

Meeting Notes from Tautoko Network Meeting March 2020

University of Canterbury's Interns through the PACE Programme (Professional and Community Engagement)

Thank you to those who joined us to hear from Clare Murray, Partnerships Manager, College of Arts, at the University of Canterbury.

Clare took us through the development of the PACE programme which reflects the University's drive to strengthen the relationship of the University to the city. The internships will provide opportunities for students to contribute to the community they are living in while at the same time obtaining their academic degrees.

This year there are 43 students in the PACE programme, mostly domestic, undertaking internships in the community with a range of organisations, including not-for-profits. The projects they are involved in mainly require the input of one or two students working together. All projects are co-designed between the students and the host organisations. An outline of the process to host an intern/s is along these lines:

1. Organisation has a 'broad brush' project in mind.
2. Organisation identifies skill set required.
3. Health and Safety requirements are in place for students when 'on site' at host organisation.
4. PACE identifies students.
5. This process involves students applying for the project identifying their skills, identifying the skills they wish to develop, identifying what they want to achieve, and the reason/s for their interest in that particular project.
6. PACE matches a project with student/s
7. Students use the experience to reflect on work styles etc. Practical work within the project brief is undertaken alongside academic writing.

What sort of projects are the students undertaking? Research and social media have proved of value to many organisations, e.g. 'developed content for social media platforms', 'researched and created website content for youth engagement with community garden', 'assisted in social media and event planning', 'researched culture, structure and coaching styles of NZ soccer'.

Timing. Internships will fit around the University's timetabled semesters (start dates February, mid-July, and November. Organisations interested in the PACE programme for the second semester should aim to talk to Clare by mid-April. This is particularly important if your requirements will include, for example, a requirement for police checks and/or inductions.

Time commitment of students: Depending on the level of the students' study, there will be a commitment of 75 or 150 hours to the project by the student.

Benefits to students: work experience, CV enhancement, points towards degree

Responsibility: the students are responsible for recording their own hours. The contact person re placement is Clare Murray, clare.murray@canterbury.ac.nz. Clare will advise which areas organisations need to be specific on, e.g. if you require the student to be available at a specific time/day each week. The University is responsible for preparation of three contracts which the

student is responsible to get signed off by the organisation - internship approval, confidentiality agreement, project brief. At the end of the internship, a host evaluation form is to be filled in by the host organisation. Clare urges organisations to talk to students as they would to any employee. On completion of the project, the interns are graded by PACE.

Which departments are the students coming from? Many students are coming from Communications and Research majors - however, Clare is able to advertise the projects within a range of University faculties, depending on the project brief.

My project would take more than one semester to complete. Talk to Clare about a 'rolling internship' for longer projects.