



**School of Global, Urban and Social Studies  
Bachelor of Arts (International Studies)**



# **International Internship**

## **Course Handbook**

**Second Semester, 2017**

**Course Coordinators**

**Associate Professor Paul Battersby  
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## 1.0 Introduction

The briefing notes in this handbook are intended to assist students, workplace supervisors and RMIT mentoring staff involved in the vocational preparation of students of the B.A. (International Studies) at RMIT University in Melbourne, Australia.

Towards the end of their course, all B.A. (International Studies) students are required to undertake an internship. Preparation for the internship or work placement normally begins in the middle of the second year – after completing the pre-requisite course, SOCU1031 Working and Managing in International Contexts - to ensure there is adequate time for detailed planning and preparation, especially for those students who are planning to do their internship in places as distant as London, Paris, Brussels, Beijing, Bangkok, Manila, Nairobi, Santiago, Port-au-Prince, or New York.

Internships normally take place within supranational or national government agencies, international business organisations, international development agencies, international regulatory or governance organisations, or community organisations with an international or cross-cultural focus. However, students should not feel constrained in imagining and designing their internship. Consult early in your degree with the B.A. (International Studies) Program Coordinator, the two Internship Coordinators or any of the B.A. (International Studies) staff to discuss internship possibilities. Students are strongly encouraged to research and plan their internship as much as possible, as a way of developing their initiative and creativity, especially with regard to international placements.

Many students combine their international internship with their international research project and even with study at an overseas university. However, in some instances, there may be advantages for a student to separate the internship from the international research project. Whilst it is preferable to do an internship overseas because of the nature of the BA Program, for personal reasons it may not be possible for some students to do their internship overseas – theirs will be done in Australia in a suitable organisation with an international orientation.

**All internships MUST have prior approval of the RMIT Internship Coordinator.** The School reserves the right to determine the suitability of a particular student for a particular internship, and may decide not to give approval if it considers that the student does not have the personal or academic qualities to successfully fulfil the demands and requirements of the Internship, or that the student may be placed at unnecessary risk, or the student wishes to be placed in a country where the political or racial or religious context may be problematic.

## 2.0 Rationale and Objectives

### RATIONALE

Together with the international field study, the international internship is the core element of the work integrated learning sequence in the Bachelor of Arts (International Studies) at RMIT University. As a situated learning course, the internship provides undergraduate students with the opportunity to 'operationalise' their learnings about globalization, language and bilingualism, cultural diversity and change; and/or increasing their proficiency in a second or third language.

Internships are relatively short lasting for a minimum of 40 days (24 credit points), depending on the interest of the student and the tasks assigned by the internship provider. However, the meaningfulness of the internship experience is determined less by duration than by the quality learning experiences afforded and the intellectual substance of internship preparations and internship report.

The international internship experience is intended to be more than a transient encounter with dry routine. Carefully structured complementary courses enable students to quickly adjust to new and challenging situations. In contrast to the surgical, text-book oriented approach of many vocational degree courses and programs, the internship and work-integrated learning sequence in which it is embedded, develop models of professional practice built around a critical and strategic pedagogy. This, it is argued, cultivates the intellectual flexibility with which to grasp the disorderliness of the post-modern global capitalist economy.

Students are expected to approach their internship as a possible bridge to an eventual full-time salaried position; as a professional experiential base for a successful employment application, or as a vocational base for a subsequent add-on course in international development, journalism, teaching, industrial relations, social work, etc. In other words, it is anticipated that the internship will enhance the student's confidence and develop their global literacy in their international knowledge and skill base, which will enhance their employment potential on completion of their studies.

Through their work placement, students will be more employable in and for international and cross-cultural contexts, more knowledgeable about working in offshore, international or global/local contexts, more responsible in working and managing in a global context and developing a personal global work ethic, creative in dealing with people and situations outside their own personal context and reflective on the experience of living and working in another country.

## **OBJECTIVES**

At the conclusion of their internship, students will be able to demonstrate their ability to learn from the experience of professional practice through the following:

- 1. Conduct research for potential internship opportunities in the professional context that is preferred by the student.**
- 2. Secure and satisfactorily complete a work-based internship placement in a professional situation different from the student's own country or onshore in Australia in an international or cross-cultural context.**
- 3. Speak, read, write and engage in a professional practice context using their chosen language.**
- 4. Live, work and learn in a professional context outside of the student's own culture or within a cross-cultural or international context within Australia**
- 5. Document, analyse and evaluate professional practice in a country other than their own or in an international context within an Australian-based agency**
- 6. Reflect upon one's professional practice and critically examine factors shaping one's professional identity**
- 7. Learn collaboratively, and to willingly share and deepen their knowledge and skills in their chosen communities of professional practice.**
- 8. Develop a network of professional contacts for internationally and or cross-culturally focused work.**
- 9. Establish links between lessons learned from professional practice and the knowledge gained from the core subjects, languages and the chosen electives.**

### 3.0 Options and Requirements

The student is expected to work for a minimum of 40 days / 320 hours (24 credit points) in a supra-governmental, governmental, regulatory, business, educational, aid or community agency which has an international or cross-cultural focus. The internship can be longer if both the agency and RMIT are in agreement. It can be organized as a single four or eight week block, or on single days over a number of weeks, and can be linked into a study sojourn overseas where the student is simultaneously studying at an offshore university. Block placement is preferred but other flexible arrangements are possible.

It is intended that while on placement students will be accorded a status as close to that of a member of staff as is consistent with their background and experience. Students will not normally be paid for the work they do during their placement, though it is noted that in some countries students may receive some reimbursement for their work.

The internship can be done in the following modes:

- a) **Offshore outside Australia in a block placement** with an organisation that is working in the international or cross-cultural area, or where the student can develop their additional language skills
- b) **Offshore outside Australia during a one or two semester study sojourn** at an overseas university where the internship is done concomitantly with the studies or done in a block period at an appropriate time
- c) **Onshore in Australia** with an organisation that is working in the international or cross-cultural area in Melbourne or in another part of Australia where a suitable site with appropriate workplace supervision can be found.

\*Attendance at university seminars/lectures/tutorials will take precedence over the internship and other outside commitments, regardless of the option selected.

## 4.0 Roles and Responsibilities

In the internship process, there are four key persons:

- a) **The Student**
- b) **Workplace Supervisor**
- c) **RMIT Internship Coordinator; and**
- d) **RMIT Internship Mentor**

**The responsibilities of the STUDENT are:**

- To plan and secure an appropriate internship in a supra-governmental, governmental, regulatory, business, educational, aid or community organisation or agency with an international or cross-cultural focus.
- In tandem with the Workplace Supervisor and the RMIT Coordinator, to develop a WIL Agreement Letter (Appendix 2) that constitutes the basis of the internship.
- To complete the items identified in the Internship Checklist (see Appendix 3)
- To represent at all times RMIT University and your country as ambassadors with dignity, maturity and integrity
- To keep to the highest level the regulations regarding privacy and confidentiality relating to the host organisation and its clientele both during and after the internship
- To be always punctual in starting times and in keeping meeting and individual appointments and to dress appropriately and to observe the rules of etiquette in accordance with the customs of the organisation and of the particular country
- To use the highest standard English in your written work that can be understood by other personnel in the agency, recognising that there are different forms of English across the world
- To keep a detailed reflective journal to be written up at the end of each day as a personal record of work, hours spent, and workplace experiences
- To keep in contact with the RMIT Internship Mentor and Coordinator at least once in 30 days
- To work collaboratively with both the Workplace Supervisor and RMIT Internship Mentor to ensure the maximum amount of learning takes place during the internship
- To receive a final appraisal from the Workplace Supervisor in the Workplace Supervisor's Report (Appendix 4) at the conclusion of the internship
- To write with assistance from the RMIT Internship Mentor a final 4000+ word report on the internship experience, to be marked by the RMIT Internship Mentor.

**The responsibilities of the WORKPLACE SUPERVISOR are:**

- To assume responsibility for the student's work placement at his or her organisation by participating in the negotiations and agreements regarding the internship, including the completion of a written Letter of Agreement (Appendix 2) which constitutes the foundation of the work placement
- To monitor the individual student and keep a record of the student's attendance and the provision of learning activities during the internship
- To allow for regular contact with the student to explore problems and issues to ensure optimal learning and to provide input which may be needed for the student to complete assessment tasks relating to the internship, including a daily journal and final report
- To complete the Workplace Supervisor's Report (see Appendix 4) at the conclusion of the internship in association with an open and facilitative discussion with the student.

**The RMIT INTERNSHIP COORDINATORS will coordinate the internship program for BA International Studies students. The functions of the position are:**

- To develop guidelines for internships on the basis of BA (International Studies) program aims and ongoing evaluation of actual work placements
- To construct, with the collaboration of all staff, a resource bank of agencies willing to offer internships to students in the BA (International Studies)
- To establish contacts with Workplace Supervisors and assist students in negotiating terms and objectives of the internship with host organisations and agencies
- To ensure the development of effective relationships with Workplace Supervisors, including the supply of relevant information.
- To ensure equitable distribution of mentoring responsibilities among RMIT staff
- To establish quality assurance mechanisms through adequate feedback about individual internships by all relevant stakeholders
- To act as an internship mentor for students.

