

Internship registration form

Faculty of Arts & Education - Work Integrated Learning



Host organisations: please complete pages 5-6 (pink)

Students: please complete pages 1-4 (blue)

This form must be submitted to the ArtsEd WIL team via email at least two weeks prior to your proposed internship start date.

Please note that incomplete forms will not be approved and will be ineligible for insurance coverage or academic credit.

Section 1: Intern details

Full name	Course Code	Major/ Discipline/ Specialisation	
Deakin email address	Mobile number	Completed credit points	Proposed WIL unit code
Student ID number	How did you find your internship?		

Compulsory: Eligibility to enrol in a WIL unit, and completion of the Pre-Internship Program are compulsory requirements before you start your internship.

I have completed the ArtsEd Pre-Internship Program

To access the Pre-Internship Program, please visit the internship process page at deakin.edu.au/artsed-wil

I am eligible to undertake a WIL unit in my course

Please see Student Central for course advice to see if you are able to undertake a WIL unit in your course.

Section 2: Host organisation details

Name of Organisation	Host Supervisor name & position title	
Supervisor email address	Supervisor phone number	Organisation website
Organisation address		

Section 3: Location details & COVIDSafe arrangements

Select the category best describes your internship location arrangements:

Non-located: your internship is entirely online, and you are not attending on-site.

Located: your internship takes place on-site with the host organisation.

Mixed: some days you will be on-site, some days you will be online.

For internships requiring on-site activity:

Has your host organisation shared their COVID-19 management plan with you?

yes

no

Does your internship take place in Australia?

Does your on-site activity occur at a different address than the one listed above in section 2?

If yes, please provide address of on-site activity

In addition to advice from your host organisation and state health department, you are encouraged to stay updated with Deakin's COVIDSafe FAQs

<https://blogs.deakin.edu.au/deakinlife/2020/01/31/deakins-coronavirus-faqs/>

For online internships, if your arrangements change and you are required to attend any activities on-site, **you must** contact artsed-wil@deakin.edu.au to update your registration details.

If your internship takes place in a country outside of Australia, you will need to register additional details about your internship with Deakin Abroad. The ArtsEd WIL team will provide further guidance to you once you have submitted this form.

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Section 4: Internship information

Start date	End date	Number of weeks	Admin use only
Days per week	Hours per day	Total hours	

Internship tasks (100 words minimum)

Please describe the agreed tasks and projects that you will be supporting on your internship

Learning and career goals

What do you hope to learn, and what skills do you hope to gain from your internship?

Do you have a Learning Access Plan?

*Do you have a pre-existing medical condition that may impact your internship? If so, please specify

*Students are required to disclose any disability or health condition that will prevent them from meeting the requirements specified for the placement including conditions that would affect occupational health and safety. Where a disability or health condition does not preclude participation in a specific placement, but may affect a student's ability to succeed, the student is strongly encouraged to disclose any needs before the placement commences to the University so that their needs can be discussed and reasonable adjustments, if possible, can be made (see Making Reasonable Adjustments for a Member of the University with a Disability or Health Condition procedure). Students may seek assistance from the Disability Resource Centre or University supervisors in deciding whether they are required to disclose a disability or health condition. <https://www.deakin.edu.au/students/health-and-wellbeing/disability-support>

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Section 5: Student declaration

I declare that the information given in this application is correct and complete.

I declare that the above work is not being used toward completion of any other credit-bearing unit.

I have declared any previous work relationship with this organisation as part of my application.

I agree to be photographed by Deakin University during my internship and consent to the use of any photographs, video footage or audio recordings taken by the University, or provided by me or other interns, for use in newsletters and other promotional material (including University webpages). I understand the copyright in the photographs, video footage or audio recordings is owned by the University and that where the photographs, video footage or audio recordings are placed on the University's website I may ask for their removal at any time.

Student signature

Date

Section 6: Insurance declaration

My presence in this organisation is for the purposes of practical education only: I therefore understand that I am not entitled to WorkCover. I will not hold this host organisation responsible for any claim under WorkCover, which I may otherwise have for personal injuries for the duration of my internship. I understand that as an enrolled student at Deakin University taking part in an approved course-related activity in the form of a Work Integrated Learning experience I am covered as follows:

Deakin University Public and Products Liability Insurance Policy

The policy provides insurance cover for the University's legal liability to pay compensation to a third party in respect of physical injury and/or property damage caused by a student. A third party is a claimant other than Deakin University or the student concerned.

Deakin University Professional Indemnity Insurance Policy

The policy provides insurance cover for acts, errors or omissions committed by insured in their professional duty, including medical malpractice. This policy includes the liability of employees and non-employees such as representatives, voluntary workers, consultants, sessional teachers and any other person not employed by the Insured whilst any such aforementioned persons are acting on the Insured's behalf and includes liability for consultancy services. The policy extends to include students whilst on internship.

Deakin University Personal Accident Insurance Policy

The policy provides personal accident insurance cover for students. It provides a variety of benefits (permanent disability, weekly benefits for income earners, home tutorial, injury assistance, overseas medical expenses, non-Medicare expenses etc). In principle the cover applies across Australia, as long as the activity has been consented to by the University and whilst the students are admitted into a degree.

Deakin University Public and Products Liability Insurance Policy for Host Organisations

The policy provides insurance cover for the University's legal liability to indemnify the host organisation for increased WorkCover premium costs due as a result of a compensation injury to a student on an approved Work Integrated Learning experience.

Student signature

Date

Section 7.1: Student responsibilities

As a Deakin University student participating in an academic internship, you are expected to uphold the Student Code of Conduct. Whilst on placement you remain accountable for your actions. To help you understand how you are expected to behave and approach your academic work please reference the Student Code of Conduct: <https://policy.deakin.edu.au/view.current.php?id=00192>

Student signature

Date

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Section 7.2: Student responsibilities

Behaviour and compliance

You must attend at the location and on the days and times set out in this form. You must comply with all rules, regulations, protocols, procedures and by-laws of the host organisation and of Deakin University. You should also behave in a safe and professional manner and perform all allocated tasks in a diligent and competent manner.

Sick leave/annual leave

Please note there is no provision for annual leave or sick leave in this placement. If you take any time off during the placement due to illness you must: inform the Placement Supervisor and your Deakin WIL office or unit chair as soon as possible; and make up the time during or at the end of the placement.

Confidentiality

You must preserve the confidentiality of information concerning the affairs of the host organisation and its clients and not refer to such confidential information in any material produced by you in relation to the placement without the organisation's prior written consent. You may be asked to sign confidentiality agreements by the host organisation. Your obligations of confidentiality will survive the completion of the placement.

Intellectual property

Intellectual property, resulting from placements (other than materials produced for assessment in your course) remains with the host organisation.

Communications

While you are on placement, you remain a student of Deakin University. As such, it is expected that you will read your Deakin email and respond to any requests from the University within 48 hours. It is also your responsibility to notify your Placement Supervisor and the Unit Chair about any concerns or issues that may arise during your placement.

Termination of placement by Deakin

In Deakin's reasonable discretion, Deakin may terminate your placement by advising you and the host organisation in writing, in the event that you: behave in an inappropriate or unprofessional manner (or that may tarnish Deakin's good reputation); you fail to commence the placement on the set date or are absent from the placement without an acceptable excuse; you fail to perform to the reasonable satisfaction of your School and the host organisation; you cease to be enrolled as a student or defer, intermit or discontinue the placement, or you are exposed to a risk to your health and safety.

Expenses

It is your responsibility to pay for travel to and from the placement host site as well as any other personal expenses during the placement, including vaccinations, health and travel insurance (where applicable).

Assessments and unit requirements

It is your responsibility to complete all academic assessments of your placement experience, and ensure that the requirements of the placement do not impact on your course progress. You should understand and confirm your broader course requirements prior to the commencement of the placement.

Placement Issues and Grievances

If you encounter difficulties or grievances during your placement, such as difficulties with your supervisor, other staff member(s) at the host organisation and/or your Deakin Academic Supervisor or other Deakin staff we suggest:

- that in the first instance you discuss your issues directly with the person/s concerned (without involving a third party).
- If required, your WIL team is available to discuss issues you may be experiencing and to offer you support and advice. The WIL team can be contacted initially via email: artsed-wil@deakin.edu.au

Other Agreements

The student placement referred to in the Placement Application to which these Terms and Conditions are attached is governed by these Terms and Conditions and is not subject to the terms of any overarching student placement agreement between Deakin and the host organisation (if any).

Privacy

Deakin University collects personal information on this form for the purpose of organising and administering the proposed internship described in this form. If the personal information is not provided, Deakin may not be able to approve the internship. Deakin manages personal information it holds, including requests by individuals for access to their personal information, in accordance with the Privacy and Data Protection Act 2014 (Vic). Deakin's Privacy Policy may be viewed on the Guide. Questions about privacy may be directed to the Privacy Officer on (03) 5227 8524 or by email to privacy@deakin.edu.au

Student signature

Date

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Section 8: Host organisation confirmation

Supervisor / mentor full name and position title

LinkedIn profile, if available

A brief career profile – please outline your experience as it relates to the student’s area of focus for their internship

Are you related to the student? If so, what is your relationship?

