



# Internship registration

## *A guide for industry partners*

*Welcome to the Griffith Business School internship registration guide for industry partners. We are delighted to engage with you and thank you for reaching out to join us in preparing the next generation of business leaders for the future of work.*

Internships offer our partners an opportunity to have a willing and dedicated undergraduate or postgraduate business student working on a project or undertaking relevant tasks using a fresh and innovative approach to deliver real value to the business. Please note that internships are unpaid.

Griffith Business School delivers three internship periods:

Trimester 1	Trimester 2	Trimester 3
Early March to late May	Early July to late October	Early November to late January

### Key dates for industry registration **REGISTER EARLY!**

We welcome industry registrations year-round. Early registration and a clearly defined project or opportunity will assist us in finding the most suitable student/s for your workplace. We are always happy to work with you to identify projects and opportunities that best suit your needs, including face-to-face and online or virtual internship offerings that run across all trimesters including the summer period of Trimester 3.

The deadline for registrations is six weeks prior to the commencement of each internship period. During this time we gather essential data and information about the internship opportunity, formulate marketing and promotional material, complete placement requirements and checks, and recruit, interview and select students for the right internship.

### What type of internship are you offering?

We deliver two broad types of internships, offered face-to-face or online in a virtual experience format:

#### *Project-based internships*

These are industry or community based projects where students work individually or in a dynamic multi-disciplinary team on a dedicated project. An industry or community project is one which is designed to address an organisational challenge or opportunity and to answer a real problem or need which will benefit the business or community. The project could involve a specific area of research or investigation which will contribute to solving a business problem or supporting a business case.

#### *Activity-based or task-based internships*

Students work independently or in collaboration with team members in a relevant professional role for a workplace and on activities and tasks relevant to professional practice or day-to-day operations. Students are active-participants and learners in the workplace and apply their skills under the guidance of their 'supervisor'.



**Register year-round—  
six-week cut-off before  
each trimester**



**If you need more time  
contact our team at  
[gbsinternships@  
griffith.edu.au](mailto:gbsinternships@griffith.edu.au)**



**Industry or  
community  
project**

OR



**Professional  
activities  
or tasks**

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**Face-to-face**

OR



**Online**

## What we need to know

Please include information about:

- the nature of the business/business unit in which the internship will operate
- the issue or project within your organisation that you have identified for the student to address; or the tasks/activities the student will be working on
- the expected outcomes that the student will deliver (verifiable outcomes).

The assigned student will be provided with a project brief prior to commencement of their internship, which will identify the goals to be achieved, a timeline, and plan to project manage their tasks. The project or task description need not be exhaustive; however, it should allow students to make an informed decision regarding its suitability to their degree, and for Griffith to approve the scope and expected outcomes.

## Approval of organisations

Griffith University considers a number of factors before organisations are approved to offer internships to students. These factors include but are not limited to:

- outcomes of a risk assessment (e.g. existence and implementation of emergency and incident reporting procedures)
- outcomes of a work site evaluation
- alignment of Griffith University and the host organisations' values
- the host organisation is of a reasonable size.

## Student selection

We aim to provide a student for every approved internship opportunity; however, this is contingent upon student participation numbers for each trimester and student preferences for internship offers.

Students are accepted into the business internship program through a criteria-based selection process, including an interview with the Course Convenor and completion of specific prerequisite courses. Students must have completed at minimum half of their degree, and enrolment requires the Course Convenor's approval.

When a potential intern has been selected, the Course Convenor will make a recommendation. You will receive a copy of the student's resume and cover letter and may choose to conduct an interview. You will make the final decision regarding the student's assignment to your workplace.

## Student availability

Students are available on a part-time basis (one or two full days per week) up to a maximum 12-week period. Extension beyond this period may be negotiated with the student and the Course Convenor. The day/s in the workplace is negotiated between the student and your organisation and is normally the same day/s each week. While internships are unpaid, some students may be available for paid work or paid vacation employment on either side of their internship commitment.



### Direct placement

If there is a Griffith Business School student known to your organisation who you would like to offer an internship, please provide their name and contact details on the registration form. If the project opportunity is approved, we will match the student to your organisation directly.



### Additional requirements

Please consult the [Approval to Undertake a DOMESTIC Work Integrated Learning \(WIL\) Placement form](#) for more information and requirements.



### Course Convenor recommendation



### Final approval by your organisation



## What we ask you to provide

### Face-to-face workplace internship

- ✔ A student project or relevant tasks. Griffith Business School assesses all projects and tasks and will liaise with industry partners if more information is required. Only approved opportunities will be advertised to students.
- ✔ A dedicated workplace supervisor who has at minimum two years management experience and expert in the field of the internship discipline.
- ✔ A computer, desk and workspace for the student/s, resources and consumables as needed for the internship and appropriate supervision. Students are not permitted to use their own laptops. Students are not permitted to work from home when assigned to an office setting.

### Online (work from home) internship

- ✔ A student project or relevant tasks suitable for a virtual internship. Griffith Business School assesses all projects and tasks and will liaise with industry partners if more information is required. Only approved opportunities will be advertised to students.
- ✔ A dedicated workplace supervisor who has at minimum two years management experience and expert in the field of the internship discipline.
- ✔ Appropriate digital support and capabilities (access to technology and information resources) must be available to student/s so they can perform duties while working remotely, work on projects remotely, and connect with their teams using virtual collaboration and meeting platforms.

## Internship course work and your participation

Griffith Business School's internship courses are graded and form part of the student's degree. Students attend face-to-face or online classes across the trimester, supported by a course convenor and teaching team, and complete a number of assessment items. A dedicated Griffith Business School team tracks student progress throughout the internship to ensure industry deliverables and academic outcomes are achieved.

## Payment for work

Students undertaking an internship are unpaid because the student is completing a placement as part of a course and there is no employment relationship. Any work offered to the student outside of their internship hours is expected to be paid work.

## Legal liability

Students are covered by Griffith University for legal liability and personal accident (if they are unpaid). Note that students are NOT covered to drive company vehicles. Projects/ internship activities can be confidential.

## How to register

*To register your interest, please get in touch with our team at [gbsinternships@griffith.edu.au](mailto:gbsinternships@griffith.edu.au)*

*We look forward to working with you.*

[griffith.edu.au/business-internships](http://griffith.edu.au/business-internships)



### Exit interview

You will be asked to provide feedback on the student's performance which will contribute to their final mark.



### More information

[Australian Government Fair Work Ombudsman](#)



### More information

[Approval to Undertake a Domestic WIL Placement form](#)