**PROFESSIONAL INTERNSHIPS**

**Project Description**

**This internship project is only available to Swinburne students who are eligible**
**for Professional Internships program.**

**A Professional Internship** is a Unit of Study relevant to academic studies. An internship is typically an unpaid project that runs part-time over one semester (120 – 140 hours in total) or taken in intensive mode over 6-week Summer or Winter Term. Students are supervised and assessed by academics with relevant disciplinary expertise. Internships are an ideal way to tackle short-term projects.

**Host Organisations:** Please complete a Project Description highlighting the learning outcomes and being
as detailed as possible. Explore the different [ways of working with our students](http://www.swinburne.edu.au/business-partnerships/working-with-our-students/ways-of-working-with-our-students).

**Students**: Read the Project Description carefully and address the relevant details in your application.
Check the Current Students [website](http://www.swinburne.edu.au/current-students/work-integrated-learning/your-options/professional-internships/) for information about Professional Internships.

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| **HOST ORGANISATION DETAILS** |
| Name of host organisation |  |
| Host organisation profile | List information here about the size, footprint, financial impact of the organisation, the type of work the organisation is involved in that the student can relate to – does it sound like an interesting organisation to undertake an internship for? This gives the applicant a sense of stability and capability to provide a rich learning environment. How the organisational team/department (the student is working in) impacts upon the overall progress of the organisation? Other information re the organisation - supports diversity, CSR, etc. Many students are keen to know about how the organisation impacts and benefits society.If possible, include testimonials from current/past placement students. |
| ABN |  |
| Website |  |
| Address (*street, suburb, postcode*) | Students must undertake an internship project in an office space deemed suitable by Swinburne, and have access to equipment such as computer.  |
| Contact person *(for queries only)* |  | Title |  |
| Contact phone |  | Email |  |
| Have you offered an internship to Swinburne students previously? | [ ] Yes [ ]  No |
| Is this opportunity exclusive to Swinburne?  | [ ] Yes [ ]  No |
| **INTERNSHIP DETAILS** |
| Internship project title |   |
| Intern reports to (*name and title*) | The student will be supervised and mentored by an industry supervisor with expertise in the project to be completed by the student. Please appoint a briefed industry supervisor who has relevant knowledge and skills to mentor and guide the student throughout the internship.  |
| Supervisor support to student/s | Describe what structures are in place to support the student throughout the placement. This could include a mentoring or buddy system, weekly catch ups, a structured induction program etc. |
| Department name and profile | Describe the department’s structure, responsibilities and team culture. And, how the department:• supports the student’s internship project• ensures the internship project is relevant and meaningful• provides a positive learning experience. |
| Onboarding/induction process | *List the onboarding/induction activities and describe how the team and supervisor support the student’s onboarding process.* |
| Work arrangement | [ ] on-site [ ] remote/working from home [ ] hybrid  |
| Days per week  | Part-time over one semester (120 - 140 hours in total) or taken in intensive mode over the 6-week Summer or Winter Term. | Number of students required |  |
| Start date  |  | End date |  |
| **INTERNSHIP PROJECT DETAILS** |
| Internship project scope | All professional internships must be project based. This requires students to work on a specific task that can be completed within the 12-week internship period. For example, a marketing company may ask a student to develop a social media marketing strategy. Please include the project scope with the outcomes and deliverables. |
| Key learning outcomes  | To qualify as an unpaid professional internships, the internship project must provide identified valuable learning experiences to students.List key learning outcomes for the student undertaking this internship project. |
| Core knowledge and discipline specific skills required to undertake the project |  |
| Additional information (*E.g. require driver’s licence, Police check, vaccination etc.)* | E.g. working with children check, Police check, medical check, vaccinations, require driver’s license, Police check, Permanent Residency or Australian Citizenship etc. |
| **APPLICATION DETAILS** |
| Required  | [x] Cover Letter [x] Resume [x] Academic Results [ ] Other: (please specify)  |
| Application closing date  |  |
| Application address to |  |
| How to apply | **All applications must be submitted via InPlace** |
| **OFFICE USE ONLY (All internship projects must be approved by WIL Coordinator(s)** |
| Approved by WIL Coordinator(s) | [ ]  Yes  | Name(s) |  | Date |  |

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| **DISCIPLINE(S) RELATED TO THE INTERNSHIP PROJECT** |

**The following section is to be completed by the Swinburne Academic WIL Coordinator**

[ ]  Behavioural Science

[ ]  Business

[ ]  Design

[ ]  Engineering

[ ]  Film & Television

[ ]  Games & Interactivity

[ ]  Health

[ ]  Humanities

[ ]  Information & Communication Technology

[ ]  Information Systems

[ ]  Media & Communication

[ ]  Psychology

[ ]  Science

[ ]  Other ( )