**Other RMIT lecturing staff will have the following responsibilities as RMIT INTERNSHIP MENTORS:**

- To assist individual students to plan and secure an appropriate internship relevant to their professional interests and career aspirations if required.
- To support and monitor the progress of student interns through email correspondence at least once during the first half of the placement and again towards the end of the internship

- To liaise with relevant organisations and agencies on behalf of individual students and the School and to contribute to the building of the Resource Bank on internship options
- To assist the student in writing the Internship report
- To mark their students' final Internship reports

### List of Possible Internship Mentors\*

Name	Areas of Interest and Expertise	Contact Details
<b>Assoc Prof Paul Battersby</b>	Australia-Southeast Asia business and diplomatic relations, Global Risk and Governance, Security and Transnational Crime, International Development, Corporate Social Responsibility, Social Business	9925 2308 <a href="mailto:paul.battersby@rmit.edu.au">paul.battersby@rmit.edu.au</a>
<b>Guosheng Chen</b>	International education, education and development in China; East Asia studies, intercultural management; curriculum development, Australia-Asia relations	9925 4840 <a href="mailto:guosheng.chen@rmit.edu.au">guosheng.chen@rmit.edu.au</a>
<b>Assoc Prof Val Colic-Peisker</b>	Migration, mobility, globalisation, cosmopolitanism and Australian immigration and settlement policies. Her research has focused on notions of ethnicity/race, identity, community and class.	9925 9981 <a href="mailto:val.colic-peisker@rmit.edu.au">val.colic-peisker@rmit.edu.au</a>
<b>Dr Reina Ichii</b>	International development, development economics; microfinance; gender studies	9925 2328 <a href="mailto:reina.ichii@rmit.edu.au">reina.ichii@rmit.edu.au</a>
<b>Dr Elizabeth Kath</b>	Reconciliation, public health in particular maternal-infant health, state capacity/institution building, Latin American and Caribbean society politics and culture in particular Brazil and Cuba	9925 5084 <a href="mailto:elizabeth.kath@rmit.edu.au">elizabeth.kath@rmit.edu.au</a>
<b>Dr Julian Lee (On Leave)</b>	Intercultural Communication, Civil society activism, sexuality and gender, democracy and citizenship, religion and ethnicity, with a regional focus on Southeast Asia and specifically Malaysia.	9925 3440 <a href="mailto:julian.lee@rmit.edu.au">julian.lee@rmit.edu.au</a>
<b>Aya Ono</b>	Social entrepreneurship, social impact investment, Social finance, Corporate Social Responsibility, refugee and asylum seeker; diaspora communities in Australia, post-conflict development and peace-building	9925 1966 <a href="mailto:aya.ono@rmit.edu.au">aya.ono@rmit.edu.au</a>
<b>Dr Peter Phipps</b>	Indigenous studies, transnational culture, anthropology of tourism, history of theory in anthropology, postcolonial perspectives on globalisation, development and modernity in Australia and Asia Pacific	9925 2039 <a href="mailto:peter.phipps@rmit.edu.au">peter.phipps@rmit.edu.au</a>
<b>Dr Kaye Quek</b>	Gender studies, political science and theory, sociology, international relations, development, health and human diversity, and media	9925 2328 <a href="mailto:Kaye.quek@rmit.edu.au">Kaye.quek@rmit.edu.au</a>
<b>Dr Panayiota Romios</b>	Community-based health and humanitarian service, evaluation practice, cross-cultural communication and inclusion, cultural diversity, migrant health	<a href="mailto:panayiota.romios@rmit.edu.au">panayiota.romios@rmit.edu.au</a>
<b>Prof Joseph Siracusa</b>	Diplomacy and Government; Politics, International Trade; Security, US Politics;	9925 3188 <a href="mailto:joseph.siracusa@rmit.edu.au">joseph.siracusa@rmit.edu.au</a>
<b>Dr Aiden Warren</b>	International Security; Nuclear Weapons policy; US Foreign Policy; US Politics; Australian Foreign Policy; International Political Economy; Corporate Social Responsibility	9925 3758 <a href="mailto:aiden.warren@rmit.edu.au">aiden.warren@rmit.edu.au</a>

\* Students are advised to search relevant staff profiles on the RMIT website before approaching prospective advisors.

\*\* Some staff members are unavailable due to their research leave

## 5.0 Planning and Securing the Internship

### RESEARCHING YOUR INTERNSHIP

While some students find their ideal internship very quickly, most spend a good three to four months searching for appropriate employers (internship hosts), making contacts, submitting applications and negotiating the terms of their placement. This is a difficult but rewarding process if for no other reason than that it is ideal preparation for securing professional employment after graduation. The easiest first step is for you the student is to select a vocational area/s in which you would like to do your internship. Once you have a reasonably clear idea of where you are going, begin your search.

Build up an extensive list of potential internship hosts and make sure to save website URLs so that you can quickly return to them. Once you have compiled a list of perhaps as many as 20 organisations, you can begin to develop a shortlist by revisiting each website, evaluating each organisation's mission, types of activity, and advertised opportunities. Many larger organisations, United Nations agencies for example, have formal internship programs for which you can apply. Keep a record of postal addresses, telephone numbers, email addresses and, importantly, names of key contact people so that you can address your application to them. Once you have developed your shortlist, talk to the RMIT Internship Coordinator.

### **Review:**

1. Identify preferred vocational area/s
2. Think about your personal circumstances that can impact on your internship options (e.g. family, finances, language competency, health conditions, etc.)
3. Conduct Internet search and check the past emails sent from various RMIT and BAIS Program Facebook Page for advertised opportunities
4. List potential internship host organisations
5. Develop shortlist of preferred internship hosts, including key contact people – research projects you conducted in SOCU1031 Working and Managing in International Contexts, SOCU 1038 International Professional Practice, or SOCU 1042 International Research Project
6. Approach the RMIT Internship Mentor in the relevant area of interest/expertise
7. Discuss your shortlist with the RMIT internship coordinator

## **SAMPLE INTERNSHIPS**

BA (International Studies) students have successfully completed internships in a range of vocational positions with host organisations both overseas and in Australia, spanning the following sectors:

### **Multilateral / international Agencies**

UNESCO (Germany), UNDP (Lebanon & New York), UNHCR (Washington, New York & Turkey), UNEP (Geneva), International Union for the Conservation of Nature (Switzerland); EU (Brussels), UN Habitat (Philippines)

### **Government Departments/ Agencies / Project Management Companies**

DFAT (Embassies & High Commissions), foreign embassies and consulates in Australia, AusAID, Austrade (Paris and Madrid), Department of Immigration, Parliamentary Library (Canberra); KOTRA (Korean Government Trade Organisation), Invest Victoria (Melbourne); US Commercial Service (Melbourne), Malaysian Embassy (Paris), Ministry of Culture (Republic of Macedonia), Global Development Unit (Sweden); 2004 Olympic Organising Secretariat (Athens), Consulate General of the Republic of Korea (Melbourne)

### **NGOs (local and international)**

Grameen Bank (Bangladesh), Habitat for Humanity (Cambodia), Friends of the Earth, Red Crescent (Malaysia), Red Cross (China), Save the Children (Romania), PLAN International (Melbourne and UK), Brotherhood of St. Laurence, World Vision (Melbourne), Amnesty International (Italy and Melbourne), Fair Trade Laos, AIDWatch (Sydney), Religions for Peace (New York), Oxfam/CAA, Australian Volunteers International, International Women's Development Agency, AMES, Asylum Seeker Resource Centre, Oxfam, Red R, and many community organisations in Melbourne.

### **Business**

IDP, Cisco Systems (Singapore), Lonely Planet Guides (Melbourne), INTREPID Travel, Summit Thailand, Italian Chamber of Commerce (Melbourne), Australian Chamber of Commerce (Beijing), and import-export companies in Europe, China and Japan, Japanese Chamber of Commerce & Industry in Melbourne, Australian Centre for Corporate Social Responsibility, Australia Malaysia Business Council, School of Social Entrepreneurs

### **Education / Research**

RMIT Centre for Global Research Centre, RMIT EU Centre, Nanjing University (China), Sanjiang University (China), African Think Tank (Melbourne), Burnet Institute, KDU College (Penang), Induk College (Korea), Miriam College (Philippines), East Preston Islamic School, and many other English teaching placements overseas in India, China, Thailand and Japan.

## Media –

New Straits Times (Penang), SBS foreign language service (Melbourne), The New Internationalist (Melbourne), 3CR Community Radio (Melbourne); The Daily Journal (Venezuela) and The Guardian Films (London), National Geography Airy Focal Film and TV (Melbourne), Vice (Melbourne)

## MAKING CONTACT WITH POTENTIAL INTERNSHIP HOSTS

It is the responsibility of students to make initial contact with short listed organisations to inquire if an internship might be possible. Contact should take the form of a brief, respectful email request. In this phase it is crucial that the purpose of the internship be clearly stated, that the request makes clear the internship is a mandatory component of the BA (International Studies), and that the rationale for selecting each organisation is also clearly stated. Not all potential hosts will respond positively, indeed some will not respond at all. Do not be disheartened by rejection. Everyone has to learn to overcome disappointment and move forward.

## IS THIS THE RIGHT INTERNSHIP FOR ME?

It is important that you take steps to ensure that the identified internship opportunity is with a recognised or ‘recognisable’ organisation and in a place where the risk to your welfare is minimal. RMIT University must be assured of your safety, and the International Internship team must be satisfied that the placement in question will benefit your studies and your career development. Entrepreneurial opportunities working with individuals on special projects that are not a direct part of an organisational program naturally raise concerns and, should you find such an opportunity, you will need to negotiate with the International Internship team. A placement cannot be authorised until assurances are given to the effect that your personal safety and security will as far as practicable be protected by the proposed internship host. **In certain cases, you will be required to provide a personal risk management plan for your prospective internship. This will include a statement of anticipated risks, steps to be taken to ensure your personal safety, an assessment of available professional and personal in-country support networks, an assessment of the safety and frequency of transportation to and from your expected place of work, a communication strategy and an undertaking to provide regular updates on your progress to both your assigned RMIT Mentor and the International Internship team (for further details, see below). If you are unable to provide such assessments, then you should reconsider your options.**

## PREPARING A FORMAL INTERNSHIP APPLICATION

It could take several months before you have a list of likely internship hosts. Perhaps you have secured provisional acceptance by one organisation on the condition that you submit a formal application. In either case your next step is to put together your application, complete with the following:

- A formal letter of application to the internship host
- Your curriculum vitae
- Your transcript of academic results to date (if required)

- Letters of reference from previous employers (if any)
- A covering letter of introduction from the RMIT Internship Coordinator (Appendix 1)

The covering letter of introduction can also be downloaded from BA (IS) Google Site (<https://sites.google.com/a/rmit.edu.au/guss-wil/program-info/global-studies/ba-international-studies/BAISInternship>). Students are permitted to customise this letter by adding details about their work experience, voluntary activities, academic interests, and academic awards.

The completed letter should be emailed to the RMIT Internship Coordinator for signing. Your letter will be returned to you as a PDF file, which can be emailed or printed for sending by mail to possible internship hosts.

During the regular semester, please give at least three days between sending the letter to the Internship Coordinator and expecting it to be signed. During the mid-semester and summer breaks, this may take more time – so plan ahead. Once you have the signed introductory letter, you should copy your completed application to all organisations on your shortlist.

## SECURING YOUR INTERNSHIP

One or more employers could offer you an internship. If you do receive more than one offer and are unsure about which to choose, you should consult the Internship Coordinator or your RMIT Mentor, but be sure to reach a quick decision. Act immediately to secure your preferred placement and do not forget to inform all who offered you an internship of your decision and thank them for their time considering your application.

A casual verbal agreement between yourself and your internship host does not constitute a formal contract. **To formalise your internship you MUST ask the person nominated as your Workplace Supervisor to sign a completed WIL Agreement Form** (Appendix 2). Our preference is for this document to be signed prior to the commencement of your internship; however, in some instances overseas internships are not formalised until student interns reach their place of work. In such cases, alternative documentary proof must be provided to the Internship Coordinator before authority to travel can be granted.

In exceptional cases, when a student is finding it difficult to secure an internship, an internship proposal may be required. The proposal should include the following:

1. Introduction (Where and Why of your proposed internship field / area?)
2. Aims of the Internship (What do you hope to achieve/learn?)
3. Details of the Internship (What will the internship involve? When will it occur? Proposed Timetable?)
4. RMIT Mentoring Arrangements
5. Accommodation and Contact Details (if overseas)
6. Budget and Expense Details (if overseas)
7. Travel Insurance Details (if overseas)
8. Visa Details (if overseas)
9. Contact Details of Support Persons (at least 2) (for emergencies or repatriation)
10. Student's Curriculum Vitae

### **Things to Remember**

- The process of securing your internship should be treated as an employment search.
- Interviews for internships should be treated as job interviews.
- An internship is meant to be a professional development experience and as such will be of assistance to you when seeking full-time employment after your degree.

## 6.0 Getting the most out of your Internship

In addition to everything said above about the purpose of the international internship, the internship experience should be used to reflect upon the nature of 'management'. New Management Theory forms a central connective theme linking *Working and Managing in Cross-Cultural Contexts SOCUI031*, *International Internship HUSO2314*, and *International Professional Practice SOCUI038*.

Progressive management theorists and practitioners emphasise core management capabilities that either explicitly or implicitly encompass cultural knowledge and learning. To prepare students for the world of work after graduation, the BA (International Studies) seeks to impart a practical understanding of this new approach through sustained engagement with literature on intercultural communication and intercultural management. Students should draw on this literature to reflect upon management styles employed by their internship host, and to analyse their workplace and their workplace experiences.

The following criteria offer a guide to what and how students should be trying to learn from their internship experience:

### **Learning about work**

- By observing and documenting stories and narratives from different workplace contexts, which include both self-reflective stories and stories shared by peers regarding work and management cultures.
- By learning from situated/workplace experiences that encompass both tacit and explicit knowledge, exchanged through practice

### **Learning about culture**

- By investigating, unobtrusively and with due regard for research ethics, the articulation of workplace identities
- By observing how people interact at work
- By inquiring into the diverse career paths that brought colleagues to their present place of work
- By observing the sources of cultural dissonance / harmony in the workplace.

### **Learning from experience**

- Through reflective practice
- Through critical self-evaluation
- By learning how to learn from others

The following are proposed as indicative of the kinds of general skills, attributes and capabilities that can be taught and enhanced through work integrated learning:

1. The capacity to combine explicit knowledge gained from traditional academic resources with tacit knowledge and experiential learning gained from the workplace;
2. The capacity to learn collaboratively and to willingly share knowledge in communities of practice;

3. The capacity to use initiative, problem-solve and think strategically even when the ‘facts’ are ambiguous and the future is uncertain; and
4. The capacity to reflect upon one’s professional practice and critically examine factors shaping one’s professional identity (Tennant 2000, p.127).

Drawing together the capabilities strands outlined above, we define core capabilities for knowledge workers in the post-modern global economy in terms that resonate with the work of Cope and Kalantzis (1997) as:

- The ability to learn about cultures and cultural difference continually;
- The ability to work as part of a culturally diverse team;
- The ability to identify and harness cultural knowledge resources;
- The ability to adjust quickly to working life in different cultural contexts;
- The ability to network across cultural boundaries and build transnational communities of practice; and
- The ability to decode culturally embedded verbal and behavioural signals without recourse to tired First World stereotypes.

These expansive criteria speak to the general capabilities that employers tend to look for in graduates, but offer more meaningful descriptions with which to guide student learning and reflection during the internship. Most importantly, their generic quality allows students to research the applicability of each criterion in a ‘real world’ workplace setting by encouraging engagement with the methods of action research and reflective practice.

## 7.0 Suggested Readings

Students should revisit the following texts explored earlier in their degree to analyse their workplace and their work experiences. You should re-read them before commencing your internship or at the very latest, before you write your internship report.

AC Nielsen (2000) *Employer Satisfaction with Graduate Skills*, Research Report, Department of Education, Training and Youth Affairs, Canberra: Commonwealth of Australia.

Bauman, Z. (2001) *The Individualized Society*, Cambridge: Polity Press.

Bueno, C and Tubbs, S. (2004) "Identifying Global Leadership Competencies: An Exploratory Study" *The Journal of American Academy of Business*, Pp. 80-86 .

Davies, A, Fidler, D, & Gorbis, M (2011) *Future Work Skills 2020*, Institute for the Future for the University of Phoenix Research Institute.

Goldsworthy, A. (2002) 'Twenty-first century leadership: leading in the networked world' in Australian Institute of Management (Ed.) *The Heart and Soul of Leadership*, Sydney: McGraw-Hill, pp. 156-175.

Hager, P. (2000) 'Knowledge that Works: Judgement and the University Curriculum' in Symes, C., McIntyre, J (eds) *Working Knowledge: The New Vocationalism and Higher Education*, Buckingham: Open University Press, pp. 47-65.

Hede, A. (2002) 'Emotion: the essence of integrated leadership' in Australian Institute of Management (ed) *The Heart and Soul of Leadership*, Sydney: McGraw-Hill, pp. 100-122.

Hofstede, G. (2011) "Dimensionalizing Cultures: The Hofstede Model in Context, Online readings" in *Psychology and Culture*, 2 (1) Retrieved from <http://scholarworks.gvsu.edu/cgi/viewcontent.cgi?article=1014&context=orpc>

Inequality Media Civic Action, 2016 "Into the World of Work" Accessed at <https://www.youtube.com/watch?v=BAUU4VjeiDU>

Karp, T. & Helgo, T. (2008), "The future of leadership: the art of leading people in a "post-managerial" environment", *foresight*, 10 (2) pp. 30 – 37.

Kiesling, SF, Paulston, BC, & Rangel, ES. (2012) *Handbook of Intercultural Discourse and Communication*, Blackwell Publishing, Oxford.

Markx, M. and Nissm D (2011) "Mind the Cultural Gap: Intercultural Development during a Teacher Education Study Abroad", *Journal of Teacher Education*, 62 (1)' 35-47.

Mendenhall, M, (2006) "The Elusive, yet Critical Challenge of Developing Global Leaders" *European Management Journal* Vol. 24, No. 6, pp. 422–429.

Moon, J.A. (2004) *A Handbook of Reflective and Experiential Learning*. London: Routledge.

Senge, Peter, Art Kleiner, and Charlotte Roberts. *Fifth Discipline Fieldbook*, edited by Peter Senge, et al., Nicholas Brealey Publishing, 2011. <<https://ebookcentral-proquest-com.ezproxy.lib.rmit.edu.au/lib/rmit/reader.action?ppg=1&docID=753392&tm=1493177648788>>

Thomas, D. (2002) *Essentials of International Management: A Cross-cultural Perspective*. London: Sage.

Walker, D, Walker, T, & Schmitz. J. (2003) *Doing Business Internationally: the guide to cross-cultural success*, 2<sup>nd</sup> edition, New York: McGraw-Hill.

- Wals, Arjen E.J. & Wals, Arjen E. J. (2015). *Social Learning Towards A Sustainable World Principles, Perspectives, And Praxis*. Wageningen: Wageningen Academic.[https://primo-direct-apac.hosted.exlibrisgroup.com/primo-explore/fulldisplay?docid=RMIT\\_ALMA5189875920001341&context=L&vid=RMITU&search\\_scope=Books\\_and\\_multimedia&isFrbr=true&tab=default\\_tab&lang=en\\_US](https://primo-direct-apac.hosted.exlibrisgroup.com/primo-explore/fulldisplay?docid=RMIT_ALMA5189875920001341&context=L&vid=RMITU&search_scope=Books_and_multimedia&isFrbr=true&tab=default_tab&lang=en_US)
- Wenger, E. (1998). *Communities of Practice: Learning, Meaning, and Identity*. Cambridge: Cambridge University Press.
- Williams, P. (2012), "We Are All Boundary Spanners Now?", *International Journal of Public Sector Management*, Vol. 26 No. 1.

