

Work Integrated Learning in IT

Supervisor Guide



JAMES COOK
UNIVERSITY
AUSTRALIA



Table of Contents

INTRODUCTION.....	3
Aims and Objective of Internships	3
Internship Process	3
Partner Organisations.....	3
Workplace Supervisor	4
Orientation and Induction to the Workplace	4
Provision of Workspace and Equipment.....	4
Work Internship Insurance.....	4
During the Internship	5
Student’s Presentation and Conduct.....	5
Student Absence	5
Confidentiality and Privacy.....	5
Student Assessment Tasks.....	5
Interim Report and Final Appraisal – Workplace Supervisor	6
Intellectual Property	6
Contact.....	6
ATTACHMENT A.....	7

INTRODUCTION

Work Integrated Learning (WIL) allows students to gain valuable experience in a workplace while undertaking reflective and academic assessment. It is envisaged that during an internship, students will learn ethical and professional responsibility and improve their IT skills to assist in the transition from university to the workplace.

Successful transition to the workforce requires the development of communication methods and exposure to professional team related skills, which are imperative to the production of quality IT graduates. The transition from student to workforce begins from the 1st year of the degree however, WIL initiatives are traditionally reserved for 3rd year students to work on real-world projects.

The internships entail businesses "adopt" as intern employees, one or several students who are given a set project/s for a minimum of 100hrs (13 days) in the workplace. Days and times of placement are negotiated and discussed between the organisation and the student. The adopting business inducts the students into the workplace, gives guidance and advice as to project requirements and provides small amounts of mentorship.

Aims and Objective of Internships

The aim of an internship is to enable students to apply knowledge and skills developed through their degree in a practical workplace setting.

The benefits of internships to partner organisations include:

- Enthusiastic students willing to listen and learn
- Chance to scope and engage in the growth of our local (future) talent
- Take part in what students are exposed to during their studies to influence their focus
- Projects completed that may have been on the perpetual "back-burner"

The benefits of internships to the student includes being able to take part in real world work while studying, and to kick start their CVs.

Internship Process

Partner Organisations

Students have an option to self-source an internship, particularly if they are seeking industry experience in a particular organisation or field. If a student has approached you regarding an offer of internship and you would like to host the student or require more information, please do not hesitate to contact a JCU Placement Coordinator by emailing dtesplacements@jcu.edu.au

Workplace Supervisor

The most productive learning experiences for students occur when there is a strong working relationship between the workplace supervisor and student undertaking the internship. Workplace supervisor needs to be as pre-emptive and planned as possible, particularly in the event of an (unexpected) absence.

Orientation and Induction to the Workplace

To ensure both the workplace supervisor and the student gain the most from the internship, partner organisations are required to ensure the student is inducted into the workplace. As the student may not have worked in an office setting before, they may be unfamiliar with basic office procedures and unsure of when and how to ask for assistance. Meeting other staff and being aware of their roles will assist in the transition. Explicit instructions and expectations from the start of the internship will help to minimise mistakes and ensure that the student's contribution to the workplace is worthwhile. As a mentor to the student, the student will look to you as a role model and will be guided by your professional conduct. Set realistic timelines and demonstrate how you manage your time and workload effectively.

As with any other new staff member it is important that the student is aware of the Work, Health and Safety Policy for your organisation and associated key persons responsible for Work, Health and Safety. This should also include making the student aware of workplace policies, such as those related to equity, discrimination, sexual harassment, and bullying.

The partner organisation needs to provide students with workplace and job specific training equivalent to that provided to any paid employee in the same position as the student. The partner should ensure that students are competent and able to work safely before students begin their internship.

If a student reports an incident or near miss or if there is a safety breach by your organisation related to the internship, then you will be required, if requested, to provide a copy of any report, recording or investigation and advise the Academic Coordinator of the outcome of any incident or investigation.

Provision of Workspace and Equipment

Please ensure students have access to suitable workspaces for the duration of the internship, together with the necessary tools and equipment for them to undertake their duties. A computer, with access to appropriate data and software should be considered.

Work Internship Insurance

JCU insurance only applies to approved, non-paid work internships. Supervising workplaces electing to pay the student during the internship will be responsible for arranging the necessary insurance cover for the student.

JCU's insurance will cover the student for personal accident, public liability, professional indemnity, corporate travel, and medical malpractice while they are on an unpaid and approved JCU work internship. A letter annexed (Attachment A) shows the currency of this insurance cover.

Note that JCU's insurance policies DO NOT provide cover for vehicles in the event of an accident. If students on internships are required to drive the organisation's vehicle the organisation should ensure that they have the appropriate motor vehicle insurance cover.

