

Enhancing Career Prospects for Indigenous Undergraduate Students

Information for Host Organisations

Contacts for staff and students:

Indigenous Undergraduate Work Integrated Learning Project Officer – Kathrine Clarke 03 90356570, 0403 617 678; kathrine.clarke@unimelb.edu.au

Alternatively you can advise students to contact the Student Success Team at Murrup Barak. Or the Work Integrated Learning Team – science-academicprograms@unimelb.edu.au

Overview:

In 2016, the Indigenous Undergraduate Work Integrated Learning Program was designed and tailored for the purpose of improving existing internship/studentship programs across the University's faculties, and it is envisaged that existing programs will be attuned to the needs of Indigenous students, and industry. Providing pathways to developing enabling programs and activities that better enhance the career prospects of Indigenous Undergraduate students, now and in future years to come.

What is involved?

The internship involves a placement of 80-100 hours (1 day a week for 10 weeks) in a single organisation, working as an intern while gaining experience of the science and technology-related work conducted in that organisation. Students build on their existing skills, with guidance, and are expected to contribute productively to a project or series of activities set up by the organisation for their placement.

Participating in the internship will also enable students to observe the nature of the organisation more generally – its structure, how different components of the organisation interact, how projects and teams are organised to achieve their goals. Interns will build on their science-related skills, with guidance, including their capacity to contribute productively to a project or series of activities set up by the organisation for their placement.

Eligibility for Indigenous Students Eligibility is for Indigenous Undergraduate students enrolled in the **SCIE30002 Science and Technology Internship**:

<http://science.unimelb.edu.au/students/enrich-your-studies/internship-subjects/science-technology-internship>

Or the **Bachelor of Arts: Work Integrated Learning (Internships)**:

<http://arts.unimelb.edu.au/students/undergraduate/work-integrated-learning-internships#bachelor-of-arts-internship>

Students must be:

- Aboriginal and/or Torres Strait Islander.
- Studying a Bachelor degree in Science, Biomedicine, Engineering or Technology in 2nd year of studies going into 3rd year of studies are eligible.

OR

- Studying a Bachelor of Science (Extended), in 3rd year of studies going into 4th year of studies are eligible.

For Hosts

Internship hosts will provide a meaningful experience of their workplace for students. They will provide experienced staff to induct, supervise and mentor their intern and to provide a brief student evaluation at the conclusion of the internship. The host organisation will need to be confident in encouraging a safe working environment for the intern, one that is culturally sensitive and open-minded when working and engaging with Indigenous employees. This includes appropriate use of language when discussing sensitive topics about Indigenous people and communities.

What is expected of Interns and Hosts?

The nature of the work conducted by the intern will clearly depend on the organisation. Interns may be assigned to an individual project that can be completed within the 80-100 hours of the placement. Alternatively, the placement may be a combination of these. Specific tasks may be largely office-based and include data entry, literature searches, or preparation of figures for presentation/marketing materials. Depending upon the organisation and project, there may be opportunities for hands on laboratory, research or field-based activities. As host organisation you will provide an experience that is authentic, so the nature of the science- related work the interns do will vary from placement to placement. Interns may spend time shadowing members of staff in science-related roles, contributing in an assisting capacity to a range of activities. Interns may be asked to be a team member on a project for the duration of the internship – an ongoing project, or one that is completed during the internship.

How does your organisation benefit?

The internship program offers organisations the opportunity to interact with students close to graduation. Students undertaking this subject have demonstrated the initiative to explore the different career pathways that particularly interest them, and may have carried out considerable research of a number of organisations before approaching you. They are keen, motivated and are likely to be better prepared than many graduates seeking employment. Even if you are unlikely to be recruiting in the immediate future, offering internship placements provides you with an opportunity to excite the next generation in your

areas of activity, increasing the likelihood that high quality employees will be available to your organisation into the future.

Commercial considerations

As the placement is unpaid and forms a component of study embedded in the student's curriculum, internships meet the requirements of a 'vocational placement' in accordance with the Fair Work Act 2009. Nevertheless, a formal agreement will be established between the University and the host organisation. Three possible agreements are available, depending on the requirements of the host organisation to own intellectual property generated by the student during the internship.

Agreements

Health and Safety

Host organisations must have a commitment to safe work practices, such as a formal Occupational Health and Safety Plan, and comply with the Occupational Health and Safety Act (Vic) 2004. Any disagreements, incidents or near accidents must be reported promptly to the Science and Technology Internship subject coordinator (see below).

Worker's compensation and insurance

As the internship is unpaid, Worker's Compensation does not apply. The student is covered comprehensively against accident or injury under the University's student insurance policy. The University maintains Public Liability and Professional Indemnity insurance that covers any liability of the University and the student in relation to the placement, and the host organisation is expected to also maintain appropriate Public Liability insurance.

If you would like to participate as a Host in the University of Melbourne's Indigenous Undergraduate Work Integrated Learning Program, please contact:

The Indigenous WIL Project Officer on 03 9035 6570 or kathrine.clarke@unimelb.edu.au; Science Internship Subject Enquiries
Subject Co-ordinator: **Professor Janet Hergt** 03 8344 7678.