Are there any amendments required to the tasks stated on page 2, or COVIDsafe arrangements on page 1? If so, please specify

For internships requiring on-site activity:

	Yes	No
Will the student be able to maintain physical distancing and hygiene requirements on-site as outlined by State Government and Departments of Health?		
If the student comes into contact with a confirmed coronavirus case or is required to self-isolate, will you notify Deakin University within 24 hours of becoming aware?		

Section 9: Host organisation Health and Safety

	Yes	No
Do you have written policies that will be provided to students on health, safety, and welfare at work, and procedures to be followed in the event of serious and imminent danger in your organisation?		
Will you ensure that your organisation addresses any threats that may affect a student’s wellbeing in relation to bullying, discrimination, sexual harassment and sexual assault that may occur during their internship?		
Will you ensure that the student is inducted into your organisation, and will receive appropriate training so that they can undertake their role safely and adhere to organisational requirements and procedures?		
Will you provide all necessary OH&S training for the student during their induction, including remote working OH&S if the internship is remotely-located?		
Have you carried out a risk assessment to identify potential risks to employees and visitors to the workplace where the internship will occur?		
Will you report to Deakin University all recorded accidents, incidents, or illness involving Deakin students?		

For Australian organisations only:

	Yes	No
Is your organisation registered with the relevant WorkCover Authority in your state?		
Is there a formal procedure for reporting, investigating and recording accidents and incidents to WorkCover?		

If the answer to any of the above questions is no, Deakin University may require additional information to determine the level of risk associated with the proposed internship.

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Section 10: Host organisation declaration

Host organisation Declaration

I declare on behalf of the above organisation that we agree to provide to the student:

- Suitable induction, training and orientation including office security, emergency procedures and use of equipment to ensure the placement is as safe as possible;
- Supervision appropriate to the internship to be carried out by the student including regular feedback and training;

All relevant guidelines, policies, manuals, rules, regulations, protocols, procedures and by-laws of the organisation.

Host Organisation Responsibilities

The host organisation will:

- appoint a suitably qualified Placement Supervisor to supervise and mentor the student during the placement;
- provide the student with experiences appropriate to their course and unit and consistent with the approved position description during the agreed placement times;
- discuss with Deakin University any activities to be undertaken as part of the placement which may require special planning in relation to safety;
- ensure that Deakin University knows or is easily able to ascertain the student's location during the internship placement;
- notify Deakin University as soon as possible if the student is injured during the internship placement;
- ensure the Placement Supervisor will provide early feedback to the University if there are any concerns about the placement; liaise with the student's Work Integrated Learning Coordinator at Deakin University and, if required, allow the WIL Coordinator and/or Academic Supervisor to visit the student during the placement;
- ensure the Placement Supervisor will provide the student with constructive feedback on their performance during the placement, and will also provide the student with an evaluation of the student's performance at the end of the placement
- ensure that the student: is exposed to a working environment that complies with all applicable occupational health and safety laws; and
- hold and maintain appropriate insurances during the placement including public liability insurance and worker's compensation insurance as required by applicable law.

Off-Site Placements

If some or all of the placement activities are to be carried out at the student's residence or at another location not under the control of the organisation, the organisation must ensure that the student has access to equipment and systems necessary to perform all placement tasks effectively and are able to communicate on a weekly basis (or as agreed) with their nominated supervisor at the organisation.

Intellectual property

The host organisation agrees and acknowledges that:

- subject to paragraph (b), intellectual property in materials resulting from the placement will vest in the host organisation;
- intellectual property in materials produced by the student for the purposes of assessment will vest in the student; and
- the student will not include any intellectual property of the host organisation in materials produced for assessment without the prior consent of the host organisation, which will not be unreasonably withheld.

Termination of placement

Deakin has the right to cancel a placement at any time if the host organisation is not able to provide a safe and/or appropriate learning environment for the student or the student breaches Deakin's regulations, policies or procedures, ceases to be enrolled as a student or defers, intermits or discontinues their placement.

The host organisation may terminate a student's placement if, during the placement, the student fails to:

- comply with any rule, regulation, protocol, procedure or by-law of the host organisation notified to them by the host organisation
- behave in a safe and professional manner; or
- perform all allocated tasks in a competent manner.

Before terminating the placement the host organisation agrees to hold discussions with the student and Deakin University to determine, if, and on what basis, the placement can continue.

Other Agreements

The student placement referred to in this Internship Registration Form is governed by the terms and conditions set out in this form and is not subject to the terms of any overarching student placement agreement between Deakin and the host organisation (if any).

Host supervisor signature

Date

Deakin University notes (if applicable)

WIL Coordinator Signature