## 8.0 Assessment

Prior to commencing their internship, each student needs to work with their Workplace Supervisor to develop a 3-way WIL Agreement (Appendix 2). The signed WIL Agreement must be lodged with the RMIT Internship Coordinator before any internship is commenced. You submit 8 documents in total – A) Workplace Supervisor's report, a Reflective Journal, B) a Photographic/Video Postcard with a consent form, C) an Updated CV/Cover letter with a position description, and D) an Internship report. **All assessments are to be submitted in soft copy (emailed directly to Aya Ono). All of them must be submitted in ONE "bundle."** Not doing so will result in a delay of your result.

### **1. Completion of 40-day Internship**

**30%**

#### **(Workplace Supervisor's Report & Reflective Journal)**

- Presentation of a signed copy of the Workplace Supervisor's Report containing a satisfactory rating (see Appendix 4).
- At least 30 Daily Entries containing description of workday with tasks done, critical or special incidents, meetings attended, formal or informal interviews or conversations etc, and critical and strategic reflection on the day's events. Choose the 'it' i.e. the thing you learned/noticed/understand or something that you found interesting/ confusing/striking... Remember it's a record of what you learned, not what you simply did!

### **2. Postcard (Photographic or video)**

**10%**

Choose an option A) Photographic Postcard or B) Video Postcard.  
Construct a postcard using an original image or video.

#### **Choice A) Photographic postcard must include:**

- A high-quality jpeg (preferably at least 3-4MB),
- 300-word description of the actual placement experience, your insights, and impact which draws on significance of the image chosen,
- The completed consent form (Appendix 7).

#### **Choice B) Video postcard must include:**

- A high-quality MP4 or other video recorded file that encapsulates your placement experience, insights, and impact. (Upload the video file on Google Drive and include the link to it in the submission email)
- Verbal summary of the actual placement experience, your insights, and impact which draws on significance of the video filmed,
- The completed consent form (Appendix 7).

### **C. Updated CV and Cover Letter**

**20%**

Updated resume and cover letter with a position description of a position that you wish to apply for upon graduation from the BAIS degree.

## **D. Internship Report**

**40%**

The report building on and incorporating your reflective journal is a formal and factual document of 4,000 words, addressed to an academic audience which gives a clear picture of the host organisation's goals and operations, the student's role within the organisation, as well as a detailed account of work activities undertaken whilst on placement together with an overall reflection and appraisal upon the agency and its work. The report will be backed up with appropriate theoretical discussion as well as practical documentation.

Networking is an extremely important part of professional life, particularly in making links across the world, be they via face-to-face contact, through voicemail or the internet. It can be both organisations and, preferably, individuals within organisations. As a result, a list of professional contacts established during the internship is to be included in the Internship Report (but it will not count towards the 4,000 word count).

### **Contents of the Internship Report**

You are encouraged to **be creative, interesting, informative and professional** in writing your internship report. Imagine the audience to be other students who may be interested in similar fields of practice. An internship report should address the following headings, not necessarily in this order:

- **Introduction to the report and to the internship (including your motivations and objectives for conducting the internship with your host organisation)**
- **Background of organisation or the project**
- **Statement of your internship role**
- **A descriptive summary, inc key events and incidents of the internship**
- **Evaluation of work tasks completed**
- **Reflection upon your professional development experience (which will include documentation of what you have learned and skills developed)**
- **Reflection and appraisal upon the work and function of the organisation, how the organisation or workplace supervisor managed the placement and key organisational and management issues identified**
- **Reflection on the application of what you have learned as part of the BA IS Program to your internship experience**
- **Conclusion**
- **List of professional contacts**
- **List of references used**

Above all, the BA (International Studies) program team would like you to tell us if you were able to use what you had learned during your undergraduate studies during your work placement, including:

- Knowledge of global processes
- Knowledge of cultural diversity
- Generic (transferable) skills
- Specific skills

## 9.0 Deadline and Submission

The deadline for submitting ALL assessments in pp. 17 and 18 is **Friday of Week 13, 11.59pm October 20, 2017**. Reports that are submitted after the deadline without prior approved request for extension will be penalised with a deduction of 5% per day late. **Students enrolled in Flex Term** are required to submit all the assessments **ONE MONTH after the actual completion date of the internship**. The completion date is registered with InPlace and when this date changes due to organisational and personal circumstances, students must communicate with the Course Coordinator.

A NEX (No assessment scheduled) mark can only be given if there is clear evidence of progress in securing/conducting your internship, and writing up the Internship Report. It is your responsibility to document this evidence; otherwise, you may get a Fail (NN) grade for this semester, and will therefore have to re-enrol this subject again in the future. Note that a NEX mark will automatically convert into a NN grade after 6 months.

### Confidentiality

Due to the confidential nature of some of the information contained in some internship reports, your assessments will be treated as confidential, accessed only by the staff involved. However, your complete internship report MAY be of interest to other students in the Program, particularly if they are intending to work in the same sector of industry or even the same company, institution or agency. The staff or other students may contact you for access, in which case, your report needs to be cleared for in-house publication by your Workplace Supervisor.

Internship reports submitted within the deadline will be advised of the result on the result release date each semester – this is often one month after the last day of exams. Reports submitted outside of the deadline (due to approved extensions and incomplete submissions) will be marked and returned according to the availability of lecturers within the next semester or the summer break. If you are applying for work or postgraduate studies, please consider these conditions in deciding on a submission date.

## 10.0 Important Information on International Placements

### [Travel advice, policies and insurance]

All students undertaking internship overseas on an approved program receive complimentary travel insurance provided that your Mobi registration is completed in full and a copy of your itinerary has been submitted to MyTrips at [mytrips@travelsecurity.com](mailto:mytrips@travelsecurity.com). You are covered for the length of your internship – up to 180 days. If your internship is longer than that, you will need to get your own cover for the period onwards that is not covered by RMIT. You can obtain further information here: <http://www1.rmit.edu.au/students/travel-insurance>

### [Funding]

RMIT staff are prepared to help students to make applications to funding agencies for financial support but no guarantee can be given for this. Attention is drawn to the fact that each year RMIT gives a limited number of travel grants of \$1,000 to students for education abroad programs.

For more info, see: <http://www1.rmit.edu.au/browse;ID=140cwh4txeix1>

**If you are conducting your internship overseas, you MUST complete the following four steps:**

**1. 3-way WIL Agreement:** In some instances overseas internships are not formalised until student interns reach their place of work. In such cases alternative documentary proof must be provided. The 3-way WIL Agreement needs to be approved and signed off by the Internship Coordinator Aya Ono BEFORE the commencement of your internship.

#### **2. Registration through Mobi**

<[https://outbound.rmit.edu.au/index.cfm?FuseAction=Programs.ViewProgram&Program\\_ID=11451](https://outbound.rmit.edu.au/index.cfm?FuseAction=Programs.ViewProgram&Program_ID=11451)>

#### **3. Registration through InPlace**

<<https://wil.rmit.edu.au/Security/Account.mvc/LogOnFederation?ReturnUrl=%2f>>

#### **4. Send your itinerary to MyTrips at [mytrips@travelsecurity.com](mailto:mytrips@travelsecurity.com)**

*Note that some host organisations will require proof of personal liability cover.*

*Check this thoroughly: <http://mams.rmit.edu.au/qhqoh2dcfdlj.pdf>*

## 11.0 University Policy on Work Placements

### OCCUPATIONAL HEALTH AND SAFETY

Host organisations have the primary duty of care to ensure the health and safety of RMIT students during their internship. RMIT University expects that placement organisations will recognise their responsibilities and have systems in place to reduce the risks to the health and safety of students undertaking work placements. Host organisations should ensure that student interns are aware of the following prior to commencing a work placement:

- Host organisation's health and safety policy.
- Emergency procedures including emergency numbers.
- First aid arrangements (including names and phone numbers of first-aiders).
- Details on the process for managing and resolving health and safety issues.

### SEXUAL HARASSMENT AND CULTURAL DIVERSITY POLICY

All students are covered by RMIT's equal opportunity, sexual harassment, anti-racism and religious tolerance policy, and if it occurs, students should bring it to the attention of their RMIT Internship Mentor and/or RMIT Internship Coordinator. Sexual harassment covers a range of deliberate or unintentional verbal or physical behaviour of a sexual or sexist nature, which is unwelcome, unsolicited and not reciprocated. Whilst there are different cultural perceptions of what constitutes sexual harassment, it is not to be tolerated in any country. Students will have the support of RMIT whatever the circumstances and whatever the country. The same applies to expressions of racism and religious intolerance either through acts or verbal expressions against a student, and which conflicts with the university's cultural diversity policy.

### DISCIPLINE AND TERMINATION

If difficulties arise during an internship, both the host organisation and the University have the right to withdraw a student after prior discussion with the parties concerned. If a Workplace Supervisor is concerned about an individual student's attitude, behaviour and/or performance during their placement at his or her organisation, they should notify the RMIT Internship Coordinator. While on the host organisation's premises, students will be subject to the rules, regulations and by-laws of the host organisation. In the event of any breach by the student, the Workplace Supervisor may direct the student to leave the premises and will notify the RMIT Internship Coordinator of the direction. The student will then be invited to a meeting convened under [Section 6 of RMIT's Will Procedure: Early Termination of Placement Process](#).

