

# Professional Futures and Career Stories

## Professional Internship – Workshop 5

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# Acknowledgement of Country

We respectfully acknowledge the Wurundjeri People of the Kulin Nation, who are the Traditional Owners of the land on which Swinburne's Australian campuses are located in Melbourne's east and outer-east, and pay our respect to their Elders past, present and emerging.

We are honoured to recognise our connection to Wurundjeri Country, history, culture, and spirituality through these locations, and strive to ensure that we operate in a manner that respects and honours the Elders and Ancestors of these lands.

We also respectfully acknowledge Swinburne's Aboriginal and Torres Strait Islander staff, students, alumni, partners and visitors.

We also acknowledge and respect the Traditional Owners of lands across Australia, their Elders, Ancestors, cultures, and heritage, and recognise the continuing sovereignties of all Aboriginal and Torres Strait Islander Nations.



# Welcome & Acknowledgement of Country

## TODAY

### 1. REFLECT

- Debrief –internship experience takeaways

### 2. CONSIDER

- Your Career (or Professional) Identity
- Your story - how and where to tell it

### 3. PLAN

- Scenarios – seeing opportunities, framing your story
- Your career development activities from here
- Upcoming Assessment Tasks

# 1. REFLECT



# **BREAKOUT GROUPS - internship experience takeaways**

## **5 minute debrief**

- 1) Quick group brainstorm of key things you've learned, what's changed or will change from here.
- 2) Each share your top 3 takeaways:
  - 1 takeaway about yourself or your profession that will inform your future career decisions
  - 1 takeaway you'll apply to your future studies
  - 1 takeaway you'll apply to your next professional role
- 3) Identify any common key insights among your group and anything unique or surprising
- 4) Nominate someone to share on your group's behalf

# Sum it up in one sentence.

What? So what? What now?

Pick a structure that works for you or develop your own.

*My internship at \_\_\_\_\_ has been of value to my future career  
because \_\_\_\_\_ and \_\_\_\_\_.*

*My internship taught me that \_\_\_\_\_ and I'd now like to  
\_\_\_\_\_.*

*While on internship at \_\_\_\_\_ I realized my strengths / interests  
in \_\_\_\_\_ so I'm now looking for / ready to  
\_\_\_\_\_.*

*On internship I worked on \_\_\_\_\_ at \_\_\_\_\_ with \_\_\_\_\_ and I'm keen to do more that involves  
\_\_\_\_\_ because [motivating value] so that \_\_\_\_\_ [specific client / business outcomes].*

# 2. CONSIDER

# Your Career or Professional Identity matters!

- It's who you are and what you stand for.
- It's how you present yourself, and are seen by others, as an emerging professional in your field.
- LinkedIn is a key tool to curate and share your story and goals.
- You can be both professional and authentic.

## Key steps in Professional Identity formation

1. Defining and articulating key knowledge, skills, competencies, interests and values / purpose
2. Putting key knowledge, skills, competencies and values / purpose into context (examples) and practice
3. Joining, engaging and being accepted into a professional community of practice

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**Tara Issa** (She/Her) · 3rd  
 Marketing student & Mentor Leader at Swinburne University of Technology | Interested in market research, analytics and insights  
 Greater Melbourne Area · [Contact info](#)

20 connections

[Connect](#) [Message](#) [More](#)

**About**

What fascinates me most about market research is the untold opportunities that can come about from not only knowing what a customer does but also knowing why they do it.

[... SEE MORE](#)

**Activity**

20 followers


 Just finished the course "SPSS Statistics Essential Training" by Barton Poulson! Check it out:  
<https://lnkd.in/gJ-DBX53> #statistics

Tara shared this  
5 Reactions

# Your Career Story

A **career story** helps to define us in a career context; the narrative gives meaning to our experiences.

*'... how the self of yesterday  
became the self of today and  
will become the self of  
tomorrow'*

(Savickas 2005)



# The Stories We Tell Depend on Context



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Where are we speaking? When? How? Who to? Why? Focusing on what parts of the story?





# Your story - where to tell it

## **Introductions and everyday conversations**

**Pitch**

**Resume profile/summary** Career objective, professional

Professional experience

**LinkedIn profile** Headline and About section

**Cover Letter** Second paragraph – what you bring....

**Responses to KSC** Examples of skills and experiences

**Interview questions** Responding to questions, providing evidence of your attributes, skills and behaviours

# Elevator Pitch

## Why have one?

- introduce yourself succinctly and effectively
- get across key information about you and ‘your brand’
- speak confidently about your defining experiences
- identify your key skills and strengths
- make a positive first impression
- be memorable for the right reasons
- make connections and show alignment of values
- flag the skills and/or solutions you can bring to solving specific problems.





