



BUSINESS SCHOOL  
Te Kura Pakihi

# Otago Business School Internship Programme

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## Employer's Guide





# Employer's Guide

# Contents

About this guide	3
1. About the Otago Internship Programme	4
1.1 Real benefits for employers	4
1.2 Benefits for students	5
2. About the Otago Business School intern	6
3. About the Employability Programme	7
4. The role of the employer	8
4.1 Costs	8
4.2 Contract	8
4.3 Remuneration	8
4.4 Relocation and accommodation	9
4.5 Training	9
4.6 The internship role	9
4.7 Supervision via a Workplace Mentor	9
4.8 The role of the Workplace Mentor	10
4.9 Defining the Business Project (BSNS 301)	11
5. Support from the University	12
5.1 Before internship	12
5.2 During recruitment	12
5.3 Throughout the internship experience	13
5.4 Workplace visits	13
5.5 Internship Manager	13
5.6 Academic Mentor	13
6. Employer engagement	14
7. Interviews and job offers	15
8. Key dates	16
8.1 Key dates for the Internship Programme	17
8.2 Key academic dates for the University of Otago (relevant to employers)*	18
9. Academic requirements (BSNS 301)	19
9.1 Reflective Logs	19
9.2 Business Project	20
10. Health and safety at work	21
11. Intellectual property and confidentiality	22
12. Internship issues	23
12.1 Internship role	23
12.2 Academic distance learning paper	23
13. Completion of the internship	24
14. Employer feedback is welcome	25
15. Building partnerships	26
16. Next steps	27
17. Notes	28

## About this guide

This guide provides all the information employers need to know:

- About the unique Internship Programme offered by the University of Otago Business School
- What the Programme means to employers and interns
- The support provided by the Otago Business School; and
- The role each party plays in this working partnership.

If you are interested or want to find out more, please contact our Internship Manager. (For contact details, please see the last page of this guide.)

The Otago Business School and our business students look forward to working with you.

*“Student scientists learn in the lab, and student teachers in classroom; an internship provides Otago business students with that same valuable practical experience. The development of the Internship Programme illustrates our commitment to producing the best business graduates, the best future business leaders”.*

Professor George L Benwell  
Dean, Otago Business School  
University of Otago  
Dunedin, New Zealand

# 1. About the Otago Internship Programme

The Internship Programme provides employers the opportunity to employ a high achieving Otago Business School student with a 'B' or better academic grade and who has completed a minimum of two years of business study, for six months or one year in full-time paid employment.

Successful interns are employed by employers nationwide (withdrawing from full-time study) and must complete one 300-level Otago academic distance learning paper (BSNS 301) during their internship and alongside their work for the employer (generally completed outside work hours) – part of which requires the intern to complete a Business Project covering a topic (or topics) of interest identified by the employer and that is specific to the employer's business.

Interns must also complete a "work-related" training programme before starting their internship and return to the University of Otago to complete their degree following the internship.

Employers advertise the job position for the internship role they wish to fill, running their usual recruitment process to select the best applicant from the Internship Programme for the position. The employer negotiates a fixed-term contract with the student for a role that will develop the student's skills set and as an 'employee' follows the employer's existing legally required employment policies, procedures and agreements.

An intern differs from a new graduate recruit as the internship experience is an integrated part of their University education – it is therefore important dedicated support is provided by the Otago Business School and the employer for both their professional work and academic study. Throughout the internship, the intern has the support of the employer and the employer's Workplace Mentor, the University's Academic Mentor and its Internship Manager.

## 1.1 Real benefits for employers

In today's competitive employment marketplace, finding the right employee can be timely, costly and challenging for employers.

The Otago Internship Programme – unique to the Otago Business School – can help employers recruit high achieving business students.

The Internship Programme is committed to ensuring all employers have a positive and rewarding experience with real benefits. It is a competitive programme – so not simply a 'placement programme' for students. Students want to work in a business environment that is right for them and employers use their normal recruitment process to select the intern who is right for their business.

Interns must also deliver a Business Project that aims to add real value to their employer.

There are no costs to participating employers for access to a talented, motivated employee who will bring a fresh perspective to the workplace and who can fulfil a real business need within the business. An internship may encourage employers to make steps towards expansion, complete key projects or fill vacant roles (such as parental leave).

The employer's involvement in the Internship Programme will also initiate a closer working partnership with the Otago Business School, providing opportunities for access to wider resources and services such as research, recruitment, project work, executive programmes and professional development for the employer's business and their employees.

And by networking and promoting their business at University events throughout New Zealand, employers will be able to raise their business profile on campus and improve the effectiveness of their graduate recruitment process.

Five key employer benefits of engaging in the Internship Programme are:

1. Test the viability of a position within your business
2. Engage an intern to complete a relevant Business Project for your business
3. Access to a high achieving "Otago experienced" employee – motivated to work with you and bringing a fresh perspective to your business
4. Include the Programme within your recruitment process to recruit the right, young talent for roles now and in the future
5. Assess the suitability of your intern for future full-time employment when they graduate.

## 1.2 Benefits for students

In today's competitive employment marketplace, it takes something special to stand out from the crowd. The Internship Programme enables Otago Business School students to gain an understanding of business by placing them in a real working environment, providing them with the opportunity to put theory into practice – at the same time providing valuable life and work skills. Students undertake and complete a piece of relevant research, contribute positively to the workplace and return to University more disciplined about their studies and more focussed on their future career goals.

As interns need a wide appreciation of the employer and its business context to complete their academic requirements, it is hoped that while gaining in-depth experience in a specific area interns will also be given the opportunity to observe a wide range of the employer's activities with access to management and company information.

Obviously, such information will be treated as being confidential, both by the intern and by the University.

## 2. About the Otago Business School intern

Otago Business School interns are talented, motivated students who have completed at least two years of business studies, including a “work-related” training programme (the ‘Employability Programme’) designed to give them a broad understanding of the business environment.

Every Otago Bachelor of Commerce (BCom) student majors in one or more of the following areas: Accountancy, Economics, Finance, Information Science, International Business, Management, Marketing, Tourism.

The University’s flexible study options also means that alongside their business degree, the intern may be undertaking a double degree such as Law, Psychology or a language or a double major at the Otago Business School. If they are completing a double degree, an intern may have actually already completed three or more years of University studies.

(Details on the Otago BCom programme at the University of Otago can be found at [otago.ac.nz/business](http://otago.ac.nz/business))

Before starting an internship, all interns have to meet the Programme’s ‘three point criteria’ of:

1. High academic grades – normally ‘B’ average or better
2. Appropriate motivation and attitude
3. Successful completion of the Employability Programme.

Otago Business School interns are carefully selected to ensure they have the academic ability and self-motivation to be a good ambassador for the Otago Business School in the business environment and, as employees, are required to behave in a professional manner, comply with all conditions of employment and be aware of any issues of confidentiality of the work being undertaken.

An intern differs from a new graduate recruit as the internship experience is an integrated part of their University education – it is therefore important dedicated support is provided by the Otago Business School and the employer for both their professional work and academic study.

Throughout the internship, the intern has the support of the employer and the employer’s designated Workplace Mentor, the University’s Academic Mentor and its Internship Manager.

### 3. About the Employability Programme

All interns complete a “work-related” training programme run by the Otago Business School during their second year and before starting their internship role.

Students are interviewed for admission to the Employability Programme and those selected commence the programme in early July.

This practical “work-related” training programme helps interns to be work-ready – covering not only CVs and interview skills, but also the skills and attitude to prepare them for their time in a professional workplace.

Employers engage directly with students in our training programme.

At the conclusion of the Employability Programme, students are interviewed again by our Internship Manager for final approval and suitability to apply for internship positions.



## 4. The role of the employer

Working in a formal partnership with the Otago Business School and the intern, employers:

- Identify a suitable internship role within their business supported by a job description
- Follow their normal recruitment process to select their intern
- Have the employment structures and processes in place to support an intern, including appointing an employee as the intern's designated Workplace Mentor to take responsibility for the intern's direction setting and performance management in a safe and healthy work environment during their internship (this may or may not be the direct line supervisor of the intern)
- Provide a fixed-term employment contract of six months or one year in line with their normal employment conditions and current employment law
- Remunerate the intern at the appropriate market rate for the role
- Maintain contact with the Internship Manager during the intern's employment
- Manage any issues that arise during the internship as per the employer's usual policies and procedures and following current employment law.

