**[DATE]**

**[Supervisor Name]**

**[Supervisor Role]**

**[Company Name]**

**[Company Address]**

Work experience placement:   
 **🞏 Part-Time** Internship **(COMP8851)**

**🞏 Full-Time** Internship **(COMP8851+COMP8860)**

**[Student Name]**

**[Student eMail]**

Dear **[Supervisor Name],**

Thank you for supporting our internship program at Macquarie University and accepting   
**[Student Name]** for **s2-2021 part-time** internship.

The above-mentioned student will be undertaking work experience with your company from   
**26 July 2021** for 13 weeks to **5 Nov 2021** based at your premises, mentioned above. Please notice that, during the **semester break** (13 Sep to 24 Sep 2021), the students will be on recess.

Please note that the student’s final internship mark should be send to us by   
**5 Nov 2021**. I have attached the *marking criteria* to this email.

In order for a student to do work experience with us, we first require:

* Confirmation from the company that the work experience placement is approved;
* Evidence that the student will be partly covered by our institution and partly by your company's public liability and accident insurance policy during the work experience placement; and
* The **attached** schedule of *Work Experience Placement Details* (Next Page) to be completed and signed on behalf of the company. Please fill the form, sign and send back to me.

Upon receipt of the documents, we will be able to finalise the specific arrangements for the student. We will also send you a copy of our insurer's **certificate of currency** for our institution's public liability policy, noting that the cover extends to students while participating in work experience.

Yours sincerely,

[To Be Signed]

[Prof. Amin Beheshti](https://data-science-group.github.io/people/aminbeheshti/),

Professor of Data Science & Internship Unit Convenor

School Of Computing, Faculty Of Science & Engineering,  
Macquarie University, Sydney NSW 2109, Australia  
Tel: (61 2) 9850 6344 Fax: (61 2) 9850 9551

Email: [amin.beheshti@mq.edu.au](mailto:amin.beheshti@mq.edu.au)

*WORK EXPERIENCE PLACEMENT DETAILS*

|  |  |
| --- | --- |
| Student's Name |  |
| University | ***Macquarie University*** |
| Organisation: |  |
| Location: |  |
| Contact person: |  |
| Position: |  |
| Contact details:  (Phone/Email) |  |
| Supervisor (if different): |  |
| Position: |  |
| Contact details |  |
| Placement dates: |  |
| Start/finish times: |  |
| Student activities/duties: |  |
| Special conditions, e.g., clothing, footwear, etc. |  |

Macquarie University warrants that it holds and will maintain adequate public liability insurance in respect of the student's work experience placement. The company's accident insurance will cover the student for the duration of the work experience.

|  |  |
| --- | --- |
| Signed on behalf of **Workplace**: | Signed on behalf of **Macquarie University**: |
| Signature: | Signature:  [To Be Signed]  [Prof. Amin Beheshti](https://data-science-group.github.io/people/aminbeheshti/) |
| Position: | Position:  **Internship Unit Convenor (COMP8851/8860)** |
| Date: | Date: |

### General Assessment Information

The internship unit is assessed through three components: Mid-term Report & Presentation, Internship Presentation, and Internship final report. The unit does not have hurdle assessments.

In **full-time internship** unit (40 Credit points), the student works 5 days/week at the work place. In **part-time internship** unit (40 Credit points), the student works 2.5 days/week at the work place. This is the only difference between the full-time and part-time internship units in terms of learning outcomes. This would naturally affect the length of the reports submitted as well as the projects completed within the internship duration.

### Marking Criteria for the Internship Unit:

Can be found Here:

<https://data-science-group.github.io/people/aminbeheshti/internship/internship_marking_criteria.pdf>

**Late Submission**

No extensions will be granted without an approved application for Special Consideration. There will be a deduction of 10% of the total available marks made from the total awarded mark for each 24 hour period or part thereof that the submission is late. For example, 25 hours late in submission for an assignment worth 10 marks – 20% penalty or 2 marks deducted from the total.  No submission will be accepted after solutions have been posted.

More information:

<https://data-science-group.github.io/people/aminbeheshti/internship/MQ-MIT-Internship.html>