



[DATE]

[Company 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 s1-2025 internship.

The above-mentioned student will be undertaking work experience with your company from **Week 1** for 13 weeks to **Week 13** based at your premises, mentioned above. Please notice that, during the **semester break**, the students will be on recess.

Please note that the student's final internship mark should be send to us by **Week 14**. I have attached the *marking criteria* to this email.

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

- Confirmation from the company that the work experience placement is approved.
- Evidence that your company has: capacity to provide sufficient supervision to all the internship students.
- Evidence that your company has established policies or processes:
 - ✓ Holds Public Liability Insurance (10 Million minimum).
 - ✓ Manage the health and safety of employees, which will also apply to student(s):
 - ✓ Workplace Health & Safety Policy/Processes, Safe Workplace, and Inspections of the Workplace
 - ✓ Emergency/Evacuation and First Aid Processes
 - ✓ Accident Insurance Policy, Workplace Incident Reporting and Management System/Processes and Harassment, Bullying and Anti-discrimination Policy/Processes.
- 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 internship specific arrangements for the student.

Yours sincerely,

--Signed By---

[Prof. Amin Beheshti](#),

Professor of Data Science | Internship Unit Convenor
School of Computing, Faculty of Science and Engineering,
Macquarie University, Sydney NSW 2109, Australia
Tel: (61 2) 9850 6344 Fax: (61 2) 9850 9551
Email: amin.beheshti@mq.edu.au

WORK EXPERIENCE PLACEMENT DETAILS

Notice: If students are an employee of a company, they cannot do an internship in that company.

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 currently holds and will maintain adequate Public Liability Insurance in respect of the student's work experience placement. Additionally, companies must have current Public Liability Insurance coverage of \$10,000,000 or more, along with accident insurance that will cover the student for the entire duration of the work experience.

Signed on behalf of Workplace:	Signed on behalf of Macquarie University:
Signature:	Signature: --Signed By-- Prof. Amin Beheshti
Position:	Position: Internship Unit Convenor (COMP8851/8860)
Date:	Date: --S1-2024--

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 the **full-time internship** unit (40 Credit points), the student works 5 days/week at the workplace. In the **part-time internship** unit (40 Credit points), the student works 3 days/week at the workplace. 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

In this unit, No late submissions will be accepted, unless a Special Consideration is Submitted before the assessment submission deadline, and Granted.

More information (Including Academic Calendar):

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