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**Project Description**

**A Professional Internship** is a Unit of Study relevant to academic studies. Internships are typically unpaid project that run over a 12-week period during a semester for 1-2 days per week. 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 |  |
| Website |  |
| Address (*street, suburb, postcode*) |  |
| Contact person and title |  |
| Contact phone |  | Email |  |
| Have you offered an internship to Swinburne students previously? | [ ] Yes [ ]  No |
| **INTERNSHIP PROJECT DETAILS** |
| Internship project title |  |
| Intern reports to (*name and title*)[[1]](#footnote-1) |  |
| Department  |  |
| Days per week [[2]](#footnote-2) |  | Number of students required |  |
| Start date [[3]](#footnote-3) |  | End date |  |
| Comments |  |
| **DISCIPLINE(S) RELATED TO THE INTERNSHIP PROJECT** |

[ ] Behavioural Science

[ ] Business

[ ] Design

[ ] Engineering

[ ] Film & Television

[ ] Games & Interactivity

[ ] Health

[ ] Humanities

[ ] Information & Communication Technology

[ ] Information Systems

[ ] Media & Communication

[ ] Psychology

[ ] Science

[ ] Other *(Please specify):*

|  |
| --- |
| [ ] Other *(Please specify):***INTERNSHIP PROJECT DETAILS** |
| Host organisation profile |  |
| Internship project scope |  |
| Key learning outcomes [[4]](#footnote-4) |  |
| Knowledge and discipline specific skills required |  |
| Additional information [[5]](#footnote-5) |  |
| **APPLICATION DETAILS** |
| Required  | [x] Cover Letter [x] Resume [x] Academic Results[ ] Other: (please specify)  |
| Application closing date  |  |
| Email applications to (*email address*) |  |
| Address application to (*name, title*) |  |

1. ***Industry Supervisor***: *The student will be supervised or mentored by a manager with expertise in the project to be completed by the student.* [↑](#footnote-ref-1)
2. ***Hours per week****:* ***2 days per week*** *over a period of 12 weeks to a maximum of 24 days and a minimum of 18 days. . Internships operate during Semester as applicable: Mar-May & Aug-Oct). The Internship may also be taken in intensive mode (eg 4 days/week for 6 weeks) in summer term*  [↑](#footnote-ref-2)
3. ***Start date****: this is during the first week of semester.* [↑](#footnote-ref-3)
4. ***Learning opportunities:*** *Internships provide these identified valuable learning experiences.*  [↑](#footnote-ref-4)
5. ***Additional Information****: E.g. working with children check, Police check, medical check, vaccinations,* *require driver’s license, Police check, Permanent Residency or Australian Citizenship etc.* [↑](#footnote-ref-5)