### 4.1 Costs

There are no costs to participating employers for access to high achieving Otago Business School students.

Recruiting and employing an intern will involve similar costs to those associated by employers when normally recruiting employees on a fixed-term contract under current employment law.

### 4.2 Contract

Internships must be for no less than six months of full-time work and no more than fifteen months.

Employers create their own fixed-term employment contract, in line with their normal employment conditions and meeting current employment law requirements.

### 4.3 Remuneration

The remuneration package for each intern is determined by the employer and negotiated with the successful candidate to determine the fixed-term employment contract.

The remuneration package offered should be appropriate to the skills and capabilities of the intern and above the minimum wage.

## 4.4 Relocation and accommodation

Interns are placed the length and breadth of New Zealand and not just to businesses located locally in Dunedin.

Generally any relocation and accommodation costs will be covered by the intern, but in special situations the employer may choose to offer assistance in this area.

## 4.5 Training

All Otago Business School interns take part in a practical “work-related” training programme before they start their internship (the ‘Employability Programme’) – so when they do start working with employers they are work-ready and, together with the support of the employer’s standard induction programme and specific training to assist them in their role, they are able to hit the ground running as a productive, valuable employee.

## 4.6 The internship role

Otago Business School interns are placed the length and breadth of New Zealand, in a variety of roles across public and private sectors and in small, medium and large businesses.

An internship role can take many different forms depending on the business needs of each employer – employing an intern can benefit small, medium and large employers.

Otago Business School interns can be employed in a number of different ways for example an intern may fill a vacant role, work on a new or specialist project specific to the employer’s business, assist in testing out a new role, or even employed in a similar way to a traditional graduate rotation programme.

Some employers ask interns to undertake daily tasks to support their more experienced employees or employ an intern to allow a more experienced employee time to complete project work. Other interns are recruited to assist in the development of social media and/or marketing strategies, to set up web sites or to take on general HR duties.

## 4.7 Supervision via a Workplace Mentor

When appointed to an employer, the intern will be supervised by both the employer’s designated “Workplace Mentor” and by an “Academic Mentor” from the Otago Business School.

Employers are asked to choose a suitable employee as the Workplace Mentor to work with their intern and provide their on-going supervision.

The employer’s Workplace Mentor is the intern’s first point of contact and responsible for ensuring the intern receives real opportunities for learning. This person may or may not be the intern’s direct supervisor.

The Workplace Mentor is the primary point of contact during the internship liaising with both the Internship Manager and the intern’s Academic Mentor at various points.

## 4.8 The role of the Workplace Mentor

The employer's designated Workplace Mentor is responsible for ensuring:

- The intern receives on-going supervision through direction setting and overseeing the intern's performance management
- The intern has a clearly defined topic (or topics) for their Business Project as identified by the employer that is specific to the employer's business and in consultation with the intern
- The intern is able to access the business resources required for the completion of their Business Project
- The intern understands what is expected of them and that they are confident in carrying out their tasks
- They are available to assist with any problems or issues the intern may face in completing their tasks and during the internship period
- The completion of the intern's Health and Safety Checklist
- They are available to meet and liaise with the Academic Mentor regarding the intern's academic progress as required
- They may be required to support some aspects of the intern's distance learning academic requirements.

In addition, on completion of the internship:

- The intern may request a reference from their Workplace Mentor
- The Workplace Mentor will be asked by the Internship Manager whether the Programme delivered for the business.

## 4.9 Defining the Business Project (BSNS 301)

As part of their 300-level Otago academic distance learning paper (BSNS 301), the intern will complete a Business Project covering a topic (or topics) of interest identified by the employer that is specific to their business.

The Otago Business School uses the academic distance learning paper to assess interns during their time spent with employers.

As the Business Project will be of value to the employer's business, employers may want to allow the intern time to work on this during their normal working hours.

The employer's Workplace Mentor will be the intern's first point of contact for all business-related questions about their Business Project, the Workplace Mentor is therefore encouraged to discuss potential topics for the Business Project with relevant colleagues as part of an overall discussion.

