



Bachelor of Applied Management

Internship Project Agreement

> College of Enterprise and Development

Agreement used by students in New Zealand to ensure that a common understanding exists between all three parties about the nature of Internship Project

1. Parties

This is an agreement regarding the Internship Project between:

Otago Polytechnic

Student

Host Organisation

Contact Person within host organisation

2. General Provisions:

- 2.1 The purpose of this agreement is to describe the overall arrangement between the three parties with regard to the Internship Project.
- 2.2 The host organisation recognises and acknowledges that the work or service is to be performed by a student enrolled in the Bachelor of Applied Management Degree (BAppMgt) and that the student's performance is to be assessed by a standard appropriate to BAppMgt and not that of an experienced consultant.
- 2.3 If there are any other matters that the host organisation wishes to be legally binding on the student, then they must enter into a separate legal agreement with the student (for example, a contract of employment, payment, confidentiality agreement etc).

3. A brief description of the Internship Project:

- 3.1 Internship Project is an episode of applied learning for the BAppMgt degree in which students undertake workplace duties or an assignment for a minimum of 10 weeks (400 hours). It is a structured programme in which students also meet regularly with an academic supervisor to discuss the application of their workplace experience to their resultant academic study, and to develop a proposal for, and undertake a substantial project. The project is intended to meet the host organisation's needs, while also meeting the student's academic requirements.
- 3.2 Students are assessed for the Internship Project through their Project Report Proposal, an oral presentation, and the Project Report itself. A Reflective Report on their Internship Project experience is also assessed. The

assessment process also includes feedback from the host organisation about the student's performance. The student's academic work in the module provides 60 credits in the BAppMgt degree.

4. The rights and obligations of the parties:

The rights and obligations of the parties are as follows:

4.1 The Student:

- (a) The student undertakes to complete the activities for the workplace as agreed in the Internship Project Proposal.
- (b) The student agrees to conduct himself/herself in a professional manner at all times during the placement with the host organisation. This includes:
 - (i) Punctuality;
 - (ii) An appropriate standard of dress;
 - (iii) A professional attitude to the work assignment and to the people with whom he/she is required to work.
- (c) The student agrees to work with the person nominated by the host organisation.

4.2 The Host organisation:

- (a) The contact person within the host organisation agrees to accept the student for his/her Internship Project and accepts that the student will report on activities and tasks in assessment, classes and contact with their academic supervisor.
- (b) The contact person in the organisation agrees to provide feedback on the work performance of the student.
- (c) The host organisation undertakes that they will meet legal requirements with regard to health and safety, and agrees to provide the student with a work space, desk and chair and reasonable access to the necessary resources to undertake the project or assignment (for example, telephone, computer, vehicle etc).
- (d) The host organisation agrees to inform other staff, with whom the student will have contact, of the nature of the student's placement and the student's role within the organisation.

4.3 The Otago Polytechnic:

- (a) The Otago Polytechnic will provide the student with an academic supervisor, and advise the host organisation of the contact details for that supervisor prior to the student commencing work within the host organisation.
- (b) The academic supervisor will provide support to the student and host organisation in the form of personal communication and supervision of student's academic work.

- (c) The Otago Polytechnic is responsible for the assessment of the student and the granting of academic credit.

5. Disputes:

- 5.1 If a host organisation or student is not satisfied with the progress of the placement, then they will contact the academic supervisor.
- 5.2 If there is a dispute between the parties that can not be resolved by the academic supervisor, the student may be withdrawn from the placement or programme at the request of any of the parties to this agreement. The parties agree that the withdrawal described above will be utilised as a last resort.

6. Execution:

Signed by the Contact Person within host organisation

(Signature) _____

(Designation) _____

(Date) _____

Signed by the Student

(Signature) _____

(Name) _____

(Date) _____

Signed for Otago Polytechnic by an authorised representative acting on behalf of Otago Polytechnic

Rachel Byars

(Signature) _____

(Name) _____ Rachel Byars _____

(Date) _____

Student Confidentiality Exemption Clause:

If your workplace requires you to sign a confidentiality agreement the following exemption clause must be added to the agreement to allow for assessment.

The following clause can be used as an Exemption Clause for insertion into Employment Contracts relating to Confidentiality for Internship Project students:

Provided that nothing in this clause shall prohibit, or restrict the use or communication of any company information by the said ..., (Internship Project Student), or The Otago Polytechnic for any of the following purposes:

- *Discussion with the Student's academic supervisor;*
- *Inclusion in the Student's Project, and / or Reflective Report;*
- *Inclusion in any oral presentation to the Student's academic supervisor and other Otago Polytechnic Staff;*
- *Standard monitoring procedures for Bachelor of Applied Management degree;*
- *Archiving of copies of reports.*