### INSURANCE COVERAGE

Students undertaking placements in Australia will be covered by Student Accident Insurance, but this is not a substitute for Work Cover. RMIT's Student Accident Insurance will also cover students undertaking placements overseas for medical expenses should they be injured at work. However, it does not provide any cover if the student gets sick. Thus, students MUST take out their own travel insurance. Students undertaking placements overseas are responsible for their own travel and health insurance. RMIT offers complimentary travel insurance to students on approved mobility activities. If students do not take up this offer they must purchase a travel insurance policy that will sufficiently cover them during their overseas travel including any pre-existing medical conditions and leisure travel and activities such as diving, parasailing, skiing, rafting etc. For further information, contact Insurance Office at [insurance@rmit.edu.au](mailto:insurance@rmit.edu.au)

**Note:** Some exchange partner institutions may require incoming exchange students from RMIT to purchase a compulsory health insurance policy from a particular local provider. This payment may be required either pre or post arrival. This is particularly common in the US and in France and Germany. This will be at the students' own cost and in addition to the travel insurance they purchase in Australia in advance.

## APPENDIX 1

### Introductory Letter

Please send a copy for signature by the Internship Coordinator who will return it to you as a PDF file. During the regular semester, please allow at least 3 days for this to be done. More time may be required during the mid semester or summer breaks

[Name and address]

[Date]



SCHOOL OF GLOBAL, URBAN AND  
SOCIAL STUDIES

City Campus  
Building 37, Level 5  
411 Swanston Street  
Melbourne 3000  
Victoria Australia  
**Correspondence**  
GPO Box 2476  
Melbourne 3001  
Victoria Australia

Dear [name],

I am writing in support of an application by [your full name] who is keen to undertake [her/his] international internship at [proposed institution].

Tel +61 3 9925 2328  
Fax +61 3 9925 3049

[Your name] is an enrolled student in the BA (International Studies) at RMIT University. As part of their BA degree program, students are required to undertake an international internship of not less than 40 working days. Internships are normally unpaid and students are aware that they are solely responsible for organising their travel and accommodation arrangements. This element of the BA (International Studies) program is designed to give students the opportunity to develop workplace skills and acquire practical experience of living and working in a different cultural milieu whilst remaining under the supportive umbrella of RMIT. Students will be covered by RMIT Complimentary Travel Insurance once their administrative process is completed in full.

[Your name] has studied a range of courses encompassing international and global studies relating to global history, contemporary theories, the global economy, world population movements, international security, world governance and global risk factors as well as communicating, working and researching in cross-cultural contexts.

[Add personalised information: relevant experience – work, volunteering, sports etc.]

[Your name] has [describe] written and oral communication skills and a [describe] capacity to work collaboratively in group-research and group self-evaluation projects. [She/he] is a very responsible student who would benefit greatly from the experience of working in an international setting.

We hope that you would be able to assist [Your name]'s professional development by providing a challenging work placement for [her/him].

Should you require further information please do not hesitate to contact me.

Yours sincerely,

Aya Ono  
International Internship Coordinator  
Bachelor of Arts, International Studies  
School of Global, Urban, and Social Studies  
RMIT University  
aya.ono@rmit.edu.au

[Signature]

## APPENDIX 2

**Work Integrated Learning (WIL) 3-Way Agreement**  
**WIL Agreement between RMIT, an Organisation and a Student (No Intellectual Property)**

**Bachelor of Arts (International Studies) LETTER OF AGREEMENT**

Note: Please advise [guss.wil@rmit.edu.au](mailto:guss.wil@rmit.edu.au) and cc [aya.ono@rmit.edu.au](mailto:aya.ono@rmit.edu.au) as soon as possible of any changes to dates of commencement and completion and also any changes of postal/email addresses and contact details.

A signed copy of the agreement will be provided to the agency supervisor and student.

Please read the information before completion of this form.

EDUCATION PROVIDER (Items 1 & 5)			
<b>Name:</b>	Royal Melbourne Institute of Technology (ABN: 49 781 030 034)		
<b>Address:</b>	124 La Trobe Street, Melbourne, Victoria 3000		
<b>Postal Address:</b>	Building 37, 411 Swanston Street, Melbourne <i>or</i> GPO BOX 2476 3011		
<b>Course Coordinator:</b>	Aya Ono	<b>Email:</b>	aya.ono@rmit.edu.au
<b>Telephone:</b>	+61 3 9925 1966	<b>Facsimile:</b>	+61 3 9925 8266
<b>Discipline:</b>	School of Global, Urban and Social Studies		

STUDENT DETAILS (Items 3, 4, 6 & 8)					
<b>Student Name:</b>				<b>RMIT Student ID:</b>	s
<b>Program Name:</b>	Bachelor of Arts International Studies			<b>Program Code:</b>	BP048
<b>Semester (Encircle):</b>	Semester 1	Semester 2	Flex Term	<b>Year:</b>	
<b>Student Mobile:</b>				<b>Student Mobile In-Country</b>	
<b>Emergency Contact Name:</b>				<b>Relationship to you:</b>	
<b>Emergency Contact Telephone:</b>					
<b>RMIT Internship Mentor:</b>					

HOST ORGANISATION DETAILS (Item 2, 7 & 9)			
<b>Organisation Name:</b>			
<b>Organisation ABN (if Australia):</b>			
<b>Organisation Address:</b>			
<b>Suburb &amp; Postcode:</b>		<b>Country*:</b>	
<b>Supervisor's Name:</b>		<b>Supervisor's Title:</b>	
<b>Supervisor's Email:</b>			

<b>Supervisor's Phone:</b>	
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\* Students going to red or yellow-flagged countries as specified by [smartraveller.gov.au](http://smartraveller.gov.au) must complete a Risk Management Plan. Risk Management Plan can be accessed on the Google site here:

<https://sites.google.com/a/rmit.edu.au/guss-wil/program-info/global-studies/ba-international-studies/BAISInternship>

*Note: If necessary, please attach a timetable*

<b>PLACEMENT DETAILS (Items 3, 4, 6, 7)</b>					
<b>Anticipated Start date:</b>			<b>Anticipated Finish date:</b>		
<b>Anticipated working days: (Please circle)</b>	Mon	Tues	Weds	Thurs	Fri
<b>Time:</b>					
<b>Comments: (e.g. Any field trips outside the work hours)</b>					

<b>PARTICULARS OF THE WIL ACTIVITY</b> <b>Learning Goals &amp; Outcomes - Item 7 - This section is to be completed by the student and or in consultation with the supervisor:</b>
--

1. Briefly outline, in your own words, the core activities of the host organisation and of the department(s) or area(s) in which you will work. Detail the main tasks or areas of work you will be responsible for during your placement. This can be indicative at this stage.

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2. What skills, attributes and knowledge do you wish to *use* and *develop* in this internship? Goals:

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## Work Integrated Learning (WIL) 3-Way Agreement

# WIL Agreement between RMIT, an Organisation and a Student

This agreement is made between Royal Melbourne Institute of Technology ("RMIT") (Item 1 of the Schedule), the Organisation (Item 2) and the Student (Item 3) for the Term (Item 4) and sets out the parties' arrangement relating to the RMIT Student undertaking the Work Integrated Learning Activity ("WIL Activity") at the Organisation.

### 1. WIL Activity

- 1.1 The Organisation accepts the RMIT Student for a WIL placement, project or activity ("the WIL Activity") and agrees to provide the Student with experience, training and skills within a workplace setting relevant to the area of study described in Item 5 (the "Discipline").
- 1.2 The WIL Activity is a component of WIL which is part of the Students' program described in Item 6 (the "Program"), with the particulars of the WIL Activity set out at Item 7.

### 2. RMIT's responsibilities

RMIT must:

- 2.1 nominate a WIL Activity Practitioner (Item 8) to liaise with the Organisation regarding the Student and the WIL Activity;
- 2.2 where required by Commonwealth or State law, ensure that any of RMIT's staff attending the Organisation's premises obtain and show evidence of any necessary licenses, approvals, police checks, working with children checks or registrations;
- 2.3 notify the Organisation if the Student ceases enrolment in the Program.

### 3. Organisation's responsibilities

The Organisation must:

- 3.1 nominate a WIL Contact person (Item 9) to liaise with the RMIT WIL Activity Practitioner in relation to this agreement and the WIL Activity, and advise all parties of their contact details (and if there is a change in the personnel, notify RMIT in writing as soon as possible);
- 3.2 ensure qualified and experienced staff at the Organisation supervise the Student whilst he or she undertakes the WIL Activity;
- 3.3 provide the Student with appropriate orientation, induction and training in relation to the Organisation's policies, procedures applicable to the Student undertaking the WIL Activity;

- 3.4 provide the Student with a safe and secure working environment;
- 3.5 provide the Student with appropriate facilities, equipment and learning experiences commensurate with the Student's skills and experience in the Discipline and where requested by RMIT;
- 3.6 regularly inform RMIT of the Student's progress in the development of skills and experience;
- 3.7 immediately notify the RMIT WIL Activity Practitioner if the Student is injured or involved in an adverse incident at the Organisation, and provide RMIT with a copy of any report or notify it of any investigation; and
- 3.8 comply with its obligations under applicable equal opportunity, anti-discrimination and occupational health and safety laws.

### 4. Student's responsibilities

The Student, in relation to the WIL Activity, must:

- 4.1 undertake and comply with the particulars of the WIL Activity;
- 4.2 comply with RMIT's statutes, regulations, policies and procedures;
- 4.3 comply with the Organisation's policies and procedures regarding workplace behaviour, discipline, occupational health and safety and equal opportunity;
- 4.4 comply with applicable confidentiality, privacy and other obligations during and after the WIL Activity;
- 4.5 where required, apply for and obtain any necessary licences, approvals, police checks, working with children checks or registrations and provide evidence before the start of the Term;
- 4.6 comply with the requirements prescribed by RMIT's Global Experience Office where the WIL Activity is outside Australia.

### 5. Issues affecting the WIL activity

- 5.1 Where the Student is remunerated for the WIL Activity, the Student and the Organisation must enter into a contract of employment under which the terms and conditions of the Student's employment are documented. The Organisation must ensure that the terms and conditions of employment comply with the minimum employment standards prescribed by Commonwealth and State law.

