



SCHEDULE 2 - STUDENT ACKNOWLEDGEMENT FORM

Student name:	Unit:
Host name:	Internship Period: Start Date: End Date:
Host Supervisor:	Monash Contact: WIL Team

In this Acknowledgment,

Internship means the opportunity for the Student to participate in the activities of the Host and under the supervision of the Host’s members or employees.

Internship Period means the period during which the Student will undertake the Internship.

Monash Contact means the Work Integrated Learning Team (WIL Team)

Project Plan means the project plan developed by the Host and the Student which shall specify the objectives of the project, a description of the purpose, nature and format of the outputs to be delivered by the Student, the dates and hours of attendance by the Student at the Host’s worksite, the name, contact details and attendance hours of the person principally responsible for providing supervision on behalf of the Host, the schedule of supervision meetings, the key dates and milestones, and the arrangements for delivery of the final output.

As part of my undertaking the Unit, I understand and agree to the following:

1. I will conduct myself in a safe and professional manner at all times during and in the course of undertaking the Internship and will comply with the lawful and reasonable directions of the Host.
2. I agree to work with the Host to develop a Project Plan prior to the commencement of my Internship Period and will do my best to perform the work contemplated by the Project Plan in a professional and diligent manner. If by agreement with my Host Supervisor, the Project or parts of the Project need to be changed I will amend the Project Plan and advise the Monash Contact accordingly.
3. I agree to comply with all attendance requirements and if I am unable to attend on an agreed date for a legitimate reason I will notify my Host supervisor and the Monash Contact in advance or as soon as reasonably practicable in the circumstances and arrange to attend on an alternative day.
4. I understand that if I am unable to complete the minimum required Internship Period set out in the Internship Schedule Details, this may mean that I have not satisfied the requirements of this Unit and may therefore, at the discretion of the Monash Contact, fail this Unit.
5. I will keep any confidential information of the Host or Monash confidential for as long as the information remains confidential.
6. The copyright in any material I create for my Unit assessment purposes will be owned by me.
7. I will immediately contact the Monash Contact if I have any concerns, issues or queries regarding the Project and/or supervision or the Host during my Internship Period or the Internship more generally.

Student signature:

Date: