

# CP3101 Professional Internship (self-sourced)

## Intern Role Description/Acknowledgement of WIL Conditions

Student Name: \_\_\_\_\_

Name of Employer: \_\_\_\_\_ ABN: \_\_\_\_\_

(Business Name)

Employers Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Employer Supervisor Name: \_\_\_\_\_ Job Title: \_\_\_\_\_

Employer Supervisor Email: \_\_\_\_\_

Approximate start date: \_\_\_\_\_

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### INTERN ROLE DESCRIPTION

Outline role to be undertaken, responsibilities and desired outcomes

Skill set requirements (e.g., web design, programming, networking, app dev, etc.)

### **SUBMISSION INSTRUCTIONS**

**Email this whole and completed document, along with a copy of your Unofficial Academic Transcript to: [it.wil@jcu.edu.au](mailto:it.wil@jcu.edu.au)**

## Acknowledgement of WIL conditions

The James Cook University (JCU) College of Business, Law and Governance offers a Work Integrated Learning (WIL) Program which is designed as a pathway for students to acquire industry experience and enhance graduate employability. The Professional Internship subject is a part of this program and enables students to extend their learning from the classroom to the workplace.

On behalf of the College, thank you for participating in the WIL Program by providing this valuable opportunity. In order to proceed with the offer of an Internship, please acknowledge and agree to the conditions of WIL outlined below:

- the workplace complies with the Work Health and Safety Act 2011
- the workplace will provide a minimum of 100 hrs of relevant and productive work to the student
- the workplace will provide the student with an induction, suitable workspace and access to required resources (e.g. computer)
- the nominated workplace supervisor will provide adequate supervision to the student for the duration of the placement
- the nominated workplace supervisor agrees to sign standard Student Placement documentation
- the nominated workplace supervisor agrees to provide required feedback to JCU on the student's performance – a final appraisal in the form of a survey which is emailed out. This appraisal contributes 30% towards the student's overall grade for the internship subject (approx. 15 minutes to complete), and is to submit report within one week of it being requested

The student agrees that they will abide by the JCU Code of Conduct and advise [it.wil@jcu.edu](mailto:it.wil@jcu.edu) immediately of any change regarding their supervision in the nominated workplace, or in their placement arrangements.

**SIGNED by Workplace Supervisor (Intern Host)**

**SIGNED by the Student (Intern)**

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Position: \_\_\_\_\_ Student Number: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_