- 5.2 RMIT and the Organisation agree to:
- notify each other regarding any concerns, disputes or problems under this agreement including the Student's conduct during the WIL Activity and will attempt in good faith to informally resolve any problems or concerns; and
  - withdraw the Student from the WIL Activity at any time, where necessary.

5.3 The parties agree that a Student's personal and health information ("information") provided by the Student to RMIT is collected for the purpose of the Student undertaking his or her course or program at RMIT (including participating in WIL Activities) and that RMIT may, subject to the Student's consent, use or disclose the information to the Organisation for purposes relating to the WIL Activity.

5.4 The Organisation acknowledges and accepts that privacy laws prevent RMIT from disclosing the Student's information to the Organisation, without the Student's written consent.

## 6. Intellectual Property

6.1 If the Student develops or creates materials, plans, drawings, models, prototypes, structures, products, specimens, software, reports, research projects, documents, publications or communications containing new intellectual property ("Intellectual Property") during the WIL Activity, the Intellectual Property shall subject to the licences granted under this clause 6, vest in and be owned by the Organisation (the "WIL Intellectual Property").

6.2 The Organisation grants to the Student a royalty-free, non-exclusive, perpetual licence to use the WIL Intellectual Property for the purpose of:

- (a) the Student's work (including assignments, projects, thesis) assessed by RMIT;
- (b) compiling his or her personal and professional portfolio or curriculum vitae (the "Student Licence").

6.3 The Organisation grants to the Student the right to publish materials or works containing the WIL Intellectual Property for the purposes associated with the Student Licence.

6.4 The Organisation grants to RMIT a royalty-free, non-exclusive, perpetual licence to use the WIL Intellectual Property for internal teaching and research purposes (the "RMIT Licence").

6.5 The Organisation grants to RMIT the right to publish the WIL Intellectual Property for the purpose associated with the RMIT Licence.

6.6 To the extent permitted by law, the Student hereby consents to the use or reproduction of the WIL Intellectual Property without attribution of authorship and to use in a manner even if such use or reproduction results in derogatory treatment for the purpose of the *Copyright Act 1968* (Cth).

6.7 To the extent that the terms of this Agreement are inconsistent with RMIT's Intellectual Property policy, the terms of this Agreement shall prevail.

## 7. Insurance

7.1 For students undertaking higher education programs (which shall include WIL), RMIT must take out and maintain the following insurance policies:

- workers' compensation, public liability, professional indemnity to cover liability for RMIT's staff; and
- personal accident, professional indemnity (including medical malpractice where applicable) and public liability insurance to cover liability for students.

7.2 For students undertaking vocational education and training ("VET") programs (which shall include WIL), RMIT must take out and maintain the following insurance policies:

- workers' compensation, public liability, professional indemnity to cover liability for RMIT's staff; and
- personal accident, professional indemnity (including medical malpractice, where applicable), public liability and workers' compensation insurance to cover liability for students.

7.3 For VET Students (which shall include WIL), the Department of Education and Training (Vic) takes out and maintains a workers' compensation insurance policy to cover liability for workplace injuries involving VET students undertaking WIL/practical placement at organisations.

7.4 With the exception of organisations principally operating overseas and where the WIL Activity is undertaken overseas, the Organisation must take out and maintain for the Term of this agreement public liability insurance which provides a limit of liability of at least \$10 million for any one claim.

## 8. Survival of Certain Clauses

Unless the contrary intention appears in this agreement, the expiry or earlier termination of this agreement will not affect the continued operation of clauses relating to:

- (a) confidentiality;
- (b) privacy; and
- (c) intellectual property.

## 9. Termination

A party may terminate this agreement by 14 days' notice in writing if one of the parties is in breach of an obligation under this agreement and such breach is not remedied within 7 days' notice to the offending party.

## **10. Use of Electronic Signature**

- 10.1 The parties consent to the use by any party of an electronic signature as evidence of that party's acceptance of the terms and conditions of this agreement.
- 10.2 The parties undertake to each other that the signatory is authorised to sign this agreement.
- 10.3 The parties acknowledge and accept that:
  - (a) verification of the identity of the signatory to this agreement is determined by reference to their email address; and
  - (b) the email address used to electronically send this agreement provides the nexus to properly identify the signatory to this agreement.

**Signed** for and on behalf of **Royal Melbourne  
Institute of Technology ABN 49 781 030 034** by a  
duly authorised officer

**Signed by the Student**

.....  
Signature

**OR** *(for electronic signing, check box below)*

I have read and agree to the terms and conditions of  
this ~~WIL~~ Agreement ☐

.....  
Signature

**OR** *(for electronic signing, check box below)*

I have read and agree to the terms and conditions of  
this ~~WIL~~ Agreement ☐

.....  
Name and Title

.....  
Name of Student

.....  
Date

.....  
Date

---

**Signed** for and on behalf of the **Organisation** by a  
duly authorised officer

.....  
Signature

**OR** *(for electronic signing, check box below)*

I have read and agree to the terms and conditions of  
this ~~WIL~~ Agreement ☐

.....  
Name and Title

.....  
Organisation Name

.....  
Date

## **APPENDIX 3 Internship Checklist**

### **A: Application to Prospective Host Organisations**

1. Letter of Application
2. Curriculum Vitae
3. Up-to-date academic transcript (if requested)
4. Letters of reference from previous employers (if any)
5. Introductory letter from the RMIT International Internship Course Coordinator (Appendix 1)
6. Check DFAT official travel advice on [Smarttraveller.gov.au](http://Smarttraveller.gov.au)
7. Complete Risk Management Plan for a placement in a country with high degree of caution required (Appendix 8)

### **B: Upon securing your internship**

8. Internship 3-way WIL Agreement (Appendix 2) \*
9. Workplace Supervisor identified
10. RMIT Internship Mentor identified (from the list provided)
11. Registration through InPlace \*\*
12. Internship proposal (if required)
13. Begin the visa application as early as possible (if overseas) \*\*\*

### **C: Pre-Departure (for international placements)**

14. Registration through Mobi \*\*\*\*
15. Submit the itinerary to MyTrips \*\*\*\*\* (steps 13 & 14 → RMIT complimentary insurance)
16. Secure your travel insurance (if overseas)
17. Medical check-up
18. Sufficient funds declaration
19. Temporary accommodation booking
20. Australian embassy/consulate registration (DFAT website) or your national embassy/consulate if you're an international student
21. International students need to provide evidence of a valid visa to return to Australia at the end of their time overseas

### **D: On-Arrival (for international placements)**

22. Notify nearest Australian consular/embassy office
23. Notify Workplace Supervisor of your arrival and your contact details
24. Notify RMIT Internship Course Coordinator and Mentor of your arrival and your contact details

### **E: During actual internship period**

25. Daily reflective journal
26. Regular contact with RMIT Mentor
27. At least ONE Postcard to secure (but submit with other assignments in a bundle)

### **F: On completion of internship and return to RMIT**

28. Letter of thanks to host organisation (crucial)
29. Debriefing with RMIT Internship Mentor and/or Internship Coordinator
30. Submit all internship assessments (Deadline is Friday of Week 13)

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\* Authority to travel will not be granted until an internship agreement has been finalized or you can provide sufficient documentary evidence to prove that you have secured a work placement, unless your travel is associated with an approved RMIT study abroad exchange or you are taking leave of absence and do not require income support.

\*\* InPlace: <https://wil.rmit.edu.au/Security/Account.mvc/LogOnFederation?ReturnUrl=%2f>

\*\*\* Visa application: In some countries, visa applications require longer than 1 month. Check the requirements in advance.

\*\*\*\* Mobi: [https://outbound.rmit.edu.au/index.cfm?FuseAction=Programs.ViewProgram&Program\\_ID=11451](https://outbound.rmit.edu.au/index.cfm?FuseAction=Programs.ViewProgram&Program_ID=11451)

\*\*\*\*\* Register an account through <https://mytrips.travelsecurity.com/Login.aspx?ci=BnafqzzxEH4%3d>

## **APPENDIX 4: Workplace Supervisor's Report**

### **Workplace Supervisor's Report**

The Workplace Supervisor will need to submit a completed copy of this report to the RMIT Internship Coordinator at the conclusion of the work placement. Students will not be able to pass this course without receipt of the Workplace Supervisor's report

This report is not confidential, and it is required that the workplace supervisor discuss the contents with the student intern, even by email where this may be applicable. If a Workplace Supervisor wishes to raise any confidential issues with RMIT authorities, this can be done either with the RMIT Internship Mentor or with the Internship Coordinator Aya Ono (Tel.: +61 3 9925 1966 or Email: aya.ono@rmit.edu.au). **Note that the Workplace Supervisor's Report needs to be authenticated - either by an original stamp from the host organisation or a signed letter on letterhead from the host organisation.**

#### **1. STUDENT and MENTORING DETAILS (STUDENTS TO FILL OUT)**

<b>Name:</b>			
<b>Student number:</b>			
<b>Enrolled in</b>	<b>Semester 1 / Semester 2 / Flexi Term Year:</b>		
<b>Australian Home Address</b>			
<b>Telephone:</b>			
<b>Email:</b>			
<b>Emergency Contact Name:</b>		<b>Relationship</b>	
<b>Emergency Contact Number</b>			
<b>Name of Host Organisation:</b>		<b>Telephone:</b>	
<b>Address of Host Organisation:</b>			
<b>Postcode</b>			
<b>Telephone:</b>		<b>Country:</b>	
<b>Fax number:</b>			
<b>Workplace Supervisor:</b>			
<b>Direct Telephone:</b>			
<b>Email Address:</b>			
<b>RMIT Mentor:</b>			

**DETAILS OF INTERNSHIP (a) to (e) TO BE FILLED OUT BY THE STUDENT**

**(a) Brief statement on RMIT student's internship role:**

**(b) Specific Internship Tasks:**

**(c) Aims and Objectives of the Internship:**

**(d) Additional Details (if any identified after signing Letter of Agreement)**

**(e) Specify duration/dates of the internship covered by this report.**

**(f) Absences, if any, with/out explanation:**

## 1. ASSESSMENT of STUDENT INTERNSHIP

- a. Overall assessment of student's capacity to carry out duties and responsibilities:

☐ Excellent

☐ Very Good

☐ Good

☐ OK

☐ Unsatisfactory

Comments:

--

- b. Student's Relationship:

- (i) With other staff members

☐ Excellent

☐ Very Good

☐ Good

☐ OK

☐ Unsatisfactory

☐ Not able to give an assessment

- (ii) With general public/clients:

☐ Excellent

☐ Very Good

☐ Good

☐ OK

☐ Unsatisfactory

☐ Not able to give an assessment

Comments:

(c) Would you consider taking on another student intern in the future?

