1. INTERNSHIPS AND PLACEMENT

- o   Must be an approved internship (by The University of Adelaide).
- o   Normally 15-20 days minimum at approximately 2 days a week over 10 weeks or up to 4 weeks full-time equivalent, or otherwise agreed. Some academic programs allow for longer duration of internship, which will be noted in the internship agreement.
- o   Extensions *may* be approved prior to contract end date for a maximum of 4 weeks after original end date (determined on a case by case basis).
- o   The internship placement is generally unpaid (unless otherwise agreed/advertised).

Placements commence at different times depending on individual opportunities. Dates and days are generally to be negotiated between the Host Organisation and the Student.

2. BACKGROUND

The purpose of the internship program is to give students the opportunity to gain an insight into the operation of their field of study and develop an understanding of the issues central to their profession. By enabling students to participate in the day-to-day operations of an organisation, and to assess and analyse their experiences with the guidance of a work place supervisor, the students will develop a critical perspective regarding the issues experienced in their profession and the role of their profession in society.

3. ATTENDANCE AT PLACEMENT

Students commencing this Program are expected to attend the Host Organisation for the agreed duration. Students can undertake more than two days per week if they are able, however this is to be negotiated between The University, each individual student and the Host Organisation.

- o   Any missed days should be made up by the student before the placement end date at a mutually beneficial time to both the Student and Host Organisation.
- o   If required, students may, with the agreement of their supervisor, substitute one day for another from time to time.
- o   If a student cannot attend a placement day for exceptional reasons (for example illness), they must contact the Host Organisation supervisor in advance.

4. UNIVERSITY BREAKS

Students are expected to attend their placement throughout the University break if the internship should run during this time.

5. NATURE OF WORK

As a general guide, the amount of time that a student might be expected to spend on different activities within the Host Organisation is as follows:

- Clerical Work/Basic Admin – 10%
- Observation/Shadowing/Client Work/Field Work– 30%
- Project Work/Research – 60%

A student must not be required to undertake work in place of a paid worker. Students are undertaking the placement as a learning exercise, not as employees of their respective organisations. Placements are directly related to a students' degree program, and form part of the students' academic requirements, the university encourages an active relationship between host organisation and student(s)..

The Host Organisation should satisfy itself as to the application of the Fair Work Act in relation to the placement.

6. ORGANISATIONAL SUPERVISION

The Host Organisation should assign a supervisor for the student. Supervisors are expected to have general oversight and responsibility for work undertaken by students as they would in the case of any work experience placement. At the same time, it is an important part of the placement that the student obtains as much hands-on experience as practicable.

Supervisors are asked to take the time to orient students on their first day of placement, and to keep in mind that students may not have had much experience in a work environment and may be anxious. Supervisors should also make clear any expectations concerning OHS, dress code, attendance, work practices, responsibility and autonomy, from the start or whenever questions or concerns arise.

7. DISCUSSION WITH STUDENTS & PROVIDING FEEDBACK

The role of supervisors in providing feedback and advice to students is critically important in the success of this internship. Supervisors are asked to spend some time each placement day/week in discussion with the student(s).

Discussion should include:

o   Address any interesting business-related issues raised,
o   How the student is managing new experiences,
o   Any problems or concerns the student has,
o   Review of work completed,
o   Discussion of work in progress. Students will of course engage in ongoing day to day discussion with supervisors and other staff in the course of their placement.

Time spent with supervisors is an extremely valuable part of the placement for the student, and gives context and perspective to the student's experiences. Students are often unsure about their role and experience initial lack of confidence. It is especially important for supervisors to make time for students to overcome any such barriers.

At the same time, students on placement are reminded that supervisors are part of busy organisations, and will need time and space to get on with their own work. Unfortunately, sometimes students take this too much to heart and are hesitant to seek out supervisors, so please do not take lack of contact from a student as an indication that he/she does not require attention.

Observations that will be second nature to those within organisations and form a daily part of their work, are new to most students, and may need to be drawn to their attention. Issues such as methods for dealing with clients, techniques related to their business area and communication barriers, may need to be drawn to students' attention by supervisors.

