

Faculty of Science and Technology

Internship/Placement Program

School of Information Technology & Systems

Work Integrated Learning (WIL) - Internships

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 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 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 as students will still be enrolled in other units.

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

- **120 hour internship for credit in a single unit**, or
- **240 hour internship for two units of credit** for those who have the capacity in their study plan to undertake additional units/hours.
- Engineering students (Bachelor of Engineering in Network and Software Engineering AND Master of Engineering) are required as a part of their course to complete **450 hours of internship** over several internships or a single internship.

What degrees do School of Information Technology and Systems students study?

- Check out our range of undergraduate and postgraduate technology degrees in data science, software engineering, information technology and business informatics [here](#).

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. Once completed, please email to Caitlan.Williamson@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.

If you have any questions, please do not hesitate to contact SciTech-Internships@canberra.edu.au