

## Application for Postgraduate Professional Placement/Project/Internship (self-sourced)

*Complete this form in consultation with your host organisation.*

### Applicant Details

Student Name Phone

Student # Course

Email address

Campus

### Host Details - do not use this form if employed by the nominated organisation - apply via the existing employer form

Organisation Name ABN

Street Address

Supervisor Name Phone

Supervisor Position Email

### Project / Internship Details

Nominated availability Are you employed by the host?

Is this a paid placement? Placement type?

### Complete this section ONLY if working remotely or by virtual arrangement

Remote or home-based work site address

Is your home-based work site free from hazards including trip hazards?

Does your workstation setup meet ergonomic requirements?

Do you have access to equipment and resources to enable you to complete your agreed placement activities?

### Project / Internship: *Provide a detailed description of proposed role/responsibilities*

**MUST include descriptors such as apply, analyse critically, reflect on, synthesise complex information, problems, research, apply theories and business knowledge or specialised knowledge, interpret and transmit knowledge, skills and ideas, understand complex business and specialised knowledge.**

**Outline your deliverable** e.g. *Policy Document / Procedure Manual / Report*

Internship dates	Final date for students to submit EOI's	Final date for WIL Coordinator to complete <u>matching process</u>	JCU advises students and hosts of outcome	Student & host informal meeting in workplace	Student & host to notify outcome of meeting
19 May – 22 Aug (TR2)	28 Apr	2 May	5 May	6-9 May	14 May
15 Sept – 12 Dec (TR3)	25 Aug	29 Aug	1 Sept	2-5 Sept	10 Sept

The James Cook University (JCU) Work Integrated Learning (WIL) program assists students in elevating their executive skills – navigating complexity, analysing data and optimising decisions strategically. Develop management proficiency across various areas including people, marketing, financials, operations, innovation, entrepreneurship and change.

## CONDITIONS OF PLACEMENT

If you have capacity to offer a student the opportunity to gain valuable workplace experience which adheres to the criteria outlined below, we would greatly appreciate your support. In order to proceed with the internship, both the student and internship provider are required to review the conditions outlined below and acknowledge acceptance with their signature.

### Workplace and Supervisor:

- The workplace will provide the minimum required hours of relevant work to the student which can be completed either face to face, or in a remote/work from home capacity, as agreed between the host supervisor, student, and JCU Academic WIL Coordinator.
- The student will not be expected to participate in high-risk activities.
- If student is working remotely, the workplace will provide access to required resources to enable completion of agreed tasks and maintain regular contact with the student via phone, email and/or on-line.
- JCU and the host organisation will enter into an appropriate standard Student or Overarching Placement Agreement (paid or unpaid).
- The nominated workplace supervisor agrees to meet all reporting requirements associated with the student's performance and agrees to timely submission of such.

Host organisation complies with standard WHS procedures:

Yes

No

### In addition to above, Student acknowledges and agrees that:

- No circumstance exists which may present a conflict of interest leading to an unfair advantage or disadvantage (e.g. host organisation is a family business or supervisor has family/relative status). If a potential conflict arises, you will advise your Lecturer immediately.
- If the details provided in this application change, or if any other change arises that may affect your ability to continue with your placement, you will advise your Lecturer, [placements@jcu.edu.au](mailto:placements@jcu.edu.au), and your workplace supervisor immediately.

### Acceptance of above Conditions of Placement

Signed by Workplace Supervisor

Signed by Student

Full name

Full name

Date

Date

**Email your completed application form, along with a copy of your unofficial academic transcript to [placements@jcu.edu.au](mailto:placements@jcu.edu.au)**