

# INTERNSHIP FACT SHEET

## Hosting an intern

Internships are structured short-term work placements with host organisations. They play a key role in building our students' employability skills, professional connections and career-readiness. But it's far from a one-way street; internships also bring significant benefits for hosts and their industries. As one of South Australia's largest employers, and perhaps the organisation most invested in developing our students' employability, The University of Adelaide has a key role to play in offering student internship opportunities.

### What are internships?

- Students spend approximately 20 days working with a host organisation typically focused on a project – either in person, or through remote engagement. Generally 2 days a week for 10 weeks, or more intensive placements can be arranged depending on student availability.
- Internships are generally unpaid (as they meet the vocational placement criteria under the Fair Work Act) and students are enrolled in a course as part of their degree.
- You can host more than one student at the same time. This is a great way to have a small team focused on your project, without increasing the supervision commitment.
- Internships usually, but not always, align with teaching periods, most commonly Semester 1 and 2. Flexibility is available in some areas, so talk to us about your needs.

### Benefits of hosting University of Adelaide students

- Access to high calibre students who contribute new ideas and assist in your work area.
- The ability to get specific projects achieved in a cost-effective way – there are typically no direct costs to hosting interns.
- Directly supporting our students in enhancing their employability skills.

### Examples of projects interns have undertaken with the University

**AdelaideX:** help develop a new MOOC for AdelaideX aimed at bringing student's maths skills up to Year 12 level and get them into university study

**Adelaide Enterprise, Innovation and Commercial Partnerships:** perform research into markets identified in the invention disclosure form and investigate potential companies and targets in which to promote these technologies as potential new products and services.

**Career Services:** customising targeted communications to different disciplines (faculties) to promote employer events and workshops throughout the year, using skills in content development, EDMs, events and website development.

**Division of Academic & Student Engagement (DASE):** apply project management fundamentals to assist in developing an event management plan/schedule and resourcing needs analysis, risk assessment for each event, and assist with budgeting for events.

**Faculty of Engineering, Computer & Mathematical Sciences (ECMS):** apply a range of business principles to assist in the development of business cases and grant proposals for multiple funding sources to support project delivery

**Finance & Procurement Services, Revenue Accounting:** reviewing revenue invoice submissions for completeness, reviewing unallocated deposits to identify sources, as well as assist with process improvement and implementation.

### Finding the best intern

We can help you scope your project and once finalised we advertise it to students, who apply direct to us online. We do an initial shortlist and send you the shortlisted applications to review and make a selection (with or without interview). We will also prepare an Internship Agreement for you and the successful student once placed.

### What are the obligations for host areas within the University?

Host organisations are responsible for providing:

- a project outline identifying the projects and tasks the student will work on – we can help you with the details of this
- general oversight and supervision of the student during the placement period in a safe work environment with WHS induction
- when students are engaging remotely, regular check-ins with the student on their progress within the project, and opportunities to interact, for example through invitations to team meetings. See our [Guide on hosting remote internships](#) for tips and further information about remote internships.

Please get in touch with our Internships team to discuss further [internships@adelaide.edu.au](mailto:internships@adelaide.edu.au).

Find out more about hosting interns within your work area: <https://www.adelaide.edu.au/internships/academic-professional-staff>