

Information for Hosts

Faculty of Engineering and IT Internship Subjects

Overview

The Faculty of Engineering and IT (FEIT) Internship Programs are 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 technical knowledge within a workplace environment to support professional development. Internships are conducted individually under supervision of an industry supervisor from the host organisation and a dedicated member of our academic staff.

FEIT 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.

Duration and dates of Internships

Internships involve 320-350 hours taken over a 10–16-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 FEIT 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 (Occupational Health and Safety) (Occupational Health and Safety) (Occupational Health and Safety) and business acumen. 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 who is a technical expert in that area or is an engineering or information technology professional (depending on the position) to provide the student with technical support regarding their day-to-day activities. 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 FEIT curriculum, internships through FEIT'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 agreements are available, depending on the nature of the agreed internship. Once a payment arrangement is determined, FEIT 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 FEIT 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: Engit-placements@unimelb.edu.au