

Corporate Internship Program



...developing our future leaders & thinkers

Information for Business Organisations

The objective of the Corporate Internship Program is to engage our emerging student business leaders in a corporate internship: a business-related 'project' (or series of higher level tasks) of importance to a public, not-for-profit or private business organisation. The student can count the internship towards completion of their degree in the Faculty of Business at UTAS.

Internship

The internship should provide a powerful and positive workplace experience for a student and one that can be reasonably completed by them in the selected time frame. It is expected to be a test of the student's skills and capability, one that allows them to apply their academic learning to the corporate world and acquire a realistic understanding of the business environment. Business organisations are encouraged to contact the Corporate Internship Director to discuss the objective and scope of their proposed project and can register internship project proposals online at:

www.utas.edu.au/business/faculty/internships/forms/InternProjectProposal.php

It is important we receive business project proposals as soon as possible to ensure a smooth start to the internship placement. If you have more than one business project to offer to students, please register each project separately.

Internship Process

- Internships are offered in semesters 1, 2 & 5 throughout the academic year, or at other times by arrangement and on request
- Available to undergraduate students enrolled in their 2nd or 3rd year of study undertaking degrees or combined degrees within the Faculty of Business. Areas of study are undertaken in the Schools of Accounting & Corporate Governance; Economics & Finance; Management (HR, Marketing, Business Management, Entrepreneurship, Tourism); and may include other disciplines if students are enrolled in combined degrees

- Students can undertake 1, 2 or 4 day per week placements with a business organisation, depending on project requirements and the semester in which the internship is being taken (equivalent to 12.5%, 25% or 50% academic units of study).
- A business proposes a project valued by their organisation in consultation with UTAS. Project proposals must have academic approval prior to being offered to students.
- Selection of interns is competitive and intended to replicate a real employment situation. The business organisation selects intern/s (via interview) from eligible candidates put forward by UTAS and agrees to mentor them throughout the internship.
- Contract signed by business organisation, intern and UTAS, agreeing to terms of internship
- Internship commences during first week of semester (day/s of work negotiated between business organisation and intern) and concludes on the last day of classes for the semester (approx 13 weeks in total for Semesters 1 & 2 and 6.5 weeks in total for Semester 5) or at other times by negotiation.

Note: The student cannot be paid a wage during the internship

Internship Business Requirements

- Mentor – business organisation provides a suitable staff person to mentor the student/s, provide guidance to them in the workplace during the internship, and assist with workplace assessment
- Access - business organisation provides access to suitable facilities, equipment, staff and information necessary for the student to successfully complete their project for the business

OH&S

- Interns are expected to comply with and adhere to OH&S standards and legislation as determined by their business organisation

Insurance

- Interns are covered by UTAS insurance and/or their own personal insurance (see link to UTAS Insurance Cover for Students below)
http://www.utas.edu.au/docs/fin_services/insurance/students.html

Contract

- The Contract contains details of the business project/tasks the student will be undertaking for the business organisation and the obligations of both parties.
- Information about the student's and the business mentor's commitment during the internship is contained in the Contract.

Student Assessment

- Daily Journal + 2 Monthly Progress Reports (assessed by UTAS @ 15% each) 30%
 - Weekly WebCT Discussion Board participation (assessed by UTAS) 10%
 - Written Major Project/s Report (assessed by UTAS) 35%
 - Internship Business Mentor Evaluation (assessed by business organisation) 25%
- Note: a proforma is provided to the Business organisation for Evaluation purposes

Outcomes

- Positive learning experience for student intern and business organisation
- Completion of valuable work for business organisation within specified timeframe
- Relationship-building between business organisation and the Faculty of Business at UTAS
- Opportunity for Business organisation to trial potential employment candidates

For more information about the Corporate Internship Program please visit our website:

www.utas.edu.au/business/faculty/internships/

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