



INDUSTRY & COMMUNITY HUB

Faculty of Business & Law

Becoming an Internship Host

Join us in shaping the next generation by hosting a student intern!

AT A GLANCE

- Email us and let us know you are interested in hosting a student intern
- Meet with us to go through the program and ask any questions
- We commence recruitment for your perfect intern
- Interview prospective interns identified by your WIL Officer
- Let us know how the interview went, and we will feed this back to the student
- Once you decide to offer a student the role, we will work with you to arrange their start



ELAINE ELLIS (HOST)
Henry & Oliver Co

"Curtin University managed to find me an intern who was the perfect fit for my business. I gave the student a brief when she first came in and she really got it."

We were able to work really closely together to evolve my brand and take it to where it is now."

WHY HOST A CURTIN INTERN?

There are so many reasons why hosting a student intern is beneficial!

Student interns bring enthusiasm and new ideas into the workplace and can be that extra set of hands that is so often needed. Our students are exposed to the latest theories, techniques and ideas, making them a valuable asset to your organisation.

Hosting a student intern is also a great way to engage with Curtin University and gives your organisation a chance to shape the next generation of industry professionals.

WHAT CAN AN INTERN DO?

Student interns are expected to take on meaningful work that will help them build on the skills and knowledge they have acquired through their studies.

Tasks will vary depending on the business area, student background and your organisations needs. Your Curtin WIL Officer will work with you to identify suitable tasks and responsibilities to ensure both your organisation and the student benefit from the experience.

WHAT DOES A HOST DO?

Host organisations are expected to provide students with a suitable supervisor for the duration of the placement.

Ideally, the supervisor should be an industry professional working in the student's field of study. For example, an Accounting student should be supervised by a practicing Accountant.

The supervisor must be willing to provide the student with support and mentorship throughout the duration of the internship and may be required to provide feedback at the end of the internship.

Administration

To formalise the internship arrangement, appropriate due diligence must be completed. Generally this involves ensuring the safety of the workplace, providing student insurance coverage and executing the appropriate legal agreements.

Insurance	Health & Safety	Legal Agreements
 <p>Throughout the duration of an internship Curtin students are fully covered by the University's insurance.</p> <p>Curtin holds comprehensive Personal Accident, Professional Indemnity, and General Liability insurance.</p> <p>If you would like to view the Certificates of Currency for any of these policies, please visit the Curtin Fieldwork Insurance webpage.</p>	 <p>The health & safety of our students is our utmost priority.</p> <p>Before a student is placed we need to ensure that the workplace meets the relevant health, safety and emergency management requirements.</p> <p>This may involve you providing us with some basic information about your organisations or your WIL Officer conducting a quick site visit.</p>	 <p>Before a student starts with you a Fieldwork Agreement must be in place.</p> <p>This agreement formalises the roles and responsibilities of both parties, clarifies the indemnities, assures insurance coverage and assigns intellectual property ownership.</p> <p>This agreement can be amended if required.</p>



"Through my internship I gained employability skills, relevant experience related to my studies and, most importantly, improved my resume. Engaging in an internship was the highlight of my university journey!"

NISRINA ALFIE
Marketing Student

READY TO BECOME AN INTERNSHIP HOST?

Just send an email to us at industrycommunityhub@curtin.edu.au and we will take care of the rest!

