

Information for Internship Hosts

Do you have projects or ideas that need assistance or expertise to get started?
Have you ever wondered how to contact students who are studying in your field of work?
We have enthusiastic students who would love to work with you.

How does it work?

Students from the Master of Science (Geography), Master of Environment, Master of Urban Horticulture or Master of Forest Ecosystem Science can enrol in an elective internship subject offered in their university degree course. As well as attending seminars on campus, students can apply to complete an *unpaid* industry placement. Students are responsible for finding their own internship placement, with assistance from the internship coordinator and careers service. The International Internship in Environment is for a total of 200 hours (approx. 5 weeks).

What happens in the Internship?

Students work on discrete projects, and provide assistance to or 'shadow' experienced professionals, thus developing skills on-the-job under the guidance of their mentors/supervisor. Internships provide opportunities for students to extend their skills in practical workplace settings, while integrating course theory with practice. The nature of the work conducted by the intern will clearly depend on the organisation.

What are the benefits for the host organisation?

The internship program offers organisations the opportunity to interact with students close to graduation. Students undertaking this subject have demonstrated the initiative to explore the different career pathways that particularly interest them, and may have carried out considerable research of a number of organisations before approaching you. They are keen, motivated and are likely to be better prepared than many graduates seeking employment. Offering internship placements provides you with an opportunity to excite the next generation in your areas of activity, increasing the likelihood that high quality employees will be available to your organisation into the future.

What commitment do we ask of internship host organisations?

Hosts must have a demonstrated commitment to safe working practices and have experienced staff available and willing to mentor, supervise and provide a brief student evaluation at the conclusion of the internship. We ask that you help the student complete an **Internship Placement and Risk Assessment** form before the internship commences. This document will be given to the student once their internship has been secured.

What preparation can you expect of an intern?

Interns are studying at a Masters level so will bring the experience of tertiary study in science and technology subjects as well as study experiences in areas outside the sciences.

Health and safety is important to us.

Participating hosts must have a formal OHS plan (or commitment to safe work practices), provide comprehensive student inductions, and promptly report disagreements, incidents or near accidents to the subject coordinator.

What about Workers' Compensation and Insurance?

As the internship is unpaid, Worker's Compensation does not apply. The student is covered comprehensively against accident or injury under the University's student 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, and the host organisation is expected to also maintain appropriate Public Liability insurance - [Overseas Insurance Details](#).

How are students evaluated?

Host mentors/supervisors complete a brief evaluation (covering attendance, diligence and outcomes) in consultation with the student, but do not mark or grade interns. Students will complete a range of graded academic assessment including a reflective journal on the placement, which are all assessed by the academic coordinator of the subject.

Fair Work Act Australia (2009)

As the placement is unpaid and forms a component of study embedded in the student's curriculum, internships meet the requirements of a 'vocational placement' in accordance with the Fair Work Act 2009. Nevertheless, a formal agreement will be established between the University and the host organisation. Three possible agreements are available, depending on the requirements of the host organisation to own any intellectual property generated by the student during the internship.

Want to know more?

If you have a project you would like to participate in the University of Melbourne internship program, please contact:

Careers & Industry Consultant: [Fiona Simpson](#)

Subject Coordinator: [Rodney Keenan](#)