

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
-----------	-----------	------------