FACULTY OF LAW - INTERNSHIPS PROVISIONS

(1) These provisions set out the basis upon which interns will be appointed and engaged by the faculty and:

(a) specify the method and procedures for offering internships and appointing interns;
(b) state the roles, entitlements and responsibilities of interns and those supervising them; and
(c) provide for appropriate acknowledgement of an intern’s contribution to the University.

(2) Internships are offered to some Sydney Law School students to provide them with “job ready” skills or experience through appropriate training and supervision.

(3) Interns are volunteers, not University employees.

(a) No payment will be made to interns.
(b) Interns are not covered for workers’ compensation but are covered by Insurance for students on work experience or placement.

(4) In most instances, internships will be only offered within centres or institutes.

(5) The relevant Pro-Dean or Executive Director is responsible for determining whether an internship placement will be made available.

(6) Before advertising an internship, the relevant Pro-Dean or Executive Director must:

(a) approve:
   (i) a clearly defined position accountability statement; and
   (ii) position related selection criteria;
   and
(b) nominate a supervisor for the position.

(7) Internships must be offered as a result of an open, competitive, merit-based recruitment and selection process. The relevant Pro-Dean or Executive Director is responsible for determining the applicable process.

(8) All candidates must be assessed against the position accountability statement and selection criteria.

(9) The appointment of the successful candidate must be approved by the relevant Pro-Dean or Executive Director.

(10) Internships should not exceed one semester. The length and time of the placement must be agreed between the successful candidate and the relevant Pro-Dean or Executive Director prior to commencement.

(11) It is the responsibility of the intern’s supervisor to:

(a) confirm the intern’s appointment through sending an Internship Letter of Appointment in the form approved by the relevant Pro-Dean or Executive Director;
(b) develop an internship program that meets the expectations of the centre or institute and the intern;
(c) conduct an appropriate induction with the intern in the first week of the placement, including work health and safety issues;
(d) arrange access to a role-based unikey or email and access to any shared drives, and building access; and
(e) provide regular and adequate supervision to the intern, with appropriate feedback.

(12) The Casuals and Visitors Officer or the Manager Information and Staffing will assist with the unikey or email and access to the shared drives where necessary.

NOTES

Faculty of Law - Internships Provision
Date adopted: 13 December 2013
Date commenced: 13 December 2013
Date amended: 14 October 2016
Approved by: Dean, Professor Joellen Riley

Signature:

Related documents:
- Code of Conduct - Staff and Affiliates
- External Interests Policy 2010
- University Privacy Policy
- Policy on the Use of University Information and Communication Technology Resources (ICT Resources)
- Intellectual Property Policy 2016
- Insurance for students on work experience or placement

Amendment history

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