

# HOSTING AN INTERN FROM UNISA BUSINESS

## Key Information, Dates & FAQs for Host Organisations

### When is the next cohort?

The next main cohort is June 2021 as per the key dates below. Project Briefs to be submitted before 7<sup>th</sup> April, the earlier the better as that enables us to advertise it for longer.

### What options are there for getting an intern?

We now have 3 pathways for students to gain an internship – Open, Self-Placement & Facilitated.

- **Open** is when we source opportunities to advertise to students, who then complete the application process with the final step being an interview with you.
- **Self-Placement**, when students source their own placement and we facilitate the paperwork.
- **Facilitated** is our new concept we launched recently, whereby we connect Industry and Students at our networking events – next event is scheduled for April 2021.

### What are the overall timelines for 2020/2021?

While students can commence an internship at any time, we align internship opportunities with the academic calendar as this matches student availability. Key dates for 2021 are:

Cohort #	'Open' Placements			All Placements	
	Project Briefs Due	Opportunities advertised	Interview with first-ranked applicant	Commence Internships*	Complete by*
2021 #1	21 Jan 2021	25-29 Jan 2021	From 15 Feb 2021	1 Mar 2021*	13 Jun 2021*
<i>April 13<sup>th</sup> student:industry networking event – registrations open now</i>					
2021 #2	7 Apr 2021	19–23 Apr 2021	From 10 May 2021	14 Jun 2021*	8 Aug 2021*
2021 #3	8 Jun 2021	14–18 Jun 2021	From 12 Jul 2021	9 Aug 2021*	5 Nov 2021*
<i>September 2<sup>nd</sup> student:industry networking event – registrations open mid 2021</i>					
2021 #4	20 Sep 2021	27 Sep – 1 Oct	From 18 Oct 2021	22 Nov 2021*	4 Feb 2021*

**\* These dates are nominal, specific dates are agreed between you and the student**

### How long are internships?

Internships are either 15, 30 or 45 days in duration. These are commonly done part-time to balance the student's other commitments and the needs of your organisation, however, can be done in a continuous block of days. Duration is driven by what course the student is enrolled in, 15-day internships are most popular (65%), the 30-day option accounts for most of the rest (34%).

### Can students do an internship working remotely?

The simple answer is yes, we have a long history of students working remotely for their internship. While preference is for in-person activities, we have implemented preparation activities for students to help them adjust should their placement need be undertaken in part, or entirely, remotely.

### What are the costs to a Host Organisation?

The UniSA Business Internship Program provides course-assessed unpaid internships that meet the requirements of 'lawfully unpaid' placements under the Fair Work Act 2009. The main cost to the Host Organisation is staff time needed to plan the internship opportunity and to mentor the intern. The more time spent planning and inducting the better the placement outcome.

### **What disciplines are the students studying?**

Internship Program students seeking placements come from the following discipline areas:

- Commerce – Accounting; Finance; Economics, Finance & Trade; Financial Planning
- Marketing; Communications
- Management; Business Management; Information Strategy & Management
- Human Resource Management
- Property
- Tourism & Event Management
- Sport & Recreation
- Logistics & Supply Chain Management; Procurement
- Arts & Cultural Management
- Innovation & Entrepreneurship

### **Are the internship students moving towards the end of their degree?**

Both undergraduate and postgraduate students can undertake an internship. Many have already done other work or volunteer placements, and/or have studied overseas.

- Undergraduate students will be at least in their 3rd year of study, or;
- Postgraduate students will be in their 2nd, for most that is their final year of study.

### **Who covers the insurance?**

The University of South Australia provides Professional Indemnity, Personal Liability, and Personal Accident cover for all students undertaking an approved unpaid internship.

### **What about paid placements?**

We can support students to utilise their paid placement as a self-sourced placement for their course. As this would make them an employee of your organisation, we would ask for written confirmation of their employment to confirm they are insured and confirm your acknowledgement that they will be submitting assessments based on their experience.

### **If I submit a proposal, am I guaranteed an intern?**

We aim to find a balance between the number of internships offered and available students. There is no guarantee, however we will work with you to refine your internship offering so that it is attractive to students and meets your organisational need.

### **How can I get involved in the networking activities for facilitated placements?**

All Host Organisations are welcome to attend our structured speed-networking virtual event scheduled for **mid-April 2021**. This will enable you to connect directly with students seeking placements, registrations will open early 2021 and will be promoted via our monthly e-newsletter.

### **What is the impact of COVID-19?**

The Business Internships Team remains fully operational, placements are still proceeding and we're working with students and hosts to adjust any current placements as required to meet any amended work arrangements implemented by Host Organisations.

### **More information?**

Please contact Daryl McMahon, Partner Engagement Manager: Internships, to find out more:  
[daryl.mcmahon@unisa.edu.au](mailto:daryl.mcmahon@unisa.edu.au) | 0418 466 650 | [linkedin.com/in/darylmcmahon/](https://www.linkedin.com/in/darylmcmahon/)