**Internship Facts – Engineering Experience 1 and 2**

**When should I enrol in this subject?**
- You can only enrol in Engineering Experience 1 once you have found an internship. You do this by registering your Start Notification Form on I2MS.

- On completion of your internship all students MUST complete an electronic finish form on I2MS, print out the finish form receipt and attach this with the certified copy of the company letter confirming the employment to the APO addressed to Engineering Experience Program.

**What types of job count towards my Engineering Experience?**
- The position that you take must hold some relevance towards your degree.

- The job should be equivalent to a full time block of 24 weeks (or a 22 week minimum, though you will need to make up the 2 week deficit in Engineering Experience 2).

- You are allowed to work in a part-time position if you are unable to find full time work. If you do this, you must make sure that you work the equivalent of 24 weeks in full time work (or 22-week minimum).

- Voluntary work will also be counted if you are unable to find paid work and/or if you choose to work for a Non-Profit Organisation. If you take up a volunteer position please contact the IPU (Industry Partnering Unit), for insurance purposes (see below).

If you are experiencing problems finding an internship, please contact the Industry Partnering Unit on 9514 2381 or 9514 2026 during office hours.

**Who insures me when I am working?**
If you are in paid work it is up to your employer to provide you with Employer’s Worker Compensation and Public Liability Insurance.

If you are working voluntarily for a company you will not be covered by the company’s insurance policies. In this case the university will continue to insure you under its public liability and personal accident policy. The university will continue to insure you under its public liability and personal accident policy. In order to be covered by the university insurance you must make sure that you are enrolled in the Engineering Experience 1 subject so that you are classed as a full time UTS student when you are out at work. You must organise to meet with the Industry Partnering Unit.

**Returning from an Internship**
After completing each internship, you must advise Engineering Practice Program that you have completed your internship (evidence to include Certified Company letter and I2MS finish form receipt) and to do the appropriate Review subject - Engineering Practice Review 1 (48122) or Engineering Practice Review 2 (48142). Each subject involves two briefing sessions and a review seminar.
Pay Rates
Typical pay rates as provided by students in 2010. These pay rates are only a guide. Students and companies negotiate individual rates of pay. As a student you must negotiate a mutually agreeable pay rate before you start employment. (All students are strongly encouraged to secure a paid internship, if they find volunteer work they must advise the Industry Partnering Unit at internships@eng.uts.edu.au to organise insurance.

<table>
<thead>
<tr>
<th>Stage of Course</th>
<th>Lower</th>
<th>Average</th>
<th>Higher</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Internship</td>
<td>450</td>
<td>620</td>
<td>800</td>
</tr>
<tr>
<td>2nd Internship</td>
<td>600</td>
<td>730</td>
<td>1000</td>
</tr>
</tbody>
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Student Responsibilities
Although the Faculty provides support in finding an internship, each student is ultimately responsible for obtaining his/her own internship.

The following steps MUST be followed to ensure that you are properly enrolled and fully complete the requirements for Engineering Experience. The steps appear below:

1. You must complete requirements for Engineering Practice Preview
2. All students doing, or planning to do, an Internship must be registered on the Industry Internship Management System (I2MS). If you are not registered you must go to I2MS and follow instructions.
3. ALL students MUST complete an Engineering Experience Start Form on I2MS.
4. Students that have enrolled in other subjects for a particular semester and now wish to start an internship must withdraw from these subjects if he/she will no longer be taking these in the semester.
5. On completion of their internship all students MUST complete an Electronic Finish Form on I2MS, print out the finish form receipt and attach with the certified copy of the company letter confirming the employment to the APO addressed to Engineering Experience Program.

What should I do once I have found an internship?

- Confirm employment arrangements and conditions with your employer.
- Complete an Engineering Experience START Employment Notification Form on I2MS as soon as you start your internship. A late lodgement fee of $100 will apply if the START Form is not submitted within two weeks after starting the internship.
- Upon completion of your internship, request from your employer a letter confirming your employment. This letter should be on company letterhead and signed by your employer.
- After completing your electronic finish form on I2MS, attach the finish form receipt to the certified copy of the company letter and address it to Engineering Experience, APO (Building 2, Level 7).