SYDNEY SCHOOL OF ARCHITECTURE, DESIGN AND PLANNING - INTERNSHIP PROVISIONS 2017

(1) These provisions:
   (a) set out the basis upon which students will complete internships for academic credit;
   (b) specify the method and procedures for offering internships and appointing interns; and
   (c) state the roles, entitlements and responsibilities of interns and those supervising them.

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

(3) Interns may be unpaid at an internship site or may be engaged as paid employees of an employer.
   (a) Unpaid interns are not covered by workers’ compensation but are covered by the University’s insurance for students on work experience or placement.
   (b) Interns engaged as paid employees are covered by the employer’s workers’ compensation insurance.
   (c) Interns engaged as paid employees must liaise directly with the internship site with regards to their wage or salary as an employee. The wage or salary must comply with the Fair Work Act 2009 (Cth).

(4) The relevant Program Director is responsible for approving an internship placement and appointing an academic supervisor.

(5) Where the School agrees to recruit for an internship position on behalf on an internship provider:
   (a) the relevant Program Director must approve:
       (i) a clearly defined role description and selection criteria; and
       (ii) an academic supervisor for the position;
   (b) the internship must be offered as a result of an open, competitive merit-based process;
   (c) all candidates must be assessed against the role description and selection criteria; and
   (d) the Program Director must approve the successful candidate.

(6) Internships should not exceed one semester. The length and time of the internship must be agreed prior to commencement between:
   (a) the successful student;
   (b) the academic supervisor;
   (c) internship provider; and
   (d) the relevant Program Director.

(7) The intern’s academic supervisor is responsible for:
(a) obtaining a signed Student Internship Agreement, in a University approved form, between the University and each internship provider;
(b) developing an internship program that meets the expectations of the internship site or employer, and the intern;
(c) assessing the student’s completion of the internship; and
(d) requiring the internship site or employer to:
   (i) conduct an appropriate induction with the intern in the first week of the internship, including work health and safety issues; and
   (ii) provide regular and adequate supervision to the intern with appropriate feedback.

NOTES
Sydney School of Architecture, Design and Planning - Internships Provisions 2017
Date adopted: 20 July 2017
Date registered: 7 August 2017
Date commenced: 17 August 2017
Approved by: Prof John Redmond, Dean and Head of School of Architecture, Design and Planning

Signature:

Review date: 1 August 2020
Related documents: Student Placement Policy 2015
Privacy Policy 2013
Policy on the Use of University Information and Communication Technology Resources (ICT Resources)
Intellectual Property Policy 2016
Privacy Management Plan

AMENDMENT HISTORY
Provision Amendment Commencing