

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

| Provision | Amendment | Commencing |
|-------------------|--|-----------------|
| 12 | Amendment to contact persons | 28 October 2016 |
| Related documents | Amended reference to Intellectual Property Policy 2016 | 28 October 2016 |