

Internship Information

This brochure has been designed for students enrolled in a Master's Degree in the School of Population Health, the University of New South Wales.

It contains background information about the internship course to enable students to determine their interest in, and eligibility for, an internship.

The following placements are currently available for T1 2021*

Domestic Placements

- **Agency for Clinical Innovation (Placement Profile TBC)**
- **Australasian Society for HIV, Viral Hepatitis and Sexual Health Medicine (ASHM)**
- **The Centre for Health Equity Training, Research and Evaluation (CHETRE)**
- **Football United, SPH**
- **Biosecurity Program, The Kirby Institute**
- **NSW Users and AIDS Association**
- **Organisational Development Unit, Justice Health and Forensic Mental Health Network (Placement Profile TBC)**
- **Refugee Health**
- **Revention Education and Research Unit (PERU) Western Sydney Local Health District (WSLHD)**
- **Population and Community Health, South Eastern Sydney Local Health District (SESLHD)**
- **Sydney Institute for Women, Children and their Families, Sydney Local Health District (SLHD)**
- **The Royal Life Saving Society Australia (Placement Profile TBC)**

International Placements:

- **United Nations University International Institute for Global Health (Malaysia)**
- **Catholic Medical Mission Board (CMMB)**
- **Think Pacific Foundation (Fiji)**

Internship placements will be available from **15 February to 23 April 2021** and will be of 6 weeks duration. We are currently working on additional placements, which will be sent around in due course.

We will need to confirm closer to the starting point of the placement, whether it will involve distance working or being located within the office. This will be negotiated between the student, organisation and internship coordinator prior to T1 commencement.

*Occasionally, placements may change or become unavailable due to issues beyond the control of the SPH.

Course Convenors

A/Prof. Holly Seale

E: H.Seale@unsw.edu.au

Ph: 02 9385 3129

Dr David Muscatello

E: d.muscatello@unsw.edu.au

Ph: 02 9385 8659

Dr Abrar Chughtai

E: Abrar.chughtai@unsw.edu.au

Ph: 02 9385 1009

Objectives of the Internship Course

The internship course (6UOC) aims to provide students enrolled in any of our Masters programs, with the opportunity to gain real-world experience in a relevant health organisation through a workplace internship. It is an elective course comprising six units of credit towards the total required for completion of the study programs.

On successful completion of the internship course, students will be able to:

- Demonstrate capacity to contribute to an organisation within the parameters of an agreed internship placement
- Identify and delineate a significant practice based area for inquiry and focus, within the internship placement
- Systematically collect and synthesise relevant information about the practice based area of inquiry drawing on relevant literature and workplace activities and experiences
- Analyse, interpret and evaluate the outcomes from engagement with the practice based area of inquiry
- Demonstrate capacity for self and professional reflection
- Provide a reflexive interpretation on the implications for future professional practice drawing upon the internship experience and relevant themes within the master's program

Internship placements will be of six weeks duration (or six weeks equivalent duration if undertaken part-time – minimum of 168 on-site hours).

The internship placement

An internship placement involves a student being assigned to a relevant public health organisation (e.g. government, NGO or university) for a particular period of time. In this time the student is expected to undertake work considered appropriate both by the organisation and UNSW. During the course it is expected that interns will have an opportunity to make valuable contributions to organisational healthcare initiatives that may involve areas such as policy, planning, and evaluation associated with the delivery of healthcare services, or the preparation, appraisal, implementation or evaluation of health related projects. The activities and focus of the internship placement will be relevant to the organisation and student and can be either project or normal operations-based.

The School will determine, with the relevant organisation, a suitable internship placement and the proposed scope and focus of workplace activities with which the student can meaningfully engage and contribute to, for the duration of their internship.

Examples of workplace activities that students may be involved with include:

- Analysis and/or interpretation of data
- Review of scientific evidence
- Program development activities
- Program management activities
- Program evaluation activities
- Policy development activities
- Advocacy activities
- Strategic and business planning activities

Interns will not receive any remuneration from the placement organisation.

Assessment Tasks

Students will be assessed on their workplace performance and on a written internship report.

