

Internship registration

A guide for industry partners

Welcome to Griffith Business School's internship registration guide for industry partners. We appreciate your interest in offering an opportunity to help shape our future business leaders.



Internships provide our partners with eager undergraduate or postgraduate business students who bring fresh, innovative approaches, that deliver tangible value to the business. Griffith Business School delivers three internship periods where you can offer an unpaid placement:

Trimester 1

March to June

Trimester 2

July to October

Trimester 3

November to February

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

We accept year-round industry registrations however, early registration with a well-defined project helps match students to your needs. We accept in-person and virtual internships across all trimesters. The registration deadline is six weeks prior to each trimester. This allows us to promote your role/s and recommend suitable students.



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



If you need more time contact our
team at
gbsinternships@griffith.edu.au

What type of internship are you offering?

We accept two main categories of internships, which are available in either an in-person or virtual format:

Project-based internships

These projects involve students working individually or in diverse teams on real-world challenges that benefit businesses or communities, addressing specific research or problem-solving needs.

Activity-based or task-based internships

Students perform professional tasks independently or collaboratively within a workplace on the day to day activities, learning and applying their skills under the guidance of a supervisor.

What we need to know

Please include information about:

- 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 specific business division or unit where the internship will take place

Approval of organisations

Griffith University assesses several criteria prior to authorising organisations to offer internships to students. Industry partners are required to complete our registration form and provide comprehensive details about the opportunity, enabling students to evaluate their interest. Our team will assess suitability of the scope and expected outcomes before promoting these opportunities to students.

Student selection

We aim to match students to internships based on demand and preferences. To ensure our students are appropriately prepared for a placement, they are required to be at least halfway through their degree to be eligible for an internship.

When a potential intern is identified, our team recommends them, and you make the final decision for placement in your workplace.

Student availability

Students are available 1-2 days/week for up to 12 weeks. Workdays are negotiated between the student and your organisation and are typically consistent throughout the trimester.

What we ask you to provide

A dedicated workplace supervisor who has at minimum two years management experience in the workforce.

Face-to-face workplace internships

A computer, desk and workspace for the student/s, resources and consumables as needed for the internship.

Online (work from home) internship

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 and connect with their teams using virtual collaboration and meeting platforms.

Internship course work and your participation

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 paid work offered to the student can be offered after their placement has ended.

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

Next Steps

Book your Onboarding Meeting with us today by getting in touch with our team at gbsinternships@griffith.edu.au or call on 07 373 55200.

We look forward to working with you.

