**Students**: Please complete pages 1 and 2 (blue sections).

**Host organisations**: Please review document and complete pages 3 and 4 (pink sections).

When all sections are complete, students must submit this form online via [**InPlace**](https://placements.deakin.edu.au/inplace/) at least 2 weeks before the proposed internship start date and before the trimesterly internship registration deadline listed on our [website](https://www.deakin.edu.au/students/faculties/artsed/work-integrated-learning/internship-process-students).

Incomplete forms will not be approved and will be ineligible for insurance coverage or academic credit.

Student Details

|  |  |  |  |
| --- | --- | --- | --- |
| **Full name** |  | **Student ID** |  |
| **Course code** |  | **Major/Specialisation** |  |
| **Deakin email** |  | **Mobile number** |  |
| **Completed credit points (to date)** |  | **Proposed WIL unit**  |  |

Internship Details

|  |  |  |  |
| --- | --- | --- | --- |
| **Organisation name**  |  | **Organisation website** |  |
| **Organisation address**  |  | **Will any internship hours take place outside of Australia?** |  |
| **If your internship is based at a different address to the one above, list it here:** |  | **Outline any existing relationships with this organisation or the supervisor here:** |  |
| **Proposed start date** | Click or tap to enter a date. | **Proposed end date** | Click or tap to enter a date. |
| **Total Internship hours**  |  | **Internship arrangement** | Choose an item. |
| **Internship tasks** (100-word minimum) *Please describe the agreed tasks and projects that you will be supporting during your internship* |  |
| **Learning and career goals***Consider what skills and learnings you hope to gain from this internship*  |   |

Student Responsibilities and Guidelines

**Student Code of Conduct**As a Deakin University student participating in an academic placement, you are expected to uphold the [Student Code of Conduct](https://www.deakin.edu.au/students/enrolment-fees-and-money/enrolments/rights-and-responsibilities). To help you understand how you are expected to behave and approach your academic work, familiarise yourself with your student [Rights and Responsibilities](https://www.deakin.edu.au/students/enrolment-fees-and-money/enrolments/rights-and-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**
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 Internship 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 Internship 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; you are exposed to a risk to your health and safety or if it is confirmed that you have mislead the WIL team in your application and your internship is not as described in the application form

**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).

**Insurance**
If you are not an employee of the host while on placement, the [Deakin University Insurance](https://www.deakin.edu.au/students/enrolment-fees-and-money/insurance/insurance-for-students-on-placements-or-work-experience) program will provide insurance cover for students during approved medical placement, community placement, practical placement, enterprise experience and work experience approved by the University. Insurance cover is provided under the following policies: General & Products Liability (including liability to host employers), Professional Indemnity, Professional Indemnity Medical Malpractice, Personal Accident and International Travel.

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

**Placement Issues and Grievances**
If you encounter difficulties or grievances during your placement, such as difficulties with your Internship 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: 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 Declaration

* I declare that the information given in this application is correct and complete.
* I declare that the above placement tasks/roles are 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 understand and agree to the above points listed in the student responsibilities and guidelines above.
* I agree to be contacted by the WIL team via my contact details provided in this application form.

|  |  |  |  |
| --- | --- | --- | --- |
| **Student signature** |  | **Date** | Click or tap to enter a date. |



Supervisor Details

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| --- | --- | --- | --- |
| **Supervisor full name** |  | **Position title** |  |
| **Email address**  |  | **Phone number** |  |
| **LinkedIn profile URL** (if available) |  |
| **A brief career profile** Outline your experience relevant to the student’s internship area of focus  |  |

Health and Safety Questionnaire

*Deakin may require additional information to determine the level of risk associated with the proposed internship, if the answer is ‘’No’’ to any of the below.*

|  |  |  |
| --- | --- | --- |
| **General 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 any threats that may affect a student’s wellbeing are addressed within your organisation, including bullying, discrimination, sexual harassment and sexual assault? |[ ] [ ]
| Will you ensure that the student is inducted into your organisation, and will receive appropriate training so that they can intern 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 has an online component? |[ ] [ ]
| Have you conducted 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? |[ ] [ ]
| **Internships with Australian Organisations**  | **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? |[ ] [ ]
| **COVID-19 Safety - Internships with students on-site**  | **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 COVID-19 positive case or is required to self-isolate, will you notify Deakin University within 24 hours of becoming aware? |[ ] [ ]
| Can you confirm your organisation will monitor and adapt to the advice of your State Government or relevant local authorities, as required? |[ ] [ ]

|  |
| --- |
| **If you answered ‘’No’’ to any of the above, please provide a brief explanation:** |
|  |

Host Organisation Responsibilities

The host organisation will:

1. appoint a suitably qualified Internship Supervisor to supervise and mentor the student during the placement
2. provide the student with experiences appropriate to their course and unit and consistent with the approved position description during the agreed placement times
3. discuss with Deakin University any activities to be undertaken as part of the placement which may require special planning in relation to safety
4. ensure that Deakin University knows or is easily able to ascertain the student’s location during the internship placement
5. notify Deakin University as soon as possible if the student is injured during the internship placement
6. ensure the Internship 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
7. ensure the Internship 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
8. ensure that the student: is exposed to a working environment that complies with all applicable occupational health and safety laws
9. comply with all applicable laws governing privacy and personal data protection as relevant to the placement
10. 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 Internship Supervisor at the organisation.

**Intellectual property**
The host organisation agrees and acknowledges that:

1. subject to paragraph (b) intellectual property in materials resulting from the placement will vest in the host organisation;
2. intellectual property in materials produced by the student for the purposes of assessment will vest in the student; and
3. 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:

1. comply with any rule, regulation, protocol, procedure or by-law of the host organisation notified to them by the host organisation
2. behave in a safe and professional manner; or
3. 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 Organisation Declaration

* I declare that the information given in this application is correct and complete.
* I declare that I have read and agree to the ‘Host Organisation Responsibilities’
* I declare on behalf of the above organisation that we agree to provide to the student:
1. Suitable induction, training and orientation including office security, emergency procedures and use of equipment to
ensure the placement is as safe as possible;
2. Supervision appropriate to the internship to be carried out by the student including regular feedback and training;
3. All relevant guidelines, policies, manuals, rules, regulations, protocols, procedures and by-laws of the organisation.
* I will report to the University via artsed-wil@deakin.edu.au any issues or potential issues during the placement.

|  |  |  |  |
| --- | --- | --- | --- |
| **Supervisor signature** |  | **Date** | Click or tap to enter a date. |