It is also very important for students to be provided with constructive feedback on the activities that they are involved in so they can develop the ability to assess their own performance. This will assist students to develop the practice of continually refining and improving their work. Where more than one student is placed at an organisation, supervisors may prefer to include all students in these discussion sessions. This will save time for supervisors and enable students to compare ideas and perceptions.

The University (or the student on behalf of the University) will provide the Host Organisation Supervisor with a Feedback Form to complete for the student's placement. In most cases a copy of this Form will be provided to the student and will form part of their assessment.

8. INSURANCE

The University of Adelaide maintains public liability insurance to a limit of $20,000,000 per any one event to cover injury, loss or damage to the Host Organisation caused by negligence on the part of the Student during placement.

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The University of Adelaide maintains the following insurance protections that may be applicable to students undertaking internship:

- o General and product liability protection
- o Professional liability protection
- o Malpractice protection
- o Student Personal Accident Insurance

Students undertaking internships will fall within the scope of this cover subject to the conditions and exclusions set out in that cover and provided they are not employed by the Host Organisation and/or do not receive remuneration in respect of their internship.

The University requires the Host Organisation to maintain its own public liability insurance to cover injury, loss or damage caused by its own negligence and the University may request a copy of the Host Organisation's certificate of currency to confirm this.

9. CONFIDENTIALITY AND INTELLECTUAL PROPERTY

Students should observe the confidentiality requirements of the Host Organisation. If you require students to sign a Non-Disclosure Agreement as a formal undertaking, in addition to the Internship Documentation provided by the University, please provide a copy of this to the Internships Coordinator.

Please be advised students will of course be asked to discuss their experience in seminars and in their professional journals. Although they are reminded that any such discussions should be general in nature and must not in any circumstances identify any persons or confidential information. If you identify this as a concern please inform the Internships Coordinator.

As the students are not employees of the Host Organisation, material created by the students will not automatically be owned by the Host Organisation. It is up to the Host Organisation to enter into its own arrangements with the student if it wishes to use the student's materials.

10. PROBLEMS

The University's intention is for the Internship Program to be of mutual benefit to both Students and Host Organisations. Please contact the Internships Coordinator if there are any problems, concerns or questions at any time throughout the placement.

In the case of an emergency involving the student, the Host Organisation should contact the student's nominated emergency contact in the first instance and notify the University Internships Coordinator.

11. CONTACTS

Internships Team
Division of Academic and Student Engagement
The University of Adelaide
SA 5005
Email: internships@adelaide.edu.au

ONBOARDING INTERNS

A quick reference guide to onboarding interns for Host Organisations.

Tailor your induction relevant to the specific internship that is being completed.

Onboarding Interns Checklist

Before the first day	☐ Contact the intern and confirm arrival time, dress code, office facilities and if the student needs to bring their own laptop or device.
	☐ Ensure that supervisors, mentors and colleagues are aware of the intern's arrival.
On the first day	☐ Welcome the student and introduce them to their team and the organisation.
	☐ Tour of the workplace, including toilets, amenities and emergency exits.
	☐ Discuss expectations such as punctuality, dress code, procedure to advise if sick, agreed hours and start and finish times.
	☐ Advise the student of compliance with the rules, regulations, procedures and legislation (including workplace Health, Wellbeing and Safety) as they apply to the internship and provide them with access to policies, as deemed appropriate.
	☐ Provide intern with workspace and tools, e.g. computer, phone, internet access, stationary.
	☐ Ensure access has been requested / completed so that the student is equipped with relevant systems, software and meet any other IT requirements.
	☐ Discuss overview of project and timeline.
	☐ Discuss feedback mechanisms to monitor progress and the style and level of supervision the intern can expect.
In the final week	☐ Don't forget to provide the intern with an exit interview and discuss your host evaluation form with them.

Tips for a successful internship:

- Establish and communicate clear goals & expectations

- Plan your intern's experience before their first day

- Involve the intern in your team

- Don't forget to wrap it up