

## Information for Internship hosts

### Overview

Students undertaking the Urban Horticulture Internship gain a genuine experience of working in a horticulture-related workplace. It is an unpaid internship that is a compulsory subject credited to their course. The students are supervised and monitored by the Urban Horticulture Internship subject coordinator.

Students find their own placement with advice and assistance from the Subject Coordinator, using the Careers unit's online employer database with support from Careers staff of the University.

Students may need to participate in a selection process with their nominated host organisation, which requires forward planning to ensure that this is completed prior to subject commencement.

### What happens in the internship?

The internship involves a placement of 120 hours in a single organisation or with more than one organisation if appropriate. Students will work as an intern while gaining experience of the horticulture-related work conducted in the organisation. Students build on their existing knowledge and skills, with guidance and are expected to contribute productively to standard workplace activities, a project or series of activities set up by the organisation for their placement.

Participating in the internship will also enable students to observe the nature of the organisation more generally – its structure, how different components of the organisation interact, how projects and teams are organised to achieve their goals, and the different ways in which the discipline of urban horticulture is applied in the workplace.

### What is expected of internship hosts

Internship hosts will provide a meaningful experience of their workplace for students. They will provide experienced staff to induct, supervise and mentor their intern and to provide a brief student evaluation at the conclusion of the internship. The host organisation will provide a safe working environment for the intern.

### What sort of work do interns do?

The nature of the work conducted by the intern will clearly depend on the organisation. Host organisations are expected to provide an experience that is authentic, so the nature of the horticulture-related work for each intern will vary from placement to placement. Interns may spend time shadowing members of staff in horticulture-related roles, contributing in an assisting capacity to a range of production, design, administrative or operational activities. Interns may be asked to be a team member on a project for the duration of the internship – an ongoing project, or one that is completed during the internship. Interns may be assigned to an individual project working under direction, which can be completed within the 120 hours of the placement. Alternatively, the placement may be a combination of these activities.

### What preparation can you expect of an intern?

Interns will normally be enrolled in the final year of their course, and so will bring the experience of tertiary study in urban horticulture subjects as well as possible experience in

work or study in areas outside of horticulture. Students will complete a Risk Assessment checklist before placement commencement.

### **What are the benefits for the host organisation**

An intern can make a valuable contribution to the Host Organisation's workplace activities. The internship program provides an opportunity to contribute to the education and training of students completing the Associate Degree in Urban Horticulture course and provides a link between your organisation and the programs and activities held at the Burnley Campus of The University of Melbourne. 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. Even if you are unlikely to be recruiting in the immediate future, 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 and to the Horticulture Industry sector into the future.

### **Commercial considerations**

#### **Agreements:**

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 intellectual property if generated by the student during the internship.

In order for the student to be covered but the University's Public Liability and Professional indemnity Insurance, remuneration will not be paid by the Host. However it is possible for this internship's Industry Placement component to be undertaken as a separate paid practicum at the student's workplace. If this pathway is chosen, no agreement between the Host and the University will be required.

### **Health and Safety**

Host organisations must have a commitment to safe work practices, such as a formal Occupational Health and Safety Plan, and comply with the Occupational Health and Safety Act (Vic) 2004. Any disagreements, incidents or near accidents must be reported promptly to the Urban Horticulture Internship subject co-ordinator (see below).

### **Worker's 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.

### **Subject enquiries**

If you would like to participate in the University of Melbourne's Urban Horticulture Internship program, please contact:

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