Guidelines for filling in your Host Organisation Form

The host info form itself is available on Moodle.

The completed host info form must be submitted by the submission date through the link in the assessments table for this course. If you have any queries about the host organisation you are going to propose, email a copy of the form in advance to your course convenor, and ask for guidance.

The minimum time with your host organisation is 150 hours, or about four weeks, full time. However, students are strongly encouraged to find placements where the host organisation agrees to take you on for the whole 13 weeks between November and February, so you will wind up with 400-500 hours of immersion with your host organisation.

Completing the Host Form

Start early (July) in your search. Finding a good organisation is hard work, and may take much effort and many weeks or months to complete. For help in finding a host organisation see the document “finding a host organisation.” Generally, bigger organisations will likely offer better experiences than very small organisations. You should not expect to find a host organisation in Hamilton, so that you are able to conveniently stay in your existing flat. Consider Auckland, Wellington, Sydney, or Shanghai as cities where there will likely be many more appropriate organisations willing to take you on. Some students from overseas may ask relatives to help them find a position in their home country, which may be a bigger and more appropriate company than one they could find in New Zealand, and therefore much better experience. Don’t expect to get an offer from the first organisation you visit. Measure the intensity of your job search efforts by the number of rejections you get, which reflects the number of organisations you have tried! Also see the “finding a host organisation” document for more ideas.

Approval Criteria

- Generally, a large organisation will be approved.
- Smaller organisations (say under 20 employees), where there may not be a professional (web designer, accountant, supply chain analyst, marketing manager) available to mentor you and help build your skills and experiences, may not be as good, but if that is all you can find and is available, may have to do.
- Small organisations of 5 or so people where your job will be to develop a website for them (and they are in some business other than website development) will not be judged as suitable. However, a small organisation of 5 people might be acceptable if your job was to be the assistant or understudy of the marketing person (and your major was marketing, perhaps).
• The point of the experience in the host organisation is all about getting some experience, some supervision, some mentoring, some practice in an area that will be important for your future career.

• That might mean, for example, that a job as a purchasing assistant in the purchasing department of a manufacturing company might be great, if your major was supply chain. Experience in an industry or functional area that will be useful to your future career is the essential requirement. It is ideal if the experience you will gain is directly related to your major (marketing, communications, etc), but you may also choose to have an experience in an area other than your major to complement your learning.

• *If you currently have a part time position working outside of your major (e.g. Retail sales assistant) you may only use it if your company agrees to also let you have some experience in your field. EG. 1 day a week in the HR team as part of head office. It may be that you need to complete your 1 week day in head office voluntarily. Without this however, you will not have your host approved.*

It will be far more valuable to your future career, and CV, to have a full 13 weeks of experience, than to go for the minimum four weeks, and try and jam in summer school to try and finish your degree earlier. Finding a placement for the whole 13 weeks, if at all possible, is very desirable. It is not recommended to try and do this course and summer school courses together, even if it is technically feasible.

The detail submitted on your host organisation form is required to give the instructor an idea of whether the time you will spend with your host organisation meets the requirements for this course.

Fill out all sections of the form fully. If you don’t know exact facts (number of employees, year started) then provide approximate figures.

**If your host is not Approved, you will need to fill out a subsequent form for a new organisation.**

**Please note, until you have an approved host no work will be accepted (e.g, Online learning discussions grades will be missed)**

The section on the expected work experience activities is very important. You need to have a specific idea of what you will be doing in your host organisation, and be able to report these potential tasks on the organisation form you submit for approval. This will usually require you to have some direct communication with your planned supervisor (either face to face, by telephone, or by email) to get a list of tasks or areas of work you will be involved in.