# Brainstorm!

## **What might you include in your pitch?**

# What would you say about your internship specifically?

- Main tasks or projects you worked on or contributed to
- What you enjoyed the most and why
- Skills you gained/developed/demonstrated
- Your key lessons/insights
- Defining moments
- Specific service / products / outcomes you worked on
- Something that made an impression on you (resonated with your values)
- Workplace / team culture
- What you learnt about the industry
- Connections you made
- How this fits into your evolving ‘Career Story’



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# 3. PLAN



# Be open to opportunities to manage and share your story, and connect

1. You're attending a virtual meeting on your first day at work – introduce yourself to the team of six and your new line manager.
2. You've just joined a professional association, and this is the first professional development meeting you've attended. You're asked to introduce yourself and give some information about your recent internship to the audience of other professionals in your field. This is a great opportunity to get known in your profession. You stand up in the conference hall and give your pitch.
3. You're waiting at the microwave to heat up your lunch. In front of you is the new director. Ms B asks who you are and where you fit into the scheme of things at XYZ.
4. You're at an interview for your dream job. The employer says, Thanks for coming in today, can you tell the panel a bit about you, your studies and your recent internship?
5. You're attending a conference (In person!). During the lunch break you spot Thelma Y and Louise Z from ABC Industries. You'd love to work there so you go over and introduce yourself.
6. You're determined to conduct an informational interview (after it was suggested in workshop 4). You've made contact and set up a time to meet Sam who works in another department at CDE Pty Ltd. The first thing Sam says is "Tell me about you."

# Assignment 4.1: Industry Supervisor Evaluation

- Should be submitted around the time you finish your internship. Please check that your due date for this assignment aligns with your internship end-date.
- Contact your industry supervisor early. Do not leave this to the last minute!
- Organise a time to meet with your supervisor to discuss your performance, seek their feedback, and seek advice for the next steps in your career.
- Upload the completed form with your industry supervisor's signature and a copy of your internship timesheet logbook (or equivalent).
- You must complete this Assignment to pass this unit.
- If you have trouble receiving feedback from your supervisor, please let me know as early as possible.

# Assessment 4.2 Critical Reflection 35%

## General Criteria:

- +/-10% of **1300 words**  
(excl. references)
- At least 2 references required
- Must address all four topics
- Provide examples and evidence from your internship, assignments, workshop discussions.

## Structure:

### **1. Linking your internship experience to university/disciplinary learning**

- Reflect on how you integrated a concept, theory, or process from your disciplinary knowledge in your internship.
- Links to Goal 1 in your Internship Learning Plan & Assignment 3.3

### **2. Development of professional/workplace capabilities**

- Select **one** of the professional/workplace capabilities and describe and reflect on how you have developed this capability through the internship experience.
- Links to Goal 2 in your Internship Learning Plan & Assignment 3.1

### **3. Ethical, sustainable and inclusive practices**

### **4. The future**

### **5. References**

# Assessment 4.2 Critical Reflection

Criteria	HD
Reflective writing	<p>Reflection demonstrates an excellent degree <b>of critical thinking in applying, analysing, and or evaluating</b> internship experience and professional development in each topic.</p> <p>Insightful and relevant connections made through <b>explanations and/or examples</b> are evident.</p> <p>The reflection <b>moves beyond simple description of the experience</b> to an in-depth analysis of how the experience contributed to the <b>understanding of professional self and career</b>.</p> <p><b>Relevant references</b> are used to <b>support and deepen</b> the reflection.</p>
Connections to theory	<p>The reflection demonstrates <b>excellent connections between the internship experience and application of discipline in practice</b>, and enhanced industry knowledge.</p> <p><b>Relevant references</b> are used to <b>support and deepen</b> the reflection.</p>
Presentation and Research	<p>The level of scholarship is excellent, language is clear and expressive showing a strong writing style and without grammar, punctuation and spelling errors. Format and structure is excellent.</p> <p>Attention to detail and professionalism is clearly evident and of an exemplary standard.</p> <p>Referencing is accurate and professional</p>

# Follow up opportunities from your internship

- Update your LinkedIn profile and resume to include this experience and key skills/ outcomes achievements
- How will you stay connected (or build connections) with people you've met? Where? Online, face to face, informal?
- Reach out to possible connections on LinkedIn
- Consider asking a Supervisor for a LinkedIn recommendation
- Maintain and build connections – schedule regular to do/ txt, email or LinkedIn contact
- Follow up opportunities at host organisation - e.g. casual, part-time or project work - or related organisations
- Remember DOTS (self awareness + opportunity awareness *before* decisions and transition)

CONSIDER WHAT MIGHT WORK BEST AND IS CONSISTENT WITH YOUR INDUSTRY & AUTHENTIC TO YOU



## Plan some career development activities for 2022

- Take your Career Pulse again & follow through with suggestions
- Think about any other gaps on your resume (volunteering, part time work, skills, achievements...)
- Continue your career research (e.g. alumni search and informational interviews)
- Make the most of the programs and services available at Swinburne (**Emerging Leader**, Professional Purpose, Career Start, Ask A Question, Student Life, SL Volunteer Program, Mentoring...)
- Consider another type of internship / placement

**SwinEmploy (careerhub.com.au)**

# When facing unexpected developments...

Remember to be:

- curious
- open to possibilities 'outside the box'
- optimistic in maximising benefits from unplanned events / happenstance
- strategic when pursuing opportunities