The focus of the internship report will be decided with the academic and workplace supervisors, but could be the following for example:

- An evaluation on a piece of work undertaken in the placement such as contributing to a policy
- A program evaluation
- A more general report on their field work experiences and activities
- A piece of a workplace report or policy that the student was involved with
- A small scale research based study
- An in-depth literature review on the practice based area of interest
- A collection of mini case studies of practice from the internship placement
- An extended critical reflection of engaging in a workplace policy formulation/evaluation etc.

A portion of the submitted report must include a reflective piece on the implications for future professional practice drawing upon the internship experience and relevant themes from within the Master's Program.

Travel and accommodation costs

Students may need to travel to places that are relatively distant from campus and their residences in order to participate in a placement.

The following costs will be the responsibility of the student: travel to and from the placement, accommodation (if applicable), visa/immunization (if applicable), criminal record check, working with children checks, food and other sundries etc. Items of expenditure connected with the completion of placement tasks will be borne by the organisation.

Timing of placements

Organisations will negotiate internship placements with the internship co-ordinators at the SPH, and identify the dates in which internships within the organisation may be undertaken. In some instances, it may be possible to vary the timing of the placement, however this is not guaranteed. Any changes must be agreed upon by the organisation, the supervisor and the student.

Eligibility

In order to be eligible to apply, students must have completed at least 24 units of credit (UOC) with at least a credit average (65% or higher). If you are enrolled part time or in a double degree program, this criteria will not be waived. If you are enrolled full time in a single degree, you are eligible to apply prior to completing the 24UOCs.

Domestic and international students are eligible to apply. It must be recognised however, that the timing of placements may not suit all students due to individual circumstances such as University program requirements or student visa requirements.

International Student Visa holders must consider the following important conditions:

- You are permitted to study up to 25% of your degree by distance/online learning. However, you may not enrol exclusively in Distance/Online learning units in any compulsory study period, i.e. Semester One or Semester Two.
- You must comply with condition 8202 of your student Visa: Maintain a satisfactory progression at a normal rate (full time) to ensure completion within the specified duration of your student Visa.

For further information, please refer to: <https://student.unsw.edu.au/visa>

Application Process

Students can apply for the Internship program by submitting the following documentation:

- SPH Internship Application Form;
- 500 word personal statement outlining your reasons for applying for the internship.
- CV; and
- Academic statement from myUNSW

The above documentation must be submitted to Vanessa Green at v.green@unsw.edu.au by **Monday 16 November at 9.00am**. Please note: Incomplete or late applications will not be accepted.

Selection process

A three-step process will be used to select students for internship placements:

1. Students will be asked to provide a written application in which they justify in 500 words their reasons for wishing to undertake an internship. Students will be asked to select and prioritise their placement choice (domestic and/or international), from placements that are listed in this information brochure.
2. Students will be shortlisted based on the outcomes of their application, academic merit and input from academic program Directors. Only candidates who are shortlisted will be invited to submit a written response to questions.
3. A ranked list of candidates will be produced at the completion of the written questions. Placements will be provisionally offered to individual students after consultation with placement organisations. For each placement, the most highly ranked student who meets the requirements of the placement organisation will be offered the provisional placement. Candidates will not necessarily be offered their first choice.
4. The student provisionally offered the internship must then make contact with the organisation offering the internship to determine what hours would be worked and other specific details about the internship placement, e.g. whether the hours worked would be on a part-time or full-time basis. It is then up to the organisation to ultimately decide whether the internship will proceed.
5. Changes in the offering organisation can mean that the advertised internship might not be able to go ahead and this is beyond the control of SPH.

Supervisory arrangements

Each student who participates in the internship placement will be assigned two supervisors:

- An academic staff member from the School who will be responsible for assisting with the development of an appropriate negotiated internship agreement and assessing the final internship report.
- A workplace supervisor who will be responsible for participating in the development of an appropriate negotiated internship agreement, and for providing a supportive environment in which the student can acquire the knowledge, skills and values appropriate to work practice. This person in a sense invites the students into their workplace, establishing the range of projects offered to the student within that workplace and overseeing them on a day-to-day basis. Workplace supervisors will provide constructive and ongoing feedback to students during the placement, and will recommend a final grade (satisfactory or unsatisfactory) for the negotiated internship agreement.

