

**Application for Postgraduate Professional Project/Placement/Internship
(existing Employer)** *Complete this form in consultation with your employer.*

Applicant Details

Student Name		Student ID
Campus	Course	
Email address		Phone

Employer Details - you must be employed by the nominated organisation to apply with this form

Organisation Name	ABN
Street Address	
Supervisor Name	Phone
Supervisor Position	Email

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 Details

Nominated availability	Are you employed by the host?
------------------------	-------------------------------

Proposed Project: Provide a detailed description of your project.

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 Proposed Project Deliverable: *e.g. Policy Document / Procedure Manual / Report*

Explain how the project differs from or extends your current role responsibilities:

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 complete an internship OR work-based project which adheres to the criteria outlined below, we would greatly appreciate your support. In order to proceed, both the student and employer are required to review the conditions of placement outlined below and acknowledge acceptance with their signature:

The Employer acknowledges and agrees that:

- The Student is a paid employee of the Employer and has approval from the employer to complete the Project for the employer, which involves applying relevant knowledge obtained from their degree.
- The Project is of the student's own design but developed in consultation with the Workplace Supervisor and JCU Academic Supervisor.
- The Project does not involve work normally done in the student's existing paid role and will contribute to operational improvement of the employer's workplace.
- If working remotely, the workplace will provide the student with remote access to required resources to enable achievement of agreed Project outcomes.
- The nominated workplace supervisor will provide adequate guidance to the student for the duration of the Project.
- The Workplace Supervisor will provide required feedback to JCU on the student's performance and achievement of the Independent Project outcomes when requested upon completion of the Project.
- Subject to any other agreement, the employer agrees that the student shall own the Intellectual Property in any Project Material created by the student as part of their assessment or reporting obligations for their studies at JCU.
- The parties acknowledge that the employer will negotiate directly with the student (if necessary) regarding ownership of Intellectual Property in Project Material, other than the Project Material specified above, which is created by the student.
- JCU will not be liable for any loss or damage to any person or loss or damage to property which may arise in connection with any act or omission of the student whilst undertaking the Project and the employer releases JCU from any claim, action, suit, demand or proceeding arising out of or in connection with an act or omission of the student whilst undertaking the Project.

Employer 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 and placements@jcu.edu.au immediately.
- The Project will be completed in full outside of normal working hours.
- If there are any changes in your supervision or employment arrangements that may affect your ability to continue with the Project, you will advise placements@jcu.edu.au immediately.

Acceptance of above Conditions of Placement

Signed by Workplace Supervisor

Signed by Student

Full name

Full name

Date

Date

Email your application form and a copy of your unofficial academic transcript to placements@jcu.edu.au