

23 July, 2020

Memo to all Students Enrolled in the PG unit **BBB7000, Internship** for Trimester 2, 2020

ESSENTIAL INFORMATION for students commencing WIL in 2020!

As part of the Business School's Work Integrated Learning or "WIL" program, the Post Grad unit, **BBB7000 Internship** for Masters students, follows more than 50 years of WIL practice for Bachelor students. Thousands of Business students have undertaken Co-operative Education ("Co-op") employment or Business Integrated Learning ("BIL") units for credit in the past.

Please carefully note the following essential information as you commence your WIL Program in 2020.

1. **CONGRATULATIONS!** On obtaining a suitable WIL project position as approved by your WIL/Course Co-ordinator.

2. STRUCTURE & SUCCESSFUL COMPLETION

For successful completion of your WIL Unit you will need to satisfactorily meet **ALL of the following requirements:**

- Enrol and complete all relevant assessment tasks as prescribed for this unit, by your WIL Academic Convenor/Co-ordinator, (Scott Bingley) via VU Collaborate on/by the due dates **AND** complete all **Internship Project** tasks successfully;
- Submit final **Internship** documentation and your **Internship Student Appraisal** as evidence of satisfactory completion of your workplace activities/project at the end of the trimester.

3. **ENROLMENT** You must maintain and satisfy all enrolment requirements of this unit. (NB: it is shown as "ZA" for your campus, which indicates it is an on-line unit.) For enrolment queries please visit a Student Service Centre, phone 9919 6100 or go to ASKVU at the University's website available at: <http://askvu.vu.edu.au/>

4. ACADEMIC COMPONENT - CURRICULUM AND ASSESSMENT

All **academic aspects** of this unit are co-ordinated by Scott Bingley, the current WIL Academic Convenor for BBB7000.

- The unit carries 12 credit points and is finalised with a formal mark/grade as per all other academic units.
- All WIL academic assessment and related communications take place via VU Collaborate.
- Other than the Induction/Orientation session, there are no campus-based sessions to attend or examinations.

5. WORKPLACE COMPONENT – DOCUMENTS

Enclosed/following the WIL Internship Induction ("Kick-off") session, please carefully review the 5 forms and information carefully.

NB: Where you are one of a team of students assigned to the same organisation, please collectively decide and designate a single team representative to provide, administer and/or return the **first four (4) forms** on behalf of the project team.

- ❑ An important letter addressed to your **Workplace Supervisor**, one hard copy of which **MUST be provided to your Project Supervisor upon commencement**;
- ❑ **"2020 Work Integrated Learning Internship Schedule and Agreement"**, one hard copy of which is to be completed and signed by each member of your team, co-signed by the supervisor, and returned within 5 days of commencement of the project;
- ❑ A **"Workplace Induction Checklist" for Starting Work Integrated Learning** – which contains a comprehensive check-list of office procedures, OHS, Security etc issues which you need to familiarise yourself with in your new workplace – **one** hard copy of which is to be completed and returned along with your **Schedule and Agreement** within the first 5 days;
- ❑ **2020 - VU Insurance Cover Letter from the VU Insurance Office:** for students undertaking any voluntary on-site activities, this document confirms your insurance cover under the University's current policy. **One hard copy** should be provided to your host organisation project supervisor prior to commencing any voluntary role on site. It is not mandatory, but strongly recommended.
- ❑ **"Internship_PG_Student.Appraisal.Form_BBB7000_Jul.2020":** **For EACH STUDENT INDIVIDUALLY ...** to submit this form at the end of the trimester as part of your assessment. It should be completed by the host organisation representative – **PROJECT SUPERVISOR** - to confirm your successful completion of the project. **The due date is "tba" in VU Collaborate.**

5. FINAL NOTES...

- Please **continue to review your VU Student Live Email to receive and review any WIL updates/information.**
- Where appropriate and practical, WIL Co-ordinators may visit you on site each Trimester.
- Remember that as a current VU student, you have ongoing access to a wide range of resources to assist you in dealing with many workplace and professional scenarios;
- In all cases however your experience unfolds, you are best advised: **NOT TO LEAVE PROBLEMS UNRESOLVED.**
- A final reminder that any **Internship or WIL activity/project** is a co-operative relationship, and a 3-way street **between host organisation, student and the University.**

BEST WISHES FOR A SUCCESSFUL INTERNSHIP & WIL SEMESTER AHEAD!