**[DATE]**

Dear **Host Supervisor,**

Thank you for supporting our internship program at Macquarie University and accepting our studentfor the **S2 2025** internship.

The below mentioned student will be undertaking work experience with your company from **Week 1** to **Week 13** based at your premises, mentioned below.

Please keep in mind that, during the **semester break**, the students will be on recess.

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

The **attached** schedule of *Work Integrated Learning Details* below 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](https://data-science-group.github.io/people/aminbeheshti/),

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

***WORK INTEGRATED LEARNING DETAILS***

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

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| **Unit Details:** | |
| University: | Macquarie University |
| WIL Unit Name: | COMP8851 - Industry Based Internship |
| Unit Convenor: | Amin Beheshti |

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| **Student Details:** | |
| Student Name: |  |
| Student Macquarie University Email Address: |  |
| Enrolled in the unit Part Time (COMP8851) or Full Time (COMP8851 + 8860): |  |

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| --- | --- |
| **Host Contact Details:** | |
| Host Supervisor Name: |  |
| Host Supervisor Email and Phone: |  |
| Host Supervisor Job Title: |  |
| Contact Person (If different to Host Supervisor): |  |
| Contact Person Email and Phone: |  |
| Contact Person Job Title: |  |

|  |  |
| --- | --- |
| **Host Organisation Details:** |  |
| Full Name of Organisation: |  |
| Website: |  |
| Street Address: |  |
| Activity Location (Same as organisation address): | 1. Yes 2. No – (Please add address below) 3. Online Only – (We do ask our partners to host our students onsite as this will provide our students with first-hand experience of working in the field) **If you select this option we will need to review and confirm if this is a suitable internship opportunity.** |
| Organisation Description: |  |
| ABN / Registration No: |  |
| Number of Employees: |  |

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| --- | --- |
| **Activity Details:** | |
| Project/Internship Name: |  |
| Project/Internship Description: |  |
| Project/Internship Tasks: |  |
| Project/Internship Start Date: |  |
| Project/Internship End Date: |  |
| Other Specific Attendance Requirements: |  |

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| **Student Requirements:** | |
| Required Student Skills: |  |
| Provision of Student Support: |  |
| Equipment Required: |  |
| Special Conditions (E.g. Clothing, Footwear etc) |  |
| Other Student Requirements: |  |
| Working with Children Check: | 1. Yes 2. No |
| Working with Children Check Payment: | 1. Volunteer Check – No Charges Apply 2. Paid Check – Paid by Student 3. Paid Check – Paid by Host Organisation Company |
| National Criminal Record Check: | 1. Yes 2. No |
| National Criminal Check Payment: | 1. Paid Check – Paid by Student 2. Paid Check – Paid by Host Organisation Company |
| Health Screen Vaccinations Check: | 1. Yes 2. No |
| Health Screen Vaccinations Check Payment: | 1. Paid Check – Paid by Student 2. Paid Check – Paid by Host Organisation Company |
| Vaccination Check Details: |  |

**Student Health Safety and Wellbeing:**

Please note that in order for our students to complete the internship, we first require the below: This step will need to be confirmed when completing the activity form. The company will be sent a link to the activity form once this document has been completed, signed and sent back.

* Capacity to provide appropriate supervision
* Public Liability Insurance (10 Million minimum)

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.

We also require your organisation to have established policies or processes, to 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
* Workplace Incident Reporting and Management System / Processes
* Harassment, Bullying and Anti-discrimination Policy / Processes

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| --- | --- |
| Signed on behalf of **Host Organisation**: | Signed on behalf of **Macquarie University**: |
| Signature: | Signature:  --Signed By--  [Prof. Amin Beheshti](https://data-science-group.github.io/people/aminbeheshti/) |
| Position: | Position:  **Unit Convenor (COMP8851/8860)** |
| Date: | Date:  --S2 2025-- |

### 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>