During the Internship

Student's Presentation and Conduct

The student is expected to become as much a member of the partner organisation as is reasonably possible and, as such, be accepted as an entry-level peer or trainee among experienced colleagues. It is anticipated that the student will be extended the same privileges and responsibilities granted to new employees. In return, the student is expected to approach the internship in a manner deemed appropriate for the setting as regards to dress, punctuality, workload, organisational responsibilities, and so forth.

Student Absence

It is expected the student will undertake 100hrs (13 days minimum) in the workplace. In the event of absence, this time should be made up. Days and times for make-up days are to be negotiated between workplace supervisor and student.

Confidentiality and Privacy

Prior to commencing the internship, students are advised by the Academic Coordinator of issues relating to confidentiality, privacy, and conflicts of interest. It is important that the partner organisation also advises students of these issues and that all existing resources, documentation, material, and information that they may utilise while on internship remains the property of the organisation and should not be removed or copied without prior approval from their workplace supervisor.

Student Assessment Tasks

Students receive a grade for the internship subject. This is determined from assessment tasks completed by the student during the internship period. The assessment tasks include:

- Skills audit and workplace activity plan
- Career aspirations and CV portfolio
- Activity diary and reflective journal
- Employer appraisal

Interim Report and Final Appraisal – Workplace Supervisor

An interim report (at 50hrs completion), and a final appraisal (at 100hrs completion) will be emailed from the Academic Coordinator to the workplace supervisor.

Where possible, provide constructive feedback to the student and encourage them to reflect on the project undertaken; where could they improve, what did they learn when undertaking tasks, what skills did they employ in solving problems or undertaking tasks.

We look forward to timely receipt of the reports as they are required for grading purposes.

Intellectual Property

Students are advised that all existing resources and documentation including client files, material, and information that they may utilise while undertaking an internship remains the property of the organisation and should not be removed or copied without prior approval from their partner organisation supervisor.

As JCU practice, you will be issued with either an Overarching or Student Placement Agreement (between JCU and your organisation) which advises that each student shall own the intellectual property in any material created by the student during an internship which forms part of their assessment or reporting obligations for their studies at JCU (e.g., placement plans, reflective journals).

Your organisation should consider whether it is necessary to negotiate with a student relating to ownership of intellectual property rights in any other material created by the student during the internship.

Contact

WIL Placement Coordinator, dtesplacements@jcu.edu.au, Ph: 4781 6333

ATTACHMENT A



JAMES COOK
UNIVERSITY
AUSTRALIA

jcu.edu.au

Insurance Office
Legal & Assurance
Office of the Chief of Staff

T 07 4781 4882
T (INT'L) +61 7 4781 4882
E insurance@jcu.edu.au

JCU Townsville
Bebegu Yumba campus Douglas
Townsville QLD 4811 Australia

CRICOS Provider Code 001171

Student Insurance Cover | 1 November 2022 to 1 November 2023

To Whom It May Concern

James Cook University (JCU) has the following classes of insurance in place to cover students in the normal course of the University's business, including unpaid work placements, unpaid work experience, field trips and research activities.

- Public Liability covers the legal liability to pay compensation in respect of third party injury or property damage, caused as a result of an occurrence, and happening in connection with University business. This cover does not extend to the use of and/or incidents involving motor vehicles.
- Professional Indemnity covers the University for claims arising out of a breach of professional duty by reason of any negligent act, error or omission committed or alleged to have been committed by the student whilst acting solely in the conduct of Professional Services on behalf of the University (geographical limit is worldwide, excluding USA & Canada).
- Student Personal Accident Insurance covers enrolled students for accidental bodily injury whilst on authorised University business. The cover provides benefits for death, disability, hospitalisation, some loss of wages and non-Medicare medical expenses.
- Corporate Travel Insurance covers students when undertaking authorised business travel on behalf of the University, for a period of up to twelve (12) months.
- Medical Malpractice Insurance (for medical, nursing and allied health students) covers legal liability to others for personal injury arising as a result of actual and/or alleged medical negligence of students acting on behalf of the University, provided the students are suitably supervised by an appropriately qualified person, it is a mandatory course requirement, and the patient consents to treatment (geographical limit is worldwide, excluding USA & Canada).

This summary has been prepared for general reference only. Nothing contained herein prevails over the terms, conditions and exclusions of the Policy.

Any incident that requires the attention of the University's insurers should be notified directly to the JCU Insurance Office on 07 4781 4882 or insurance@jcu.edu.au.

Kind regards

A handwritten signature in black ink, appearing to read 'Kama Weier'.

Kama Weier
Insurance Officer

