

Information for hosts

Melbourne School of Engineering ENGR90033 Internship subject

Overview

The Melbourne School of Engineering (MSE) Internship Program is offered to eligible students from our postgraduate courses in Engineering, Information Systems and IT enabling them to gain an authentic placement in industry relevant to their studies. This program aims to equip students to further progress their professional skills by applying their postgraduate technical knowledge within a workplace environment in conjunction with the Internship subject (ENGR90033) supporting professional development. Internships are conducted individually under supervision of an industry supervisor and a dedicated member of our academic staff. MSE are committed to supporting host organisations and students to achieve success. Students have the opportunity to secure their own internship or to apply to a range of internships negotiated by the University each semester.

Students prepare a semester in advance and are supported with resources to ensure their outreach is professional and targeted. Students are aware that they may need to participate in a selection process to secure an internship.

Duration and dates of internships

Internships involve approximately 350 hours taken over a 10-15 week period during University semesters. Students may complete the internship on a full time or part time basis.

Summer - Early December – late February

Semester 1 – Early March – late June

Semester 2 - mid July – Late October

What can you expect from an intern

Students engaged in the ENGR90033 Internship subject will typically be in the later stages of their Masters degree, actively seeking additional professional development in their chosen field prior to graduating. Early in the semester, students undertake intensive sessions covering a range of professional skills including; Teamwork, communication, personal assessments, ethics, OHS, business acumen and an in depth understanding of what employers want. As part of the academic component of the Internship subject, students will be regularly reflecting on their own personal professional growth and adaption to a workplace environment.

What is expected of an internship host

Each student undertaking an internship will need to be supervised by a staff member from within your organisation whom is a technical expert in that area, or is an engineering or information technology professional (depending on the position) who can provide the student with technical support in regards to their day to day activities whilst on placement. This supervisor should continue to discuss the students' performance with them throughout the placement either informally (through conversations) or formally (within meetings and in writing) when appropriate.

The host is required to ensure a workplace that is free from discrimination and harassment.

Financial matters

Internships can be either paid or unpaid at the discretion of the host organisation. Where the student is paid, companies enter into a contract of employment with the student(s). As a result, students come under the company's insurance and their employment arrangements must comply with the Fair Work Act 2009. The host is additionally required to sign a Professional Placement Letter Agreement (PPLA). When internships are unpaid, they are covered by the University's insurance via a Vocational Placement Letter Agreement (VPLA) which requires signing. Organisations may alternatively offer a student a stipend payment whereby the organisation offers a nominal amount invoiced by the University which is then transferred to the student as a studentship payment. The University covers insurance under a VPLA.

The Host organisation is expected to also maintain appropriate Public Liability insurance.

Commercial considerations

Agreements

As the internship placement forms a component of study embedded in MSE curriculum, internships through MSE's Internship Program satisfy the requirements of a 'professional placement' as defined under the University's Professional Placement Policy, Procedure and Guidelines.

For all internships, a formal placement letter agreement must be signed by the relevant University supervisor and an authorised signatory of the host organisation. Three possible agreements are available, depending on the nature of the agreed internship. Once a payment arrangement is determined, MSE will arrange and send you a copy of the appropriate placement agreement to review, sign and return prior to the student commencing their internship to ensure they are covered whilst on site.

Workers compensation and insurance

Students undertaking a paid placement will be covered by the Host's WorkCover insurance policy. The University maintains Public Liability and Professional Indemnity insurance that covers any liability of the University and the student in relation to the Placement, this covers students on unpaid placements. The Host organisation is expected to also maintain appropriate Public Liability insurance.

Intellectual Property and Privacy

As mandated by Australian legislation, University staff and students must ensure the non-disclosure of Host organisations' confidential information accessed during the period of the Placement. This is further detailed in sections B and D of the PPLA and VPLA Agreement's and MSE are happy to discuss further if clarification is needed:-

Occupational Health and Safety

Host organisations must have a commitment to safe work practices, such as a formal Occupational Health and Safety Plan, and must comply with the Occupational Health and Safety Act (Vic) 2004. Any disagreements, incidents or near accidents must be reported promptly to the Industry Placement Coordinators.

Support from the University of Melbourne

The University of Melbourne will offer our support to you and your staff from the early stages of formulating a suitable position through to the end of the student's placement. If you would like to participate in the Internship program, please contact

Student Enrichment, Industry Placement Team: eng-placements@unimelb.edu.au