Together the Workplace Mentor and the Otago Business School's Academic Mentor discuss proposed topics with the intern and assist in selecting their preferred topic(s) for their Business Project.

Ideally, agreement will be reached between the intern and the Workplace Mentor on the possible topic (or topics) for the Business Project once the intern has started work.

## 5. Support from the University

An intern differs from a new graduate recruit as the internship experience is an integrated part of their University education it is therefore important dedicated support is provided by the Otago Business School and the employer for both their professional work and academic study. Throughout the internship, the intern has the support of the employer and the employer's Workplace Mentor, the University's Academic Mentor and its Internship Manager.

And throughout all stages of the internship experience, the Internship Manager will provide support to the employer, their Workplace Mentor and the intern.

### 5.1 Before internship

The Internship Manager liaises with potential employers and offers guidance on establishing an internship position.

Employers interested in offering an internship must demonstrate that they have:

- A suitable full-time role that provides real opportunities for the intern's learning and which will also add value to the employer's business
- The ability to hire an intern for a minimum of six months full-time paid employment
- The support structures and processes in place to effectively manage and mentor an intern, including nominating a Workplace Mentor.

Where required, the Internship Manager will spend time with potential employers to ensure that the University has a clear understanding of the needs of their business.

Employers supply a job description for promotion to students. To ensure the best quantity and quality of intern candidates for a role, it is advisable for employers to provide a job description ideally by the end of July and before the Employability Programme is completed.

Please see the "*Key dates for the Internship Programme*" below.

### 5.2 During recruitment

The Internship Manager keeps employers informed of key dates within the Programme such as the listing of job descriptions, student application dates and when you can interview prospective interns.

Interview rooms can be arranged at the Otago Business School if required by the employer and additional specific employer recruitment needs can be accommodated such as arranging Skype meetings for interviews.

### 5.3 Throughout the internship experience

The Internship Manager will also maintain a close relationship with the Workplace Mentor or employer and is available to work alongside the employer to resolve any issues, as required.

### 5.4 Workplace visits

The Internship Manager will arrange a workplace visit within the first two to four months of the commencement of the position to ensure the internship is working out for all parties (or at other times as requested by employers).

The workplace visit will normally include a discussion between the intern and the Internship Manager, the Workplace Mentor and the Internship Manager and a meeting with all three present to make sure everyone fully understands roles, lines of communication and a working relationship is established between all parties.

The CEO, or another senior manager, is always welcome to attend meeting(s).

### 5.5 Internship Manager

The Internship Manager is happy to visit employers to discuss the Programme, particularly if the employer is recruiting an intern for the first time.

The Internship Manager:

- Is available to Workplace Mentors as the first point of contact if there are any matters for discussion about the internship
- Will visit the intern at least once during the year, but additional visits can be arranged. (The Internship Manager will liaise with the intern and their Workplace Mentor to organise this meeting. The Internship Manager will meet separately with the Workplace Mentor and the intern and then discuss with both parties any issues raised.)

### 5.6 Academic Mentor

The intern will be assigned an academic staff member from the Otago Business School – their Academic Mentor - who will help guide them through their internship and support them in the academic work required for BSNS 301 (the 300-level Otago academic distance learning paper).

Students communicate with their Academic Mentor via email and telephone throughout the year.

The Academic Mentor is available for the student and Workplace Mentor to contact during the year if any problems should arise regarding the academic requirements of BSNS 301.

## 6. Employer engagement

As part of the development of the internship placements, the Internship Manager will first meet with potential employers.

This meeting and subsequent conversations will help the University understand what/who the business is looking for and whether the position identified by the employer will be suitable for an internship role.

## 7. Interviews and job offers

Using the employer's normal recruitment process, the employer advertises the position for the internship role through the Programme to prospective interns. The Internship Manager will work with the employer on the key dates of the Internship Programme for job descriptions, interviews and offers.

For employers engaging in the September recruitment round, the Internship Programme runs to a very tight timeframe due to the students' forthcoming examinations.

Job descriptions for the internship role are required by the end of July so that the University can promote to prospective interns.

Prospective interns apply directly to the employer, who will follow their normal recruitment process to select the applicant they want to interview and ultimately recruit.

