

Get the Edge

UQ Embassy Internship Program

Resources for Participants

employability.uq.edu.au/uq-embassy-internship-program





Program Overview

The UQ Embassy Internship Program represents a fantastic opportunity for students who have an interest in culture and society, diplomacy, international relations and business.

There are two internship rounds available each year, over the mid-year and end of year breaks. Internships are completed on a voluntary basis. The University of Queensland may award successful eligible students a grant to assist with costs associated with participating in the experience.

The information provided in this document is designed to assist participants in preparing for their internship

Before you leave

Pre Departure

Prior to your internship, we will invite you to attend a pre-departure get-together. This will provide the opportunity to meet the other interns participating at the same time as you, ask staff any questions you may have before your departure. Where possible, some past interns will be invited so that you have the chance to find out more about their experience too.

Representing UQ

As you will be acting as a representative of The University of Queensland, please take the time to read the UQ Student Charter which outlines professional expectations and responsibilities in relation to respect, privacy, equity and diversity. The Occupational Health and Safety (OH&S) Checklist is another helpful document that we ask you to review before the program commencement.

Contacting your supervisor

A few weeks prior to your departure, we suggest you write to your supervisor to formally introduce yourself and confirm details with them of your arrival. In this email we suggest that you:

1. Introduce yourself, provide a brief overview of your interest in the program and what you hope to get out of the internship.
2. Confirm with the embassy your arrival and departure dates and times.
3. Ask what time you are expected to arrive on your first day, and where you should meet.
4. Ask if you are required to bring any materials such as a laptop.

Travel arrangements

Please remember that you are responsible for organising your own travel and accommodation.

Getting to Your City

You can choose how you would like to travel to your city. Most previous interns have flown to their destination for the internship, but some have also driven.

Getting around the City

Public transport is available. Visit the local public transport website to see what's available to and from your Embassy.

Accommodation

You may find that hotel or apartment accommodation could be expensive for the internship period. We suggest contacting some local universities to check on college accommodation, www.airbnb.com or www.stayz.com. We also suggest you could contact the other UQ students participating in the program and consider group accommodation.



"I believe that this internship opportunity should be considered by anyone interested in International Relations or the role itself as it is an exemplary way of experiencing what truly occurs within an embassy. I also found this opportunity a great way to start networking with people..."

Mercedes, Costa Rica

Research and Preparation

We would encourage you undertake research on your Embassy in Australia and your host country before commencing your internship. This will enable you to make the most of the opportunity and contribute to activities as much as possible.

Understanding the business culture

While the Embassies are based in Australia, diplomatic missions are based on 'foreign soil' and interns will be expected to operate within the context of the designated Embassy.

To maximise the opportunity, a basic understanding of the culture of the specific country is extremely important. It will demonstrate respect and the desire to learn more during your internship.

It is important to remember that although the culture can be similar in some countries, each country will have subtle cultural differences. In the same way that European culture will vary from one country to another.

Learn from other students experiences

If you haven't done so already, please review **the student stories page** which includes information on common challenges and advice from previous participants.

Language proficiency

If the formal language at your designated Embassy is not English, it is a good idea to familiarise yourself with some of their language, for example words of greeting. Practice your language skills before commencing your internship if you know the language.

When you arrive

Arrange a meeting with your supervisor

We recommend arranging a meeting with your supervisor at the commencement of your internship to discuss the duties and expectations of your role. Tasks will vary between Embassies and it's great to be open and flexible with these tasks. In general, you can expect that your duties may include general office administration, executive support to the Ambassador, consular services, translation, event coordination and liaison with other Embassies.

This program will provide you with access to unique networking opportunities.

Business etiquette and internship duties

The dress code for the duration of the program is business attire, unless otherwise advised by your supervisor.

Illness and absence

Interns are expected to arrive on time each day. If you are unwell and unable to participate during your placement, please contact your supervisor to advise them.



"I would also advise other students not to be intimidated or anxious, everyone at the embassy I interned at was lovely, patient, supportive, and helped me make the most of my time there."

Alexandra, Ecuador

When you return home

When you return, you will be required to share your feedback and experience. As a condition of your internship, we ask that you complete an activity report within four weeks of returning. We also encourage you to take some high resolution photos while on your internship, which we would like to use for promotional purposes to encourage others to participate in this experience.



Question and Support

At any time during your internship please feel free to contact us with any questions. We would like to hear how your experience is going.

If you have any concerns about your tasks or placement we encourage you to speak to your direct supervisor but please contact employability@uq.edu.au if you would like to discuss your situation with the team in the first instance.



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