

Work Integrated Learning in IT

Supervisor Guide – Independent Project



JAMES COOK
UNIVERSITY
AUSTRALIA

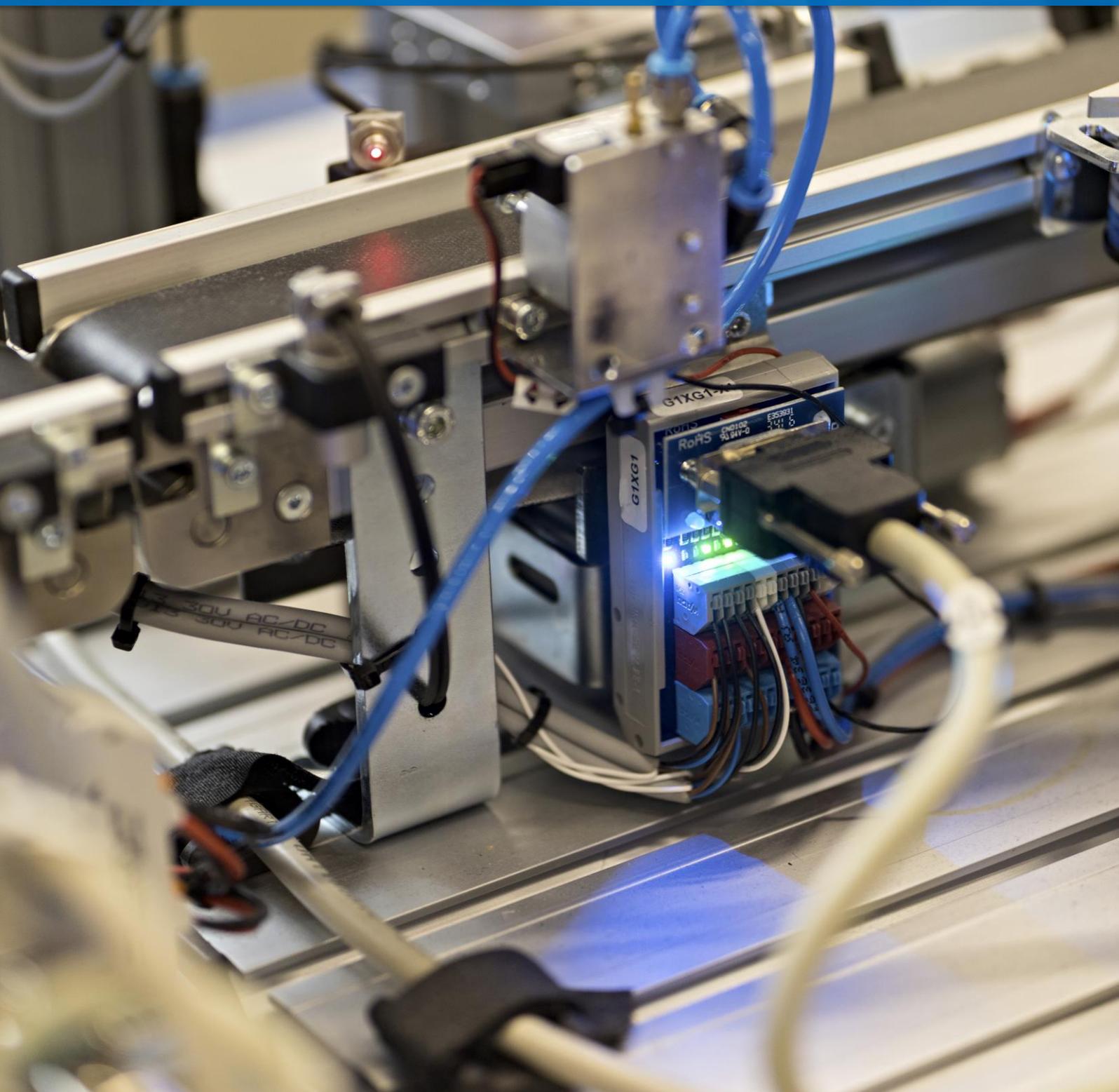


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INTRODUCTION

James Cook University (JCU) offers a Work Integrated Learning (WIL) placement program which is designed as a pathway for students to acquire industry experience and enhance graduate employability. The Independent Project subject is part of this program and enables students who are already employed, the opportunity to undertake a relevant project for their workplace.

As an industry partner you are playing a vital role in developing the workforce of the future by being a part of the education experience.

Aims and Objective of Independent Project

The aim of this subject is to enable students to apply knowledge and skills developed through their degree in a practical workplace setting. The benefits of placements to partner organisations include access to students with current, relevant knowledge and developing skills; opportunity to improve learning outcomes for graduates and the opportunity to share ideas and resources with JCU College staff and students.

The role of the workplace supervisor is to provide guidance; allocate appropriate tasks; supervise and provide feedback to the student. The workplace supervisor is responsible for appraising the student's performance, which requires a formal report.

This guide sets out the obligations of all stakeholders. You should not hesitate to contact the JCU Academic Coordinator at any time before or during the placement if you have any queries.

During the Internship

Student

Student will be required to complete a number of other assessment tasks including written proposal, oral presentation, and a project report and presentation.

Student Absence

In the event of absence, any time previously agreed upon should be made up. Days and times for make-up days to be negotiated between workplace supervisor and student.

Reporting - Workplace Supervisor

A Workplace Supervisor Report will be emailed 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 report as it is 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.

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.

Work Internship Insurance

JCU insurance only applies to approved, non-paid internships. Workplaces electing to pay the student will be responsible for arranging necessary insurance cover.

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.

Contact

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