

# Summer Internship Toolkit

Together we go further



## Welcome to Summer!

Each internship you complete with CareerTrackers is a stepping stone to your future. Through every internship, you gain new skills, knowledge and contacts to build your brand, and make a splash when you enter graduate employment.

This internship is your opportunity to gain experience, skills and networks, and we've prepared a program of activities throughout Summer to boost your success at work and uni.

No matter how seriously we take your internship, your success will depend on you taking ownership, asking for help when needed and doing your best to make a good impression.

Please read this toolkit thoroughly and stay close with your Advisor to tackle any challenges you encounter. We look forward to seeing your mark of excellence on the program for the next generation to aspire too.

## Accessing CareerTrackers online

The CareerTrackers App and new Student Portal is key to your success in the program. The App and Student Portal allows you to track your progress and complete tasks assigned to you throughout the year.

You will have received an invite to register online from your Advisor.

You will use the app and web portal to:

- Complete your Learning Contract
- Complete your Weekly Updates
- Chat with your Advisor
- Find answers to FAQs about the program and internships
- Stay up to date with information on your host employer

Download the CareerTrackers App by searching 'CareerTrackers' in the App or Play store. Enable Push Notifications, so you stay up to date with the program. Use the portal by logging on to [studentportal.ct.org.au](http://studentportal.ct.org.au)

## You're a part of the legacy



**1,073**

CareerTrackers Alumni have graduated university and are working professionally.



**5,423 internships**

have been completed by CareerTrackers Interns since 2009.



**\$73,053,233**

total wages earned by CareerTrackers Interns in their internships



**1,232**

degrees have been achieved by CareerTrackers Interns

# FAQs

## What if I'm working from home?

In order to stay focused, positive and connected while working from home, follow these tips:

- **Ensure you're properly set up** - Carve out a dedicated workspace, ensure a good internet connection, and have headphones and a microphone for phone/video conferencing if required.
- **Start the day right** - Check-in with colleagues on a central hub every morning (e.g. Slack, Google Hangouts, etc.) before 9:30 am.
- **Stay in touch** - Update your status throughout the day - i.e. at a minimum, people should know when you're 'available', 'out to lunch', etc. Sign off and let everyone know when you're finishing up for the day.
- **Be prepared** - Have all relevant conferencing software downloaded before videos/calls. Ensure your microphones and speakers are working and establish a routine for regular meetings.
- **Be disciplined** - Be strict about internal meeting times and make sure you're ready for scheduled calls or video conferences.
- **Feel professional** - Start your day like you would if you were going into an office.
- **Maintain boundaries** - Don't turn the TV on and minimise conversations with the people you live with to ensure you can work productively.

## What are my work hours?

Your Advisor will tell you when to arrive and finish on your first day. If you're ever unsure about staying late or finishing early, always talk to your manager.

## How do I talk to my manager?

Call your manager by their first name, and treat them with respect. Be friendly towards your manager; they are there to support you in your professional development. Don't be too casual with your manager and avoid risky conversations.

## Can I add my coworkers on social media?

On LinkedIn, yes! Everywhere else, no. Be conscious of your brand at work.

## What if I'm sick?

If you're sick, you need to call your Advisor and your manager to let them know. Try to avoid sick days as you have a limited period to make an impression!

## How do I bring my best self to work?

As a professional, we don't always get to decide our own projects. If your work sometimes feels repetitive, we encourage you to refer back to your learning contract to seek out relevant learning experiences.

Remember that the internship is an opportunity to experience a professional workplace and learn, but it is also a good opportunity to build your network and make a good impression on managers within the business.

## How do I get paid?

If you are required to submit a weekly time sheet to your employer, make sure that you do it before the deadline to avoid not being paid.

Make sure to be diligent and only submit your hours worked and come to work prepared with your superannuation, tax file number and bank details. If you don't have this information speak with your Advisor immediately.

## What if I'm having a hard time?

If you're ever having a hard time in the internship or in your personal life, talk to your Advisor! We are here to help and can talk to your employer.

Most employers also have an assistance line that you can call to speak with experts to obtain confidential advice and support. Your wellness is a priority and be sure to speak up if you need help.

## Can I attend work functions?

It is common for colleagues to socialise after work with drinks. If you are invited, it is appropriate for you to attend. You are not obligated to drink, but if you do, we recommend limiting your intake to one drink. If you are under 18, you are not allowed in a licensed venue or to drink alcohol by law.

# Navigating your internship

## 1. Download the App

If you haven't already, download the CT App from your App store and follow the instructions we've sent you via email. Log on to the Student Portal using the same info you use to get into the App.

## 2. Prepare for your first day

Your first day at work is an opportunity to make a good first impression. Learn as much as possible about the organisation you're interning with, and aim to know the names of your manager and new colleagues before you start.

## 3. Learning Contract

The Learning Contract is an agreement between you, your manager and Advisor. It is based on your goals, the needs of the team you will be working with, and the requirements of the CareerTrackers program. Complete the Learning Contract via the web portal.

## 4. University Transcript

Send us a copy of your university transcript no later than December 15 via the Student Portal. Receiving your academic results is essential to confirm your eligibility for the program and also to help us best support you in your academic journey.

## 5. Weekly Updates

At the end of each week, you are required to submit a Weekly Update to your Advisor. You will be sent reminders each week to complete your Weekly Update through the App or Student Portal.

## 6. Program Day (online)

Program Day is a critical part of your professional development. This summer it will be delivered online due to social distancing restrictions. Your employers are aware of Program Day commitments, and you will need factor workshops into your work day. Look out for more info in the coming weeks.

## 7. LDI

The Leadership Development Institute (LDI) is our annual flagship conference that brings all of the CareerTrackers interns from across Australia together for a 3-day program. It is the largest yearly gathering of Indigenous students and professionals in Australia.

## 8. Gala Awards

In the middle of LDI, we host Gala Awards that celebrates Indigenous excellence over the last 12 months. Students are nominated and awarded for demonstrating excellence in a number of categories. You will nominate for awards via the CareerTrackers website.

## 9. Your final week

You will need to complete an end of internship presentation to your team, and complete an internship experience survey through the portal. Your Manager will also be sent a survey to evaluate your performance. You can view the survey we send your manager through the Student Portal.