☐ YES

☐ NO

Comments:

(d) General Progress of the student:

**(i) What progress was made in personal and skill development by the student?**

**(ii) What special skills and qualities were revealed during the internship?**

## FINAL ASSESSMENT

☐

SATISFACTORY

☐

UNSATISFACTORY

Comments:

Signed: \_\_\_\_\_

Position: \_\_\_\_\_

Place: \_\_\_\_\_

Date: \_\_\_\_\_

## Appendix 5: Assessment Guide

### International Internship (HUSO2314) Assessment Guide Year 2017

Name of Student:

Internship location:

<b>A. Completion of 40-day Internship</b>	<b>/ 30%</b>		
<ul style="list-style-type: none"> <li>• Verified from the Workplace Supervisor's Report, which needs to be attached to this document.</li> <li>• At least 30 daily entries containing description of workday with tasks done, critical or special incidents, meetings attended formal or informal interviews or conversations etc, and critical and strategic reflection on the day's events.</li> </ul>			
<b>Reflective journal entries rubric (30%)</b>			
	<b>Above expected standard work Excellent</b>	<b>Expected standard work Satisfactory</b>	<b>Below expected standard work Unsatisfactory</b>
<b>Description focuses on the insight:</b> What did I learn/notice that is interesting/ Puzzling / shocking?	<input type="checkbox"/> Objectively describes the situation in a particular context to deliver the importance of the day-to-day work accomplished, events, meetings and people involved. <input type="checkbox"/> Includes all necessary information for understanding e.g. location, organisation's name, tasks and people involved, objectives of your internship, or tasks at hand	<input type="checkbox"/> Describes the situation in a particular context to deliver the importance of the event. <input type="checkbox"/> Includes sufficient information for understanding e.g. location, organisation's name, tasks you do, people you work with, objectives of your internship or tasks at hand	<input type="checkbox"/> Does not adequately introduce the situation and context <input type="checkbox"/> Lacks information required for understanding or contains irrelevant and/or misleading information.
<b>Interpretation</b> My (new) insight's connections with the course/theory	<input type="checkbox"/> Insightful interpretation of the matter described, including different aspects, happenings, possible meaning/s <input type="checkbox"/> Skilfully relates to aspects of the program, learning outcomes, and/or theory with in-text citations, in broad and/or specific spectrum	<input type="checkbox"/> Adequate interpretation of the matter described, including different aspects, possible meaning/s <input type="checkbox"/> Adequately relates to aspects of the program, learning outcomes, and/or theory, broadly and/or specifically	<input type="checkbox"/> Does not attempt to interpret the matter described/ does not connect with coursework <input type="checkbox"/> Inadequate relationship of the matter described to aspects of the program, learning outcomes or theory, in broad and/or specific spectrum
<b>Evaluation</b> What's the value of learning this now?	<input type="checkbox"/> Includes evaluative comments; relevance of critical theoretical points with in-text citations; outlines critical points of theory and/or course work enhanced by new insights	<input type="checkbox"/> Competent evaluation; outlines some points of theory and/or course work enhanced by the new insight	<input type="checkbox"/> Does not evaluate the learning/insight; fails to evaluate the gains in understanding brought about by the events described
<b>Plan</b> How will I apply new knowledge and insights in the future?	<input type="checkbox"/> Relevant and appropriate application of the learning to future planning in academic, professional, and/or personal spectrum, in both the short and long term	<input type="checkbox"/> Realistic application of the learning to future planning, in academic, professional and/or personal spectrum, in either short or long term	<input type="checkbox"/> Does not identify the application of learning or <input type="checkbox"/> Identifies the application of learning in an unrealistic fashion
<b>Writing features</b> General writing skills - grammar, spelling and readability	<input type="checkbox"/> Accurate use of academic English language and structure to communicate ideas clearly. <input type="checkbox"/> Few/no errors. Accurate and appropriate use of references, vocabulary, grammar, punctuation and spelling	<input type="checkbox"/> Appropriate use of academic English language and/or structure to communicate meaning and ideas; inadequately cited <input type="checkbox"/> Appropriate vocabulary; accurate spelling, grammar and punctuation; errors rare and do not detract from meaning;	<input type="checkbox"/> Inadequate use of academic English language and/or structure to communicate meaning; errors frequent and detract from meaning; no reference <input type="checkbox"/> Vocabulary spelling, grammar and /or punctuation not adequate for undergraduate-level communication
<b>Comments:</b>			

B. Photographic or Video Postcard	/ 10%	Above expected standard work Excellent	Expected standard work Satisfactory	Below expected standard work Unsatisfactory
<p>Choose an option A ) Photographic Postcard or B) Video Postcard.</p> <p><b>Choice A) Photographic postcard must include:</b></p> <ul style="list-style-type: none"><li>• A high-quality jpeg (preferably at least 3-4MB),</li><li>• 300-word description of the actual placement experience, your insights, and impact which draws on significance of the image chosen,</li><li>• The completed consent form (Appendix 7).</li></ul> <p><b>Choice B) Video postcard must include:</b></p> <ul style="list-style-type: none"><li>• A high-quality MP4 or other video recorded file that encapsulates your placement experience, insights, and impact. (Upload the video file on Google Drive and include the link to it in the submission email)</li><li>• Verbal summary of the actual placement experience, your insights, and impact which draws on significance of the video filmed,</li><li>• The completed consent form (Appendix 7).</li></ul>		<p><b>Presentation: Visual impact and readability</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Highly relevant image / video</li><li><input type="checkbox"/> Ready identification of titles by reader due to suitable placement and formatting</li></ul> <p><b>Content: Explanation of image/video and experience</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Clear description with context of the photo/video</li><li><input type="checkbox"/> Clear and insightful description of the significance of the image/video in reflecting the placement experience</li></ul> <p><b>Content: Sophisticated and insightful reflection on</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> The impact of the placement on you</li><li><input type="checkbox"/> The impact of your placement on the clients / placement organisation / community</li><li><input type="checkbox"/> Clear demonstration of themes of global processes and cultural diversity</li></ul>	<p><b>Presentation: Visual impact and readability</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> image/video not immediately relatable to the text content</li><li><input type="checkbox"/> Title placement and format detract from ready identification by the reader</li></ul> <p><b>Content: Explanation of image/video and experience</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Moderate description of the context of the photo/video</li><li><input type="checkbox"/> Partially developed insights of the significance of the image/video in reflecting the placement experience</li></ul> <p><b>Content: Moderate depth of reflection on</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> The impact of the placement on you</li><li><input type="checkbox"/> The impact of your placement on the clients / placement organisation / community</li><li><input type="checkbox"/> Moderate demonstration of themes of global processes and cultural diversity</li></ul>	<p><b>Presentation: Visual impact and readability</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> image/video not relevant to the text content</li><li><input type="checkbox"/> Title placement and format detract considerably from ready identification by the reader</li></ul> <p><b>Content: Explanation of image/video and experience</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Limited and/or unclear description of the context of the photo/video</li><li><input type="checkbox"/> Limited and/or unclear description of the significance of the image/video in reflecting the placement experience</li></ul> <p><b>Content: Limited reflection on</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> The impact of the placement on you</li><li><input type="checkbox"/> The impact of your placement on the clients / placement organisation / community</li><li><input type="checkbox"/> Limited demonstration of themes of global processes and cultural diversity</li></ul>
C. Updated CV and Cover Letter	/ 20%	Comments:		
<u>Updated resume and cover letter</u> with a <u>position description</u> of the position that you wish to apply for upon graduating from the BAIS degree.				
D. Internship Report	/ 40%			
A formal and factual document of 4,000 words, addressed to an academic audience which ought to give a clear picture of the following:				

- the organisation's goals and operations
- the student's role within the organisation,
- an overall reflection upon the agency and its work and operation
- opportunity to use student's studies including:
  - *Knowledge of global processes*
  - *Knowledge of cultural diversity*
  - *Generic (transferable) skills*
  - *Specific skills*
- A list of professional contacts gained during the work placement
- Conclusion and ways forward

