WORK INTEGRATED LEARNING
Centre for Professional Experience, WMS

Student Process for WIL Courses

2019 *96 PROCESS

1. Apply for interview slot via WMS homepage, WIL Website, email to
   [internships@waikato.ac.nz](mailto:internships@waikato.ac.nz) or sign-up sheet located at MSC.

2. Interview dates for 2019:

<table>
<thead>
<tr>
<th>Interview</th>
</tr>
</thead>
<tbody>
<tr>
<td>06/03/19</td>
</tr>
<tr>
<td>08/05/19</td>
</tr>
<tr>
<td>10/07/19</td>
</tr>
<tr>
<td>11/09/19</td>
</tr>
<tr>
<td>13/11/19</td>
</tr>
</tbody>
</table>

3. Interview on Wednesday during cultural hour. Students bring professional face and LinkedIn
   Profile. The aim is to assess whether student would be a good fit in business community, and
   what stream of WIL Papers may be best. **If students already have a company or internship lined up they need to bring details to interview**

4. Approved or not approved by end of day.
   a. IF students want to be “pre approved” they can do an interview round and wait to
      place until later in the year in another stream. Students need to indicate when
      interviewing which stream they will be looking for project.

5. Approved students given access to the Internships folder.

6. Students have 1 week in which to choose internships they wish to apply for.

7. WIL Staff send list of interested students to companies

8. Companies interview students

9. Successful students are approved and enrolled in the course by MSC for their start date

10. Unsuccessful students have 4 options.
    a. Can source an internship themselves,
    b. Attempt to place with current companies which have not found an intern,
    c. Can elect to do a *99 or *95 coded paper instead
    d. or can await the next stream’s start date.

11. Enrolled students have a shared Stream lecture to discuss assessment, dates, and some
    expectations as a group.

12. Every student will have a WIL staff to report to for all concerns and assessment.
2019 *99 PROCESS:

1. Apply for interview slot via WMS homepage, WIL Website, email to 
   internships@waikato.ac.nz or sign-up sheet located at MSC.

2. Interview dates for 2019:

<table>
<thead>
<tr>
<th>Interview Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>06/03/19</td>
</tr>
<tr>
<td>08/05/19</td>
</tr>
<tr>
<td>10/07/19</td>
</tr>
<tr>
<td>11/09/19</td>
</tr>
<tr>
<td>13/11/19</td>
</tr>
</tbody>
</table>

3. Interview on Wednesday during cultural hour. The aim is to assess whether student would be 
a good fit in business community, and what stream of WIL Papers may be best. **If students 
already have a company to volunteer with or area of interest lined up they need to 
bring details to interview.**

4. Students who progress with the *99 stream have two options:
   a. Be linked to EPP (Employability Plus Program) in order to find a volunteer 
      organisation with a fitting project.
   b. Create their research topic and locate a volunteer organisation that aligns with the 
      area of research.

5. Once students have their volunteer host they are enrolled in the course by MSC for their start 
   date. (3 weeks from interview)

6. Every student will have a WIL staff to report to for all concerns and assessment.

---

2019 *95 PROCESS:

1. Students enrol themselves in paper as per standard processes.
2. Students must submit a formal host prelim form before starting their internship.
3. On review and acceptance of host, students submit their final host information as they 
   begin Placement and assessment.