

# Faculty of Science and Technology

## *Internship/Placement Program*

### School of Science

## Work Integrated Learning (WIL) Information

### Internships/Placements

Please have a read of the '[Employer Essentials](#)' PDF; it contains full details of the university's WIL program across all faculties and disciplines offered.

An internship/placement can be taken any time during the academic year. The hours or days each week are decided around your business needs and students' commitments.

- If an internship/placement offered is unpaid and for course credit, the University of Canberra holds insurance policies to cover students in the workplace.
- It is a requirement that students undertake meaningful work and have a professionally qualified or experienced mentor/supervisor.
- That there is flexibility around their internships/placements as students will still be enrolled in other units.

Within the *Faculty of Science and Technology*, **School of Science** students can complete:

- 15 days (15 days x 7.5 hour), equivalent of 112.5 hours of internship/placement for credit in the unit [Professional Practice 2 \(Science\) 11720](#) (PP2).
  - The internship/placement can be taken in a single block or spread out over several weeks.
- Internships/placement units are run each year in Semester 1 and Semester 2 (there is flexibility around these dates):
  - **Semester 1 2023:** 30<sup>th</sup> January to 1<sup>st</sup> May 2023 (students will be enrolled into Semester 1 2023).
  - **Winter break:** 29<sup>th</sup> May to 24<sup>th</sup> July 2023 (students will be enrolled into Semester 2 2023 as we do not offer PP2 over Winter or Summer breaks).
  - **Semester 2 2023:** 31<sup>st</sup> July to 23<sup>rd</sup> October 2023 (students will be enrolled into Semester 2 2023).
  - **Summer break 2023:** 27<sup>th</sup> November 2023 to *date to be confirmed* 2024 (students will be enrolled into Semester 1 2024 as we do not offer PP2 over Winter or Summer breaks).

### Next steps for taking on an intern:

- See this [internship/placement proposal template](#) that can help with the type of info that both assists with academic approval and for subsequent advertising. Please send completed proposal to [PP2S@canberra.edu.au](mailto:PP2S@canberra.edu.au).
- Once approved as meeting the learning outcomes of the unit, we advertise for you on our online job platform called CareerHub.
- We can work with you in terms of how long you want to keep a role open for / whether you want rolling applications etc.
- Students apply by emailing you their resume and cover letter – you choose the best candidate for your organisation.

### Host Agreement

As part of stronger compliance measures for the higher education sector, the University is required to establish individual agreements with our internship partners. This agreement means you can take on as many or as few interns as you like over a three-year period. The admin required on your part would be to complete a Host Organisation WIL Agreement, for a copy of this agreement, please email [SciTech-Internships@canberra.edu.au](mailto:SciTech-Internships@canberra.edu.au).

If you have any questions, please do not hesitate to contact the Professional Practice 2 (Science) team via [PP2S@canberra.edu.au](mailto:PP2S@canberra.edu.au)