***Students****: Check the Current Students* [*website*](http://www.swinburne.edu.au/student/ICT-internships/index.html) *for an overview of the Internship process*

***Host Organisations:*** *Check the Current Students* [*website*](http://www.swinburne.edu.au/student/ICT-internships/index.html) *for an overview of the Internship process. You can also 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)*. The details on this form are displayed to eligible students via our InPlace system.*

|  |
| --- |
| **HOST ORGANISATION DETAILS** |
| Name of Organisation |  |
| Website |  |
| Address *(street, suburb, postcode)* |  |
| Contact Person and title |  |
| Contact Phone and email |  |
| **THE INTERNSHIP[[1]](#footnote-1)** |
| Internship Project Title |  |
| Intern reports to (name and title) |  |
| Department  |  |
| Have Internships been offered to Swinburne students previously? | [ ] yes [ ] no | *Comments:* |
| Hours per week[[2]](#footnote-2) | 16 | Number of students required  |  |
| Start date[[3]](#footnote-3) |  | *Comments:* |
| Why students should apply |  |
| **INTERNSHIP PROJECT DETAILS** |
| Host Organisation Profile |  |
| Project activity (brief description of the main project on which the student works) |  |
| Duties and responsibilities  |  |
| Knowledge/Skills requiredandTechnical skills required |  |
| Additional information[[4]](#footnote-4) |  |

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| --- |
| **APPLICATION DETAILS** |
| Required[[5]](#footnote-5) | [x]  Cover Letter [x]  Resume [x]  Academic Results |
| Application Closing Date  | See InPlace system. Students should apply earlier rather than later; as students may be interviewed and appointed before the application deadline. |
| Email applications to *(email address)* |  |
| Address application to *(name, title)* |  |

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| --- |
| **Disciplines related to the role (host organisations: please indicate)** |
| ***Information Systems Analysis and Management*** |
| [ ]  Business Analysis [ ]  Business Intelligence [ ]  Project Management  | [ ]  Systems Analysis and Design [ ]  eBusiness Strategy (Internet and Social Media) | [ ]  Business Systems Research and Development |
| ***Network*** |
| [ ]  Cloud Migration / Virtualisation [ ]  Help Desk / IT Support | [ ]  Database Configuration / Design / Administration | [ ]  Network Configuration / Design / Security |
| ***Software Development*** |
| [ ]  Desktop Application Customisation / Development | [ ]  Games Development[ ]  Interface Design/Development | [ ]  Mobile Development[ ]  Web Application Development |
| ***Other*** (please specify) |  |
|  |  |
| ***approved by (University use only)*** |  | ***date*** |  |

1. *Internship Units:* [*ICT Internship Project*](https://www.swinburne.edu.au/study/courses/units/Internship-Project-ICT80004/local?_ga=2.103080773.490387247.1516310349-1682003995.1497592208)*, or* [*Business Information Systems Internship Project*](https://www.swinburne.edu.au/study/courses/units/Business-Information-Systems-Internship-Project-INF80005/international?_ga=2.72533590.490387247.1516310349-1682003995.1497592208) [↑](#footnote-ref-1)
2. ***Hours per week****: for these Internships are* ***2 days per week (a total of 16 hours)*** *over a period of approximately 12 weeks. Internships operate during Semester as applicable: March-May or Aug-Oct* [↑](#footnote-ref-2)
3. ***Start date****: this is generally during the first week of semester to align with academic studies (ie. week of 4 March or Week of 5 Aug)* [↑](#footnote-ref-3)
4. *Additional Information: eg. require driver’s licence, Police check, Permanent Residency or Australian Citizenship etc.* [↑](#footnote-ref-4)
5. *Students: Include in the application - subject title: Student Number, Your name – Application for …(title of project) at …. (name of organisation). Students: for further assistance regarding the application process, see your Course Convenor,* [*Careers and Employability Office or the Career Start modules/workshops*](http://www.swinburne.edu.au/corporate/careers/contact-us.html) *(highly recommended)* [↑](#footnote-ref-5)