Roles and Responsibilities

A good internship placement rests on effective collaboration between the student, the supervisors and the university.

Students will:

1. Participate in pre-internship planning arrangements as specified by the Course Convenors.
2. Complete and present all required documentation as specified by the Course Convenors, including criminal checks and vaccinations.
3. Make contact with the internship organisation once they have been asked to do so.
4. Respond to communications from the university concerning the internship.
5. Complete enrolment in the course before commencing internship.
6. Undertake all Workplace Safety training and any special briefings as directed by the Course Convenors.

During the internship, students will:

1. Conduct themselves in a manner appropriate for students in a professional setting and in accordance with the University's code of conduct. <https://www.gs.unsw.edu.au/policy/researchcode.html>
2. Comply with all rules, regulations, policies and procedures of the internship organisation, including dress code and punctuality.
3. Undertake any safety training as required by the internship organisation, and respond to any safety directions issued by the workplace supervisor, organisation or University – including leaving the internship as required
4. Advise the workplace supervisor and Course Convenor immediately of any concern regarding their safety or wellbeing during the placement.
5. Inform the workplace supervisor and course convenor promptly of any absences, and provide any required documentation relating to the absence.
6. Maintain an appropriate level of confidentiality in relation to their internship experiences and any information to which they are made privy to.

7. Attend the placement for the required number of weeks.
8. Demonstrate a commitment to learning by being actively involved in relevant organisational tasks, activities and supervision as specified in the negotiated learning agreement
9. Inform the academic and workplace supervisor if difficulties in meeting the requirements of the negotiated internship agreement occur, or other aspects of the internship do not meet with expectations.
10. Prepare for and participate in a course coordinator (if one is undertaken) visit in consultation with the workplace supervisor, and any additional visits deemed necessary to assess progress during the internship.
11. Inform the Course Coordinator if intending to withdraw from Internship
12. Complete the negotiated internship agreement and submit it to the workplace supervisor.

Visas and travel registration

It is the responsibility of the student to obtain the relevant visa for travel prior to departing Australia. It is all recommended that they register their travel details at <http://smartraveller.gov.au/>

Student Checks

Depending on your placement organisation, your placement offer may be conditional on the satisfactory outcome of the following checks:

- National Criminal Record check
- Working with Children check

Students are to deal directly with the placement organisation in relation to these checks. If a check is required, you will be required to cover any associated costs. All documents should be sent onto the organisations. The determination of whether or not the outcome of a check is satisfactory will be made solely by the placement organisation, according to their usual procedures, and their decision will be final.

Further information can be found at:

1. **National Criminal Record Check Requirements:** Depending on the placement organisation, students may be required to undergo a Criminal Record Check prior to starting a placement. In such cases, any placement offer will be conditional upon the organisation being satisfied with the outcome of the Criminal Record Check.

For further information please refer to:

http://www.police.nsw.gov.au/about_us/structure/specialist_operations/forensic_services/criminal_records_section

2. **Working with Children check:** Some government departments or agencies may require a Working with Children's Check. In such cases, any placement offer will be conditional upon the organisation being satisfied with the outcome of this check. <http://www.kidsguardian.nsw.gov.au/working-with-children/working-with-children-check>

Vaccination

International placements: Students should consult their local GP or a specialised travel clinic for information on the appropriate vaccinations that are required for the overseas country. In addition, it is important that the student checks that any medication being taken is not a prohibited substance in that overseas country.

Domestic placements: Any student who undertakes placement in a health facility may be required to participate in screening and vaccinations. For example, see the NSW Health Department circular, which can be accessed at www.health.nsw.gov.au.

Managing workloads during the placement

Students who are undertaking other subjects while on their placement are responsible for carefully managing their workloads and required assessment tasks. Students may not receive an extension for other subjects being concurrently undertaken because of workload requirements associated with their placement. If there are any concerns about coursework requirements, it is important that students speak to the appropriate course convener or their supervisor.