

# INTERNSHIP PROGRAM

## PROJECT BRIEF

The Business School Internship Program requires academically approved project briefs to manage the expectations of all stakeholders, and ensure all placements meet the requirements of a vocational placement under the Fair Work Act. The information you provide in this form will inform the schedule in the student's Placement Agreement.

## ORGANISATION DETAILS

**ORGANISATION NAME** \_\_\_\_\_

**ORGANISATION ABN** \_\_\_\_\_

**ORGANISATION ADDRESS** \_\_\_\_\_

The address where the student will be attending placement.

**ORGANISATION WEBSITE** \_\_\_\_\_

**ORGANISATION DESCRIPTION** \_\_\_\_\_

This could be from your website or existing marketing materials.

### ORGANISATION CONTACT

**NAME** \_\_\_\_\_

**POSITION** \_\_\_\_\_

**BUSINESS PHONE** \_\_\_\_\_

**MOBILE** \_\_\_\_\_

**EMAIL** \_\_\_\_\_

## PROJECT INFORMATION

Placement opportunities focus on students' learning and development; this involves experimenting, risk-taking, making mistakes, and dedicating time to analysing their experiences for the purpose of scholarship. To support this, the Business School Internship Program requires students to complete academic assessments during their placement, in addition to the project work outlined in this form.

### PROJECT NAME

### PROJECT SCOPE

Please provide a broad overview of the activities the student will undertake. The project scope should state what the student will achieve, using clear and succinct terms; this will help manage expectations. Ideally, language should be student focussed, i.e. 'the student will', and we will edit as required during the review process.

### PROJECT DETAILS

Please provide some specific information about the core tasks and responsibilities the student will undertake on a day-to-day basis. These should include customary tasks like induction, training, and report related activities etc.

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### PROJECT DELIVERABLES

Please provide a list of key project outcomes the student will provide to your organisation while on placement. The items listed here should link to the tasks and activities in the project details field.

### WORK INTEGRATED LEARNING OUTCOMES

The learning outcomes are the benefits the student will gain from participating in a placement, and are an important consideration in the academic approval process. We will draft the learning outcomes based on your input.

### PRE-PLACEMENT REQUIREMENTS

## DURATION AND TIMING

### PROJECT DURATION

### PREFERRED WORKDAYS

## OFFICE USE ONLY

STUDENT NAME STUDENT ID  
COURSE CODE  
COURSE COORDINATOR  
PROJECT BRIEF APPROVED  
PLACEMENT ID