

GUIDELINES FOR INTERNSHIP HOST

Internships provide students with professional experience to complement their academic course work. We appreciate your willingness to make it possible for our students to apply what they have learned. This guide was written to inform you of the educational backgrounds of the interns from Carnegie Mellon University and to assist you in supervising your interns, and to discuss the responsibilities of both the intern and the supervisor.

QUALIFICATIONS OF INTERNS

The Master of Science in Information Technology students enrol at CMU with undergraduate degrees in a variety of disciplines (eg computer science, engineering, information systems management, business administration, finance and maths). Similarly, the Master of Science in Public Policy and Management students have undergraduate degrees in a variety of disciplines (eg accounting, business, economics, law and psychology).

These students come with various levels of work experience and their backgrounds are enhanced by the extensive core curriculum they have completed during their three to four semesters of studies and through project courses stressing team work. Students have also conducted feasibility studies for local organizations. Through these projects, CMU students learn to work in large and small groups and to prepare and present complex analyses.

REQUIREMENTS OF AN INTERNSHIP

1. The internship duration must be a minimum of **400 hours** (about 10 weeks full-time) for students enrolled in the 21-month track and a minimum of **280 hours** (about 7 weeks full-time) for students enrolled in the 18-month track. In certain specific cases it may be possible to arrange an internship which continues over a longer period.
2. The internship must be of significant educational value.

INTERNSHIP HOST'S responsibilities

The Internship Host shall provide the intern:

1. An offer letter which include
 - Number of hours per week
 - Work address (this is the address where the student will report for work)
 - Start and end date of internship
 - Job title and brief position description
 - Supervisor's name and contact information
 - A secondary contact within the company

2. A supervisor or other suitably qualified and experienced personnel to mentor the Intern for the duration of the internship;
3. An orientation prior to the start of the internship;
4. Sufficient resources to enable the Intern to fulfil the requirements of the internship, including, but not limited to, the provision of a workspace.
5. At the conclusion of the internship, the supervisor must complete the **Internship Host Evaluation Form** and meet with the student to discuss his or her performance. The evaluation form must be sent to the Career Services and Internship Adviser and will be kept in the student's academic file.

INTERN'S RESPONSIBILITIES

The Intern shall:

1. Complete the internship scope of work specified by the supervisor, within the agreed time frame.
2. Observe the Internship Host's policies, procedures, and protocols.
3. Act under and in accordance with the lawful directions of the supervisor.

At any time during the internship, students can approach the university to ask for advice and support. In the first instance they should approach the Career Services and Internship Adviser. In some cases, it may be possible for members of faculty to provide advice about tasks set for the student by the supervisor.

During the internship, if the supervisor has any concerns about the intern or internship program, s/he should approach the Career Services and Internship Adviser in the first instance. It can then be decided what actions are required to address the concern.

Supervisors and students should work together to design an educational experience that is beneficial to the organization and the student. Given that the student is studying at a professional school, we request that internship host gives the intern as little menial work as possible. The intern is eager to put newly acquired technical and analytical skills to work in the "real world," and your organization will benefit from that enthusiasm. The most successful internships match students' interests and abilities with internship hosts' needs. We encourage internship host to explore, with the student, possible areas of work for the internship and to prepare a position description which captures those agreed upon activities.

ENQUIRIES

For more information, please contact:

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