Employers notify all applicants when their application has been received and also notify those who have been unsuccessful in gaining an interview as soon as possible.

As interviews are generally run over a two-week period if an employer chooses to conduct a second round of interviews, these should be completed before the end of the second week, if possible.

The Otago Business School can provide interview rooms and arrange Skype meetings to employers on request.

So that all internship arrangements can be completed by the end of September and before second semester exams begin, employers are asked that their recruitment process follows, where possible, the key dates of the Internship Programme and the University's academic year. It is possible, for employers to negotiate internships at other times of the year when it may better suit their business needs, however the University's academic dates may have an impact on the number and availability of students.

Please see the University's key academic dates below and/or for full details of the University's key academic dates for the current University year go to [otago.ac.nz/news/events/keydates/](http://otago.ac.nz/news/events/keydates/)



## 8. Key dates

The key dates for the Internship Programme are designed to fit around the University's key academic dates and demands on students throughout the year – ensuring employers have access to a pool of business students.

The Otago Business School will also engage with employers outside of these dates on request for example, it is possible for employers to recruit students over January and February. In all cases, employers are asked to contact the Internship Manager first to discuss the options available to them.

However, employers should be aware of the following if they are considering recruiting students for internship roles outside of the Programme's standard dates:

1. The business student pool is likely to be reduced in number as students generally take on seasonal summer employment throughout New Zealand as the University's academic year ends; and
2. Students are subject to financial penalties if they withdraw from their academic papers outside of the University's published dates i.e. the third week in March and July (please see the "*Key academic dates for the University of Otago*").

## 8.1 Key dates for the Internship Programme

To ensure employers have access to a pool of business students, the Programme follows this timeline throughout the year:

<b>January onwards</b>	Internship Manager engages with previous, current and prospective employers throughout the year
<b>Early January</b>	Promotion of the Internship Programme to second year Business School students begins
<b>April</b>	Students apply for the Internship Programme
<b>May</b>	Student applications close Student interviews for the Internship Programme
<b>July</b>	Internship roles advertised to prospective interns Job descriptions for internship roles available
<b>July – August</b>	Employability Programme for approved students ( <i>employers invited to participate</i> )
<b>September</b>	Approved students apply to employers for internship roles Employer recruitment process ( <i>selection and interviews</i> ) begins Employer interviews ( <i>last two weeks</i> )
<b>Early October</b>	Fixed-term employment contract between student and employer completed and signed in the first week of October
<b>Mid-October – mid-November</b>	Exams
<b>Mid-November onwards</b>	Successful students begin internship with employer

*Please note: So that all internship arrangements can be completed by the end of September and before second semester exams begin, employers are asked that their recruitment process follows, where possible, the key dates of the Internship Programme and the University's academic year. It is possible, for employers to negotiate internships at other times of the year when it may better suit their business needs, however the University's academic dates may have an impact on the number and availability of students.*

For full details of the University's key academic dates for the current University year go to [otago.ac.nz/news/events/keydates/](https://otago.ac.nz/news/events/keydates/)

## 8.2 Key academic dates for the University of Otago (relevant to employers)\*

### January

Second week	University reopens for the year
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### February

Second week	Due date for completion of course enrolment declaration by students taking first semester and full year papers
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Third week	Academic Orientation Week
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Fourth week	First semester lectures begins – in most courses Students may not add any first semester or full year papers to their courses after 5pm on this date
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### March

Third week	<b>Students who withdraw from full year papers up until 5pm on this date are eligible for a refund of fees (subject to certain conditions)</b>
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April	Mid-semester one week break (dependent on Easter public holiday dates) First semester resumes
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### May

Fourth week	First semester lectures end
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### June

First week	Mid-year examination period begins
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Third week	All new applications for admission and/or enrolment in the second semester should be submitted by this date Mid-year examinations end
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### July

First week	Second semester begins
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Third week	<b>Students who withdraw from second semester papers up until 5pm on this date are eligible for a refund of fees (subject to certain conditions)</b>
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### August

Third week	Mid-semester two week break begins
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Fourth week	Second semester resumes
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### September

Second week	Students may not withdraw from full year or second semester papers after 5pm on this date
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### October

Second week	Lectures end prior to second semester examinations
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Third week	Semester Two Examinations begin
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### November

First week	Semester Two Examinations end
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*\*Please note: The dates shown are indicative dates only and recognised as being of interest to employers. For full details of the University's key academic dates for the current University year go to [otago.ac.nz/news/events/keydates/](https://otago.ac.nz/news/events/keydates/)*

The Internship Manager engages with previous, current and prospective employers throughout the year.

