMENTS OF THE AUSTRADE INTERNSHIP

- Undergraduate and Postgraduate students from the Faculties of Humanities & Social Sciences, Law and Business, Technology and Sustainable Development are eligible to apply.
- Students must be current Australia Passport holders.
- Only students with an excellent academic record need apply. Students must hold a minimum GPA of 2.0 (HSS students / 2.5 (Business students) or above for the whole degree to date and have demonstrated a high level of interest and the potential for excellence in this field.
- Students must have completed a prerequisite subject INTR13-309 *Introduction to Diplomacy* (Undergraduates) or INTR71-330 *Global Statecraft* (Postgraduates) with at least a distinction (75-84%) **AND** at least 4 marketing subjects.
- Students must be able to meet all expenses incurred (i.e. travel, insurance, accommodation etc). Students need only apply if they can fully commit to covering ALL costs.

### THE APPLICATION PROCESS

- The application deadline is **4pm Friday of Week 6 TWO semesters in advance of proposed internship semester**. Late applications will be deferred to the next available semester.
- Applicants will be interviewed by a panel of Bond staff from the participating faculties.
- The shortlisted applicant(s) details will be passed to the Senior Trade Commissioner in Toronto for consideration.

### ASSESSMENT ITEMS

Refer assessment guidelines available from the Internship & Industry Placement office

An Employer Evaluation will be provided to the representative by the Internship and Industry Placement Coordinator. Interns must receive a satisfactory report from the representative. If a student is graded by the representative as unsatisfactory, they will NOT be awarded a pass grade REGARDLESS of the mark given for the previous assessment item. For example, if the intern behaves inappropriately during the placement, the representative's report will likely be unsatisfactory.

# AUSTRADE INTERNSHIP APPLICATIONS – CHECKLIST

The application deadline is **4pm Friday of Week 6**.

## CHECKLIST – BEFORE YOU HAND IN YOUR AUSTRADE APPLICATION YOU MUST:

- Be a currently enrolled or ongoing student from the Faculty of Humanities and Social Sciences, Law or Business, Technology and Sustainable Development. Students are advised to complete an internship in their final or penultimate semesters.
- Have completed a prerequisite subject INTR13-309 *Introduction to Diplomacy* (Undergraduates) or INTR71-330 *Global Statecraft* (Postgraduates) with at least a distinction (75-84%). You will need to provide documentation as evidence.
- Hold a GPA of 2.0 (HSS Students) / 2.5 (Business students) or above for your whole degree to date. Please provide a copy of your Academic Transcript from e-Student including your current GPA to ensure it is at the required level.
- Obtain an academic staff member from International Relations to supervise your internship and assess your final report. If you are successful in securing an internship with Austrade you will need to notify your Program Advisor about your intentions and enrol in the internship subject (UG: INTR13-700 International Relations Practicum/PG: INTR71-700 International Relations Internship). Take your 'Subject History' with you to this meeting.
- For visa purposes, organise a National Police Check via Australian Federal Police (see attached information for application procedures) or go to:  
  
**<http://www.afp.gov.au/what-we-do/police-checks/national-police-checks.aspx>**
- Ensure you have an up-to-date copy of your resume, including referees/references, and a motivation letter explaining why you should be considered as a worthy candidate; taking into account your achievements, your skills and your future career plans as well as what you would offer as an Austrade intern.
- Be able to meet all expenses incurred (i.e. travel, insurance, accommodation etc). Students need only apply if they can fully commit to covering ALL costs.



## AUSTRADE INTERNSHIP APPLICATION FORM – Toronto

### PERSONAL DETAILS

Student Name: \_\_\_\_\_

SID: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone Numbers: Home: \_\_\_\_\_

Mobile: \_\_\_\_\_

Bond Email: \_\_\_\_\_

Alternative Email: \_\_\_\_\_

Degree Program: \_\_\_\_\_

Cumulative (GPA) Grade Point Average \_\_\_\_\_

**\*\*Subject History must be attached to this application\*\***

Academic Supervisor: \_\_\_\_\_

Austrade Internship prerequisite subjects	Semester	Grade
UG - INTR13-309 Introduction to Diplomacy *		
UG – INTR12-210 East-West International Diplomacy *		
PG - INTR71-330 Global Statecraft *		
Marketing subject 1		
Marketing subject 2		
Marketing subject 3		
Marketing subject 4		

*\* You will need to provide documentation with your application as evidence*

Preferred Semester: 1<sup>st</sup> Preference \_\_\_\_\_

2<sup>nd</sup> Preference \_\_\_\_\_

Anticipated Final Semester: \_\_\_\_\_

## CONFIDENTIALITY AGREEMENT

This is to confirm that I agree to respect the confidentiality of all materials specified as confidential during the Bond University Internship Program placement and to comply with all other reasonable and lawful stipulations and conditions during the duration of my internship. In addition, I undertake not to publish any information related to the internship or internship partner without prior approval from Bond University or the internship partner.

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Print Name**

**Date:** \_\_\_\_\_

**PROGRAM ADVISOR:** Your signature in the box below confirms that:

- You have sighted the student's Academic Transcript, including their Cumulative GPA: HSS  $\geq 2.0$  / Business  $\geq 2.5$
- You confirm the student has the degree capacity to undertake the **10** credit point internship subject
- You have discussed with the student subject sequencing implications

**I confirm the student has attended a consultation and the internship program fits into the degree structure:**

\_\_\_\_\_  
**Program Advisor Signature**

\_\_\_\_\_  
**Print Name**

**Date:** \_\_\_\_\_

**Subject code:** \_\_\_\_\_

**ACADEMIC SUPERVISOR:** Your signature in the box below confirms:

- You have sighted the student's Academic Subject History and they have met the minimum subject and Cumulative GPA (HSS  $\geq 2.0$  / Business  $\geq 2.5$ ) requirements
- You approve the student to undertake the Bond University 10 credit point AIC Internship Program and agree to be their Academic supervisor for the subject
- You give the Internship & Industry Placement Coordinator permission to process the application

**I approve the abovementioned student to undertake the Bond University AIC Internship Program:**

\_\_\_\_\_  
**Academic Supervisor Signature**

\_\_\_\_\_  
**Print Name**

**Date:** \_\_\_\_\_

**Please forward the completed checklist, application form and supporting documents to:**

Humanities and Social Sciences Internship Office  
Attn: Paulina Guttormsen (nee Willis)  
Ph: 07 5595 2690 / Email: [pguttorm@bond.edu.au](mailto:pguttorm@bond.edu.au)

Business Internship Office  
Attn: Sara Comi  
Ph: 07 55952234 / Email: [scomi@bond.edu.au](mailto:scomi@bond.edu.au)

**Incomplete applications WILL NOT be processed.**

**OFFICE USE ONLY**

The student has met the academic GPA requirements to be eligible for an Austrade Internship

**Y [ ] N [ ]**

If no, I have received written approval from academic supervisor confirming eligibility

**Y [ ] N [ ]**

Once placement is confirmed, I will supply the company with Personal Accident & Public Insurance for the time specified by the organisation.

.....  
**Internship & Industry Placement Coordinator**

.....  
**Print Name**

**Date:** .....