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Global
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School of Population Health in
collaboration with WIL Central, Pro Vice-
Chancellor Education & Student
Experience

Internship Information, Term 3 2021

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, PHCM9143, to enable students to determine their interest in, and eligibility for, an internship.

The following placements are available for T3 2021*

Domestic Placements

- Agency for Clinical Innovation (NSW Health)
- Australasian Society for HIV, Viral Hepatitis and Sexual Health Medicine (ASHM)
- Cancer Council NSW
- Centre for Epidemiology and Evidence, Population and Public Health Division (NSW Health)
 - Evidence and Evaluation Unit
- Centre for Health Equity Training, Research and Evaluation, UNSW Sydney
- Centre for Primary Health Care and Equity, UNSW Sydney
- Football United, School of Population Health, UNSW Sydney
- Justice Health and Forensic Mental Health Network, Organisational Development Unit, NSW Health
- Kirby Institute, UNSW Sydney, Biosecurity Program
- Multicultural Health Team, Priority Populations Integrated & Community Health, NSW Health, Western Sydney Local Health District (WSLHD)
- Network of Alcohol & other Drugs Agencies (NADA)
- NSW Users and AIDS Association (NUAA)
- Office of Health Protection and Response Division, Australian Government Department of Health
 - Border Health Section
 - Communicable Disease, Epidemiology and Surveillance Section
 - Communicable Diseases and Stakeholder Engagement
 - Environmental Health and Climate Change Policy Section
 - Public Health Section
- Refugee Health Service, NSW Health
- Sydney Institute for Women, Children and their Families, Sydney Local Health District (SLHD)

International Placements (Virtual):

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

Internship placements will be available during Term 3 from **13 September to 19 November 2021** and will be the equivalent of 6 weeks duration (full time or part time). We are currently working on finalising additional placement briefs, which will be sent 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.

PHCM9143 Course Authority (Convenor)

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Pro Vice Chancellor Education and Student Experience Portfolio

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Objectives of PHCM9143 - the Internship Course

The internship course (aims to provide students enrolled in any of our Master's 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 (6UoC) 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 the equivalent of six weeks full time. During this period 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.

In delivering the internship course, the School will work in close collaboration with WIL Central in the Pro Vice-Chancellor Education & Student Experience portfolio. WIL Central 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 any of the following:

- 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/immunisation (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 WIL Central internship co-ordinators/Course Authority and identify the dates in which internships may be undertaken. In some instances, it may be possible to vary the timing of the placement, but 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 criterion 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. However, it must be recognised 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 courses in any compulsory study period, i.e. Term One or Term 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 to WIL Central:

- 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 WIL Central at WIL.Central@unsw.edu.au by **Friday 16 July at 5.00pm**. 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 the placement list provided on Page 1 of this information brochure.

2. Students will be shortlisted based on the outcomes of their application, academic merit, and input from Course Authority. Only candidates who are shortlisted will be invited to an interview with the Course Authority.
3. A ranked list of candidates will be produced at the completion of the interviews. 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 WIL Central and the SPH.

Supervisory arrangements

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

- The Course Authority will be responsible for assisting with the development of an appropriate negotiated internship agreement and assessing the final internship report.
- A workplace supervisor 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 Authority.
2. Complete and present all required documentation as specified by the Course Authority, 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 Authority.

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 Authority immediately of any concern regarding their safety or wellbeing during the placement.
5. Inform the workplace supervisor and Course Authority 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 Authority 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.