#### Internship Report Rubric (40%)

	Above expected standard work: Excellent	Expected standard work: Satisfactory	Below expected standard work: Unsatisfactory
<b>Background of your internship</b> Why did I do it? Where and when did I do it?	<input type="checkbox"/> Accurately and succinctly describes the internship role, the organisation and its global context <input type="checkbox"/> Clearly outlines the motivation, objectives and details of the internship at this organisation	<input type="checkbox"/> Describes the internship role, the organisation and its global context <input type="checkbox"/> Includes sufficient information for the motivation, objectives and details of the internship at this organisation	<input type="checkbox"/> Does not adequately describe the internship role, the organisation and its global context <input type="checkbox"/> Lacks information required for the motivation, objectives and details of the internship at this organisation
<b>Evaluation of work tasks completed</b> What did I do? How did it relate to the course? What did I learn from this? (Refer to journal entries)	<input type="checkbox"/> Succinct description of main tasks <input type="checkbox"/> Relates work to appropriate theory and/or course work with in-text citations <input type="checkbox"/> Includes perceptive evaluative comments with appropriate reference to journal entries	<input type="checkbox"/> Describes main tasks <input type="checkbox"/> Outlines some points of theory and/or course work with in-text citations <input type="checkbox"/> Includes evaluative comments with reference to journal entries	<input type="checkbox"/> Does not provide adequate description of the main tasks <input type="checkbox"/> Inadequate relationship to theory and/or course work with in-text citations <input type="checkbox"/> Inadequate, irrelevant, or inappropriate evaluative comments; inadequate reference to journal entries
<b>Comment on your professional development experience</b> – achievements – issues – learning	<input type="checkbox"/> Clear and relevant comments on the learning, achievements and issues <input type="checkbox"/> Comments on relevance and needs for future professional development with appropriate reference to reflective journal entries and theory	<input type="checkbox"/> Some appropriate comments on the learning, achievements, needs and issues in relation to professional development <input type="checkbox"/> Refers to reflective journal entries and/or theory	<input type="checkbox"/> Does not identify the application of learning in professional and/or personal spectrum, in either short or long term or identifies the application of learning in an unrealistic fashion <input type="checkbox"/> Makes inadequate reference to reflective journal entries and/or theory
<b>Discuss the function of the organisation, the work and any issues with the internship</b>	<input type="checkbox"/> Insightful discussion of function of the work, the organisation, and any issues with the internship, and the relationship to own professional development	<input type="checkbox"/> Discussion of the work, the organisation, and any issues with the internship, and the relationship to own professional development	<input type="checkbox"/> Does not adequately discuss the work, the organisation, and any issues with the internship, or the relationship to own professional development
<b>Application of what you have learned</b> Knowledge of: – global processes	<input type="checkbox"/> Relevant and appropriate application of knowledge to planning for future professional development	<input type="checkbox"/> Realistic application of knowledge to future professional development	<input type="checkbox"/> Does not apply knowledge to planning for future professional development

<ul style="list-style-type: none"> <li>– cultural diversity</li> <li>– generic and specific skills</li> </ul>			
<b>Writing structure</b> Use of academic language and writing, including: <ul style="list-style-type: none"> <li>– vocabulary</li> <li>– grammar</li> <li>– punctuation</li> <li>– spelling</li> </ul>	<input type="checkbox"/> Accurate use of academic English language and structure to communicate ideas clearly. <input type="checkbox"/> Few/no errors. Accurate and appropriate use of in-text citations and references, vocabulary, grammar, punctuation and spelling	<input type="checkbox"/> Appropriate use of academic English language and/or structure to communicate meaning and ideas; inadequately cited <input type="checkbox"/> Appropriate vocabulary; accurate spelling, grammar and punctuation; errors rare and do not detract from meaning;	<input type="checkbox"/> Inadequate use of academic English language and/or structure to communicate meaning; errors frequent and detract from meaning; no reference <input type="checkbox"/> Vocabulary spelling, grammar and /or punctuation not adequate for undergraduate-level communication
<b>Comments:</b>			
<b>TOTAL MARK</b>	<b>/ 100</b>	<b><i>HD DI CR PA NN</i></b>	

Signature of RMIT Mentor:

Date of Assessment:

Confirmed by RMIT Internship Coordinator:

Date Received:

Attach for filing:

- ☐ Workplace Supervisor's Report
- ☐ Reflective Journal
- ☐ Visual Postcard
- ☐ Updated CV
- ☐ Internship Report

**APPENDIX 6**  
**Application for Extension of Submission Deadline**

This form is designed for use in International Research Project and Internship.  
It must be submitted to the relevant Course Coordinator **BEFORE** the due date.

**NOTE**

- This form must be completed and emailed directly to the Course Coordinator
- No extension is approved until an email is sent to you to acknowledge approval has been granted.
- Extensions are approved based on evidence of progress made.
- Criteria for approval of extensions: The minimum is evidence of having secured an internship via a signed WIL Agreement Form.
- **PLEASE NOTE THAT EXTENSIONS OF SUBMISSION DATES WILL RESULT IN A DELAY IN THE MARKING OF YOUR REPORT. IF YOU HAVE APPLIED TO GRADUATE AT THE END OF THE CURRENT ACADEMIC YEAR, YOU NEED TO SUBMIT YOUR FINAL REPORT BY FRIDAY OF WEEK 13.**
- **LATE SUBMISSION (EVEN IF AN EXTENSION HAS BEEN APPROVED) WILL MEAN THAT YOU ARE UNABLE TO ATTEND THE GRADUATION CEREMONIES FOR THE CURRENT ACADEMIC YEAR.**

Family Name: \_\_\_\_\_ Given Name: \_\_\_\_\_

Student No: \_\_\_\_\_ Phone/Email Contact: \_\_\_\_\_

Subject: **INTERNATIONAL INTERNSHIP**

Due Date: \_\_\_\_\_ Internship Mentor: \_\_\_\_\_

**BRIEF DOCUMENTATION OF PROGRESS TO DATE:** (Enrolled: Sem 1 or Sem 2)

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**REASON/S FOR REQUESTING AN EXTENSION:**

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**REVISED TIMELINE ATTACHED** ☐

**Proposed Deadline:** \_\_\_\_\_ **Student's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**EXTENSION GRANTED:** ☐ **NOT GRANTED:** ☐

**Course Coordinator:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**COMMENTS:**

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**APPENDIX 7**  
**POSTCARD INTELLECTUAL PROPERTY CONSENT FORM**

**INTELLECTUAL PROPERTY PERMISSION FORM**

I .....  
(name), the [artist | author | student] grant RMIT University, a non-exclusive licence to reproduce, publicly display and communicate electronically the 'work' or 'works' listed below.

The 'work' or 'works' Entitled:

.....  
.....

I grant RMIT University a non-exclusive, irrevocable, royalty free, worldwide and perpetual licence to copy, reproduce in material form publish, adapt, alter or modify, merge with other material, transmit or communicate to the public any image(s), photograph(s) or visual or sound recording(s) of me and/or my school work(s)/project(s) and any related written or electronic communications created by me or in conjunction with RMIT University staff for RMIT's use for the following purposes:

Please cross out any of the above rights such as: adapt, alter or modify that you do not want to grant to RMIT.

- Made available on an RMIT or externally approved web site for promotion or educational purposes
- Incorporated into printed publications to be distributed both locally and internationally
- Incorporated into RMIT Images Online Catalogue distributed electronically both locally and internationally, including archive storage onto a database or CD-ROM/DVD as part of the RMIT Image Stock Catalogue
- Incorporated into RMIT's Central Media Server, including archived onto CD/DVD as part of the Info Corner Library for promotion or educational purposes
- Made available on various forms of electronic media such as CD-ROM, signage, or displays.
- To be screened/exhibited publicly as part of Info Corner Screening Programs

**PRIVACY**

I authorise and consent to the collection, storage, use and disclosure by RMIT of images, photographs, sound or visual recordings or written/electronic communications/information about me and/or my school work(s)/project(s) created or recorded on the date/s indicated below for promotional and educational purposes, for example, in the following:

- Made available on an RMIT or externally approved web site for promotion or educational purposes
- Incorporated into printed publications to be distributed both locally and internationally
- Incorporated into RMIT Images Online Catalogue distributed electronically both locally and internationally, including archive storage onto a database or CD-ROM as part of the RMIT Image Stock Catalogue
- Incorporated into RMIT's Central Media Server including archived onto CD/DVD as part of the Info Corner Library for promotion or educational purposes
- Made available on various forms of electronic media such as CD-ROM, signage, or displays.
- To be screened/exhibited publicly as part of Info Corner Screening Programs

**STUDENT INFORMATION**

Preferred name(s) to be used in the captions:.....

Student Number .....

Year of study (or year completed): .....

Contact Phone: .....

Signed: .....

Date: .....

## Appendix 8: GUSS Overseas Risk Management Plan

**Note:** Please see the instructions and risk assessment matrix attached before completing your plan

Student Name: Student ID:		Overseas Location: Overseas Organisation:  Overseas Supervisor:		Contact number: Email: Program Coordinator: Dr Elizabeth Kath	Emergency contact: Phone: Email:	
<b>WIL Activity Component</b>	Potential Hazard (Type/Cause)	Risk Assessment (Use matrix)	Elimination or Control Measures		By Whom	When
(E.g.) Being in the country	Catching malaria	5	Taking malaria prevention tablets every day		Me	Every day
Student Signature: _____ RMIT Authorisation: _____ Date: _____						

## Appendix 8: GUSS Overseas Risk Management Plan

<i>Steps in developing the risk management plan</i>		Risk Assessment Matrix			
1. List the various elements of your WIL activity. Think about the different components that make up the activity e.g. travel, location, any major events, accommodation etc.	How serious could the risk be?	How likely is it to be that serious?			
		Very likely	Likely	Unlikely	Very unlikely
2. Consider any hazards that could be associated with these components, i.e. transport, equipment used, environment, people etc.	Death or permanent injury	1	1	2	3
3. Using the risk assessment matrix, determine the seriousness of the risk associated with each potential hazard. Combining likelihood with severity, rank each hazard on a spectrum of 1-6. 1 being the most serious and 6 the least.	Long term illness or injury	1	2	3	4
	Medical attention	2	3	4	5
4. Consider the most suitable control strategies for each potential hazard including who would implement this strategy and when.	First aid needed	3	4	5	6
5. Provide the plan to your WIL Coordinator.	Financial Difficulty	3	4	5	6
6. Discuss the effectiveness of your controls and change if necessary.	<b>Legend</b> 1 & 2: Extreme risk 3 & 4: Moderate risk 5 & 6: Low risk				
7. Review the risk assessment if an incident or a significant change occurs.					