## 9. Academic requirements (BSNS 301)

Every intern must complete one 300-level Otago academic distance learning paper (BSNS 301) during their internship alongside their work for the employer – part of which requires the intern to complete a Business Project covering a topic (or topics) of interest identified by the employer that is specific to their business.

These assessments are completed in the intern's own time, over and above their working hours.

The academic distance learning paper is used by the University as part of the intern's formal assessment during their time spent with employers.

### 9.1 Reflective Logs

These are a personal recording of workplace learning and are confidential to the intern, their Academic Mentor and the Internship Manager. The intern will submit a reflective log on a monthly basis.

## 9.2 Business Project

As part of the 300-level Otago academic distance learning paper (BSNS 301), the intern will complete a Business Project covering a topic (or topics) of interest identified by the employer that is specific to their business. As the Business Project will be of value to the employer's business, they may allow the intern time to work on this during their normal working hours.

- **Topic(s):** Ideally, agreement will be reached between the intern and the Workplace Mentor on the possible topic (or topics) for the Business Project that is specific to the employer's business once the intern has started work. Based on the expertise required to best support the topic (or topics) of interest, an Academic Mentor will be identified to complete discussions about the preferred topic(s) with the intern and the Workplace Mentor.
- **Background Research:** *Designed to develop the intern's research skills within a business context, using a variety of sources from both industry and academia.* By identifying, organising and understanding the current knowledge behind the business problem, the intern is in a good position to create a strong business report. The intern will submit a written report on their Background Research (35% of final mark) to the Academic Mentor and provide a copy to the Internship Manager.
- **Applied Project:** *Designed to demonstrate the intern's ability to undertake an applied research assignment and to communicate in a concise manner to a business audience.* This assessment builds on what the intern learnt in the Background Research by applying the knowledge gained to the particular business, analysing it, reaching conclusions and identifying a recommended course of action. While it is principally a learning opportunity for the intern, it is also expected to be of real value to the employer. The intern will submit a written report to the Academic Mentor and the employer (35% of final mark). The intern will also make a formal presentation of their findings to the employer (no academic marks). It is expected that the employer will want to provide feedback to the intern on their presentation.

The Otago Business School will help the Workplace Mentor with the resources the intern may need to complete the Business Project.

The intern may wish to share with their employer the grades achieved for these pieces of work – however, this will be down to the individual.

## 10. Health and safety at work

As a paid employee throughout their internship, the employer retains primary responsibility for the health and safety of the intern at their business or premises.

In case of accident or injury, the intern will be covered by the employers' liability insurance where the statutory minimum cover is carried.

While the Otago Business School has a statutory duty not to expose interns to risks likely to affect their health and safety, employers are expected to ensure that the intern's working conditions are safe and danger-free for the duration of the internship.

Every intern will be required to complete, sign and return the Health and Safety Checklist within the first two weeks of their internship. This Checklist must also be signed by the Workplace Mentor.

## 11. Intellectual property and confidentiality

The Otago Business School recognises that some employers may have concerns over intellectual property and confidentiality.

All assessments submitted during the internship will be subject to strict confidentiality measures.

It is expected that the Workplace Mentor will explain all of the employer's relevant policies and procedures to the intern and the intern, as an employee, will adhere to all of them.

## 12. Internship issues

### 12.1 Internship role

To help avoid any issues that may arise during the internship period, it is important that the intern and the Workplace Mentor set objectives for the internship role as early as possible. It is therefore suggested that the Workplace Mentor takes the time to agree internship objectives and arranges regular feedback sessions to monitor performance with the intern.

Any issues related to the intern's work should be directed to the Workplace Mentor.

The intern will be treated as any other employee regarding disciplinary matters, but the Otago Business School would appreciate the opportunity to discuss the issues before any final action is taken.

In some instances, it may be appropriate for the Internship Manager to visit to help mediate in any situation.

### 12.2 Academic distance learning paper

Any academic issues must be raised initially with the Academic Mentor by the intern.

If this is not appropriate or the issue remains unresolved, the Academic Leader and the Internship Manager should be contacted.

The Academic Mentor should also be contacted if the Business Project requires clarification.



## 13. Completion of the internship

On completion of the internship, the employer is welcome to offer the intern a role or a summer internship following completion of their tertiary studies.

However, there is no obligation for the employer to offer the intern a role on graduation.

## 14. Employer feedback is welcome

Otago Business School welcomes employer feedback throughout the internship because it helps the University improve and develop the Internship Programme for employers, interns and the Otago Business School.

At the completion of the Programme, the Internship Manager will ask the Workplace Mentor to evaluate the Programme and determine whether the Programme has delivered to the business.

The Otago Business School may also contact the employer directly for feedback and/or to provide a testimonial for future use in the Programme's marketing and training material (subject to the employer's approval).

Employers may also be invited to speak to prospective interns on the University's Employability Programme – providing not just an opportunity to raise their profile amongst Business School students but also face-to-face time with possible future employees.

## 15. Building partnerships

The success of the Internship Programme depends on the active co-operation and collaboration between the employer, the intern and the Otago Business School – throughout all stages of the internship experience.

Through the Programme, the Otago Business School can connect, maintain and build their long-term partnership with the employers by:

- Working with the Internship Manager to incorporate the Programme within the employer's recruitment process
- Providing a real-life case study to promote the Internship Programme to new prospective business students and employers
- Sharing their internship experience within the Employability Programme to prospective interns and possible future employees.

In addition to the Otago Internship Programme, there are many other varied opportunities for employers to connect with the Otago Business School for example becoming a mentor or guest speaker, through sponsorship or donations, working with budding entrepreneurs or University staff, running a workshop, upskilling employees or even staying at the University's on-campus Executive Residence for University and non-University related trips to Dunedin.

There are also a number of informal ways employers can get involved with the University of Otago Business School, such as:

- Contributing a scholarship or prize
- Running a competition for our students
- Mentoring a promising student
- Judging a business case competition
- Being the topic of a business case study
- Getting a student to complete a research project for your business.

For more information on these and other opportunities for employers to get involved in Otago Business School activities go to [otago.ac.nz/business/community/](https://otago.ac.nz/business/community/)

## 16. Next steps

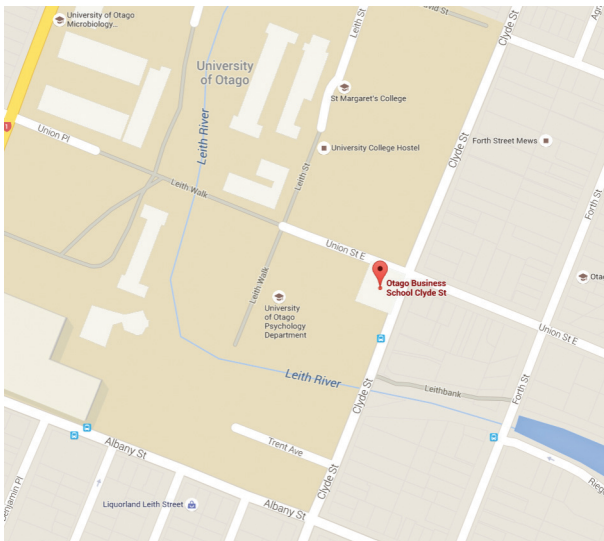
If you are interested in participating in the Otago Internship Programme or have any questions, please contact our Internship Manager:

The Internship Manager  
Dean's Office, Commerce Building  
University of Otago  
60 Clyde Street  
PO Box 56  
Dunedin 9054  
New Zealand

Tel 64 3 479 4280

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Google Map reference: [tinyurl.com/OBSinternship](https://tinyurl.com/OBSinternship)



For more information about the Otago Internship Programme, please visit [otago.ac.nz/obsinternship](https://otago.ac.nz/obsinternship)

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BUSINESS SCHOOL  
Te Kura Pakihi

## How do I find out more?

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