

ENGINEERING

PROPOSAL FOR IN-COURSE INTERNSHIP

This form is for a student who has sourced their own internship for a final year internship course (*ENGG 4012, ENGG 4013, ENGG 4014 or ENGG 4015*).

Program Director and Course Coordinator approval is required prior to enrolling in an internship course.

Note: Enrolment in Engineering Internship Semester Project (*ENGG 4015*) course requires a GPA of 5.5+.

Once this form is completed please email it to the UniSA STEM Industry Experience team to action: STEM.Placements@unisa.edu.au

Any questions about internships, placements or projects, contact the UniSA STEM Industry Experience team on +61 (08) 8302 5900.

STUDENT DETAILS

Student ID number: _____ Title: _____ e.g. Mr / Mrs / Miss / Ms / Dr

Given name/s: _____ Family name: _____

Full name of program: _____ e.g. Bachelor of Engineering (Mechatronic) (Honours) Program code: _____

University email address: _____ Contact phone number: _____

Mandatory prerequisites: _____

(Tick all that apply) ☐ I have completed the UniSA online WHS module '[Undertaking a Safe Student Placement](#)'.

DETAILS OF PROPOSED HOST ORGANISATION – Student to complete

Name of host organisation: _____

ABN or equivalent business registration number: _____

Address of host organisation: _____

Address of where internship will take place (if different from above): _____

Name of host organisation supervisor: _____

Supervisors position title: _____

Contact email: _____ Contact phone number: _____

DETAILS OF PROPOSED INTERNSHIP – Student to complete

Dates of internship arrangement: Start date: _____ End date: _____

Total number of hours in-industry: _____ Note: Total number of hours should not exceed 450 without consultation with, and agreement from, the UniSA STEM IE team

Project name (if applicable): _____

Which internship course are you interested in enrolling in?

Course name: _____ Course Code: ENGG 40 _____

What are the engagement conditions of this internship?

☐ Unpaid in-industry internship

☐ Engaged as a paid employee of the company

☐ Will receive some form of remuneration, such as a stipend or scholarship, or cost reimbursement.

Please specify: _____

☐ Other: _____

Basic overview of the proposed tasks to be undertaken by student: _____

Expected learning outcomes, linked to EA Stage 1 Competencies: (Please tick all that will apply)

KNOWLEDGE AND SKILL BASE

ENGINEERING APPLICATION ABILITY

PROFESSIONAL AND PERSONAL ATTRIBUTES

1.1. Comprehensive, theory-based understanding of the underpinning natural and physical sciences and the engineering fundamentals applicable to the engineering discipline. <input type="checkbox"/>	2.1. Application of established engineering methods to complex engineering problem solving. <input type="checkbox"/>	3.1. Ethical conduct and professional accountability. <input type="checkbox"/>
1.2. Conceptual understanding of the mathematics, numerical analysis, statistics, and computer and information sciences which underpin the engineering discipline. <input type="checkbox"/>	2.2. Fluent application of engineering techniques, tools and resources. <input type="checkbox"/>	3.2. Effective oral and written communication in professional and lay domains. <input type="checkbox"/>
1.3. In-depth understanding of specialist bodies of knowledge within the engineering discipline. <input type="checkbox"/>	2.3. Application of systematic engineering synthesis and design processes. <input type="checkbox"/>	3.3. Creative , innovative and proactive demeanour. <input type="checkbox"/>
1.4. Discernment of knowledge development and research directions within the engineering discipline. <input type="checkbox"/>	2.4. Application of systematic approaches to the conduct and management of engineering projects. <input type="checkbox"/>	3.4. Professional use and management of information. <input type="checkbox"/>
1.5. Knowledge of engineering design practice and contextual factors impacting the engineering discipline. <input type="checkbox"/>	For more information visit the EA website	3.5. Orderly management of self, and professional conduct. <input type="checkbox"/>
1.6. Understanding of the scope, principles, norms, accountabilities and bounds of sustainable engineering practice in the specific discipline. <input type="checkbox"/>		3.6. Effective team membership and team leadership. <input type="checkbox"/>

ADDITIONAL REQUIREMENTS – Student to complete

Are any of the following requirements necessary before you commence your internship?
Tick all that apply

White Card

☐ Yes ☐ No

National Police Check

☐ Yes ☐ No

WWCC Clearance

☐ Yes ☐ No

Specific Confidentiality or IP Agreement

☐ Yes ☐ No Details: _____

Citizenship requirements

☐ Yes ☐ No Details: _____

Other (Please Specify): _____

HOST ORGANISATION APPROVAL – Host organisation to complete

I agree to provide the student with supervision and guidance to carry out the specified tasks, or other appropriate tasks that may arise, to achieve the proposed learning outcomes. I will provide the student with:

- a local orientation/induction;
- clear explanations about tasks and expectations;
- office space and equipment to enable the student to complete the assigned tasks;
- an appropriate, fully qualified engineering professional to supervise the tasks; and
- written feedback at the completion of the internship.

During this internship the student will be (please select one):

☐ employed

☐ receiving an honorarium/scholarship

☐ unpaid

In addition, I confirm that our organisation is aware of the requirement that all UniSA student internships must comply with relevant local workplace legislation, such as:

- The Fair Work Act 2009* (see <https://www.fairwork.gov.au/how-we-will-help/templates-and-guides/fact-sheets/unpaid-work/unpaid-work>)
- South Australian Work Health and Safety Act 2012[#]
- Equal Opportunity Act 1984[#]

* where relevant # or equivalent

☐ I acknowledge and agree to ensure adherence to the above

☐ I am authorised to sign on behalf of my organisation

Name: _____

Position Title: _____

Signature: _____

Date: _____

UNIVERSITY STAFF USE ONLY – University staff to complete

Recommendation from Program Director:

☐ Recommended

☐ Not Recommended

Signed: _____

Recommendation from Course Coordinator:

☐ Approved

☐ Not Approved

Signed: _____

Approved Internship course/s: ENGG 40 _____

Academic Supervisor name: _____

UniSA STEM Industry Experience team notes: _____