COURSES: ARCH 7036 - Architecture Internship (M) and LARCH 7030 - Landscape Architecture Internship (M)

Overview
The Design Professions' Internship Program involves a professional (unpaid) work placement within an Australian or overseas business, professional practice or government agency ('Organisation').

This opportunity provides students with hands-on experience to observe and apply their knowledge and the skills learnt from their study. This will also result in benefits to the Organisations.

The internship is a short term work placement where first year students of the Master of Landscape Architecture and Master of Architecture program spend time working in an Organisation 2 days per week for 12 weeks over a semester. The internship is a requirement of the courses ARCH 7036 and LARCH 7030.

There may also be opportunities for intensive internships over the summer and mid-semester break, where students would typically work 4 or 5 days per week over 4-5 weeks.

Internship roles are negotiated between the School and the sponsor within the organisation, and may include any or all of those activities that the Organisation is involved, including general assistance to qualified professions in the office.

Activities might include:
- Simple and directed documentation of design work (by others).
- Input to the graphic illustration of projects.
- General office tasks supporting the activities of the Organisation
- Research.

As well as these general office tasks, students would be involved in observing the activities of the Organisation to gain a clearer insight into their day-to-day functioning and operations.

Students must complete the internship to the satisfaction of both the Organisation, and the academic supervisor. Internships will be offered to students on merit through a competitive application process, based upon an Expression of Interest.

Industry Partners
Australian Institute of Architects (SA Chapter) and Australian Institute of Landscape Architects (SA Chapter).

Eligibility
Students must be enrolled in and currently studying either a Master of Landscape Architecture or a Master of Architecture (or double degree) program in order to participate in the Internship Course.

Ideally the internship placement will occur in the 2nd semester of the first year of the Master's Program.

Students who have graduated or have had their Master's degree conferred, or who will graduate during the Semester whilst undertaking the Internship, are ineligible.

Insurance
The University will provide Public Liability insurance and personal insurance for the student.

**Benefits for students**

The internship experience assists students to gain first-hand experience and to apply the knowledge and skills related to their studies in a work place setting. It also assists in building industry networks which may assist in gaining future employment.

**Benefits for sponsoring Organisations**

Although the main objective of the Internship Program is to provide the above benefits for students, the Internship Program will also be of benefit to Organisations. Organisations will be able to gain exposure to the next generation of workforce, develop a working relationship with the University, and build brand recognition among students.

**Monitoring and reporting**

Students undertaking an Internship placement will be required to complete a weekly diary and a self-assessment report for verification by the Organisation and formal submission to the School for credit. A non-graded pass scheme is used.

**Additional Information**

- The Internships are unpaid.
- At this stage, for International Students, the Internship placement, if secured, will be included in their allowable 20 hours of working time per week. International Students must ensure that by participating in the Internship Program they are not breaching visa requirements.

**Internship Process**

The University will work with Organisations to create a placement and design an internship project that will add the greatest value.

Organisations wishing to participate in the Internship Program should submit a one page prospective which includes information about them and the types of activities in which the Intern can expect to be involved.

Placements differ according to industry and Organisation, with some interns solely participating in project work, whilst others are also learning about, and assisting with, the day-to-day activities of the Organisation.

**Examples of Internship Opportunities which may be proposed**

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<thead>
<tr>
<th>Organisation</th>
<th>Discipline</th>
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<tbody>
<tr>
<td>Private Practice Architecture:</td>
<td>Landscape Architecture/Urban Design</td>
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<tr>
<td>Local Government Department Architecture:</td>
<td>Landscape Architecture/Urban Design</td>
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**PROCESS**

- The School will liaise with Organisations to prepare a brief description of practice philosophy and the likely area of student contribution in order for the School to advertise the opportunity to prospective internship students.
- All internship opportunities will be advertised to all eligible students.
- Students indicate their interest in undertaking an internship through submitting an on-time Expression of Interest.
A small selection of applications that specifically meet the criteria of the internship will be forwarded to Organisations for review.
Organisations can arrange to interview applicants directly or the School can undertake evaluation of the EOIs on the Organisation's behalf.
Final candidate(s) selected.
Student Internship Agreement signed by all parties
Internship commences.
Monitoring and reporting process occurs throughout the placement (at least 3 times, at the beginning, halfway and towards the conclusion).
Final assessment report submitted by student to Organisation and School.

FAQ's for Organisations

What does the internship program cost?
There is no fee to participate in the Internship Program and your Organisation is not required to provide any remuneration to the Intern. All you have to do is provide the intern with a space and the facilities and resources they need to undertake their internship.

Are interns insured?
Yes, interns are fully insured by the University. The University will provide Public Liability insurance that will indemnify the Organisation for any negligent act, error or omission by the Student during the period of the Internship. The University also provides personal accident insurance for the student. However, the University requires the Organisation to have its own Public Liability insurance to cover any injury to, or loss or damage of personal property of a student resulting from a negligent act or omission on the part of the Organisation.

What are Organisation's obligations during the internship?
Organisations will be required to provide interns with resources and facilities to undertake their internship, ensure that they undertake a full OH&S workplace induction on the interns' first day, provide the intern with appropriate direction, and be prepared to comment on the skills and abilities of the student as part of the internship review process.

When do internships take place, and how long do they last?
Internships take place 2 days per week in an Organisation over 12 weeks. This is usually during university Semester 2 (29/7/13-1/11/13). Internships can be offered more intensively (for example 3-5 days over 4-6 weeks, or intensively 5 days per week for 5 weeks during the mid-Semester Break June – July or for 5 weeks after November 1) depending on the requirements of the Organisation and the availability of the student. This will be negotiated on a case-by-case basis.

What types of Organisation participate in the internship program?
Government, private and public practice, local government and not-for-profits, are all welcome to participate.

Does the size of our Organisation matter?
The University will form an internship relationship with large, medium and small Organisations. As long as there is a workplace for the students to integrate into and experience we’d like to hear from you!

What fields of study do interns come from?
Students are sourced from disciplines within the School of Architecture & Built Environment. The students will have completed a Bachelor of Architectural Design or equivalent and will currently be undertaking a Master of Landscape Architecture or Master of Architecture.

What sort of activities are appropriate for the student to undertake during the internship?
The key goal of the internship is to provide a real-life work environment within which the student can apply their knowledge and skills. It is therefore appropriate to involve the student in, or ask the student to assist with actual work undertaken by your Organisation (e.g. design, graphic illustration, research, general office tasks). However, please bear in mind that the student should be surplus to your staffing needs and should not be used to fill a staffing shortfall or given responsibilities that would normally rest with an employee (e.g. generate revenue, supervise other personnel, act in a representative capacity for your Organisation).
Can I have more than one intern?  
Yes. You can have as many interns as is manageable for your Organisation.

What if we wish to remunerate the intern?  
If you provide remuneration to the intern, the University's insurance will no longer apply to the intern and, furthermore, the intern may be deemed by law to be your employee. We suggest you seek your own independent advice if you wish to do so.

What if we would like the intern to continue on after the end of the internship?  
Once the formal internship period is completed, the intern will no longer be covered by University insurance. If you wish to continue to engage the intern, this will be a matter between your Organisation and the intern. We suggest you seek independent legal advice on how to structure such relationship.