

WORK-INTEGRATED LEARNING (WIL) AT WAIKATO MANAGEMENT SCHOOL



THE UNIVERSITY OF
WAIKATO
Te Whare Wānanga o Waikato

**WAIKATO
MANAGEMENT SCHOOL**
TE RAUPAPA



WORK-INTEGRATED LEARNING (WIL)

At Waikato Management School, all of our undergraduate students complete a workplace internship for a host organisation as part of their bachelor's degree.

Known as 'work-integrated learning' (WIL), our WIL papers create a link between academic learning and the practical applications of learning in a workplace.

Students are immersed in your organisation for one trimester (10-17 weeks) so they can apply their studies to the real world and gain relevant work experience.

This could involve helping with a particular project you may have, or undertaking a variety of professional work.

Why should my organisation get involved?

Work-integrated learning allows you to gain access to tomorrow's talent today, while also helping our management students develop essential professional skills.

Your organisation will benefit from:

- An extra pair of hands to help with new or ongoing projects
- Fresh perspectives and ideas
- Opportunities for business growth
- Shortcut your future recruitment needs
- Increased diversity in your workplace.

Is my organisation too small?

The simple answer is no. New Zealand is a country made up of small businesses, many of which need fast, low-risk solutions to address problems that arise.

How much time does an intern work with you?

Students need to complete at least 110 hours of work for your organisation, and most internships are 10-17 weeks in duration.

We recommend that students work with you for 1+ days a week (approx. 9-15 hours). How these hours are structured is ultimately a decision between you and the student.



FREQUENTLY ASKED QUESTIONS

What level of students will I be working with?

Most students will undertake a WIL project during their second or third year at university, once they've had time to develop more advanced knowledge in their major subject/s. This means the experience will be more meaningful for both of you.

What is expected of my organisation?

There will be some supervision required. This varies depending on the type of project that is undertaken.

The host organisation must allocate a workplace mentor who is responsible for day-to-day oversight of the student. The mentor is also required to complete an evaluation of the student at the end of their placement.

When do I need to let you know by?

The university year is divided into three trimesters, and the busiest time for students wanting a project is Trimester C, which runs over summer from mid-November to mid-February.

We recommend that you send us your project brief about six weeks prior to the trimester starting. The earlier you send us your project brief, the better your chances of securing a student.

Dates for sending us your project brief:

- A Trimester (March to June) – by mid December
- B Trimester (July to Nov) – by late May
- C Trimester (Nov to Feb) – by early September



FREQUENTLY ASKED QUESTIONS

Can WIL be done online?

Yes, we have organisations all over New Zealand with projects being completed both in person and/or online by our students.

What is the selection or recruitment process?

It's up to you to decide how you want to manage the process. The university can either:

- Select the student of your behalf
- Shortlist students for your final selection, or
- Send all applicants to you for selection

Can I meet the students first?

Yes, we encourage you to meet and interview the students first.

Do I need to pay the students?

There is no legal requirement for students to be paid while they are on placement at your organisation. However, paid internships are more attractive to students.

Alternatively, you have the option of making a donation to the student through the University of Waikato.

What happens if there is a problem?

The University of Waikato has processes in place for when things don't quite go to plan. Your first point of contact is the Engagement Manager for Waikato Management School.

How do I get started?

To get started, please contact Paula Sutton, Engagement Manager for Waikato Management School.

Paula can discuss your WIL project with you and try to match a student to your specific needs.

✉ paula.sutton@waikato.ac.nz

