

UNSW
Business
School

Industry Experience Program Supervisor Guide



UNSW
SYDNEY

A Note to Supervisors

Supervising an intern is an exciting and rewarding responsibility. Interns bring fresh ideas and unique perspectives to the tasks you deal with every day. As a supervisor, you have the opportunity to witness their transformation as they develop into professionals, gain the professional and technical skills necessary for success in the workplace.

Your role as a supervisor involves guiding interns through their professional growth. You will provide them with opportunities to learn, adapt, and flourish as a professional. By offering constructive feedback, mentorship, and practical experiences, you contribute significantly to their development.

Supervising interns isn't just about their growth—it's also an opportunity for you to enhance your own leadership and mentoring skills. As you support and empower interns, you'll refine your communication, problem-solving, and management skills.

A successful internship experience benefits both the intern and the supervisor. With proper planning, dedication, and a positive attitude, you can create a valuable learning environment for your interns while advancing your own professional journey.

Work Integrated Learning (WIL) at UNSW's Business School

WIL offers students a distinctive educational experience by seamlessly blending academic guidance with practical professional development.

Here's what makes WIL unique:

Authentic and Purposeful Experiences:

- > WIL provides students with authentic, purpose-driven, and supervised work learning opportunities. These experiences integrate academic theory with real-world application in the workplace.

Active Engagement and Integration:

- > Through active participation in work tasks, students bridge the gap between theory and practice. They gain meaningful insights relevant to their discipline of study and professional growth.

Three-Way Partnership:

- > WIL operates within a three-way relationship involving the university, industry partners, and students. This collaborative approach ensures a holistic learning experience.
- > Students benefit from both work supervision by industry professionals and academic guidance from their academic supervisors.

Academic Content and Assessment:

- > Unlike traditional internships, WIL incorporates academic content and assessment items. This enriches students' learning journey and enhances their professional development.

"WIL enables students to engage in authentic, purposeful, partnered, supervised and assessed work learning experiences that integrate academic learning with its application in the workplace" [UNSW Work Integrated Learning Procedure](#).

General Principles and Guidelines

1. Management of Students

Students participating in internships are required to have at least one 30-minute meeting per week with their supervisor. Additionally, there should be two formal 1-hour meetings—one at the beginning and another at the end of the placement to discuss goals and progress.

2. Timing and Duration of Internship

Students must complete 120 hours during their internship placement within the UNSW term period.

3. Study and Exam Timetable

Year	2025
Teaching Period T1	17 February – 24 April
Exam Period T1	2 May– 15 May
Teaching Period T2	2 June – 8 August
Exam Period T2	15 August – 28 August
Teaching Period T3	15 September – 21 November
Exam Period T3	28 November – 11 December

Students are encouraged to share their study timetables with their supervisors at the start of the internship. This allows supervisors to consider academic commitments when planning work tasks.

Industry hosts are also encouraged to discuss subject timetabling, assessment periods, and exam schedules directly with students at the beginning of the internship.

4. Induction and Onboarding

Proper induction and onboarding processes are essential for interns. Clear communication about organizational policies, workplace culture, and job expectations sets the foundation for a successful internship. Please refer to checklist in Appendix 1.1.

5. Confidentiality and Insurance

Interns are expected to always observe industry host requirements for security of information and confidentiality. Industry hosts should make clear to the intern what is viewed as confidential and consider having them sign a non-disclosure agreement where necessary. Students have been advised that they may need to sign separate IP, non-disclosure, or confidentiality agreements before commencing an internship. Students are covered under the following UNSW insurances whilst undertaking an internship:

- > Public Liability Insurance – Responding to third-party property damage or personal injury claims resulting from student negligence, error, or omission.
- > Personal Accident Insurance – Responding to non-Medicare scheduled medical treatments for injuries or illness sustained during the IT placement.

Further information is available on the UNSW Insurance at: <https://www.fin.unsw.edu.au/services/insurance>

If an accident occurs during an internship, please contact Career Accelerator (refer to Appendix 1.2.)

6. Employment post the internship

Sometimes offers of paid work are made to students following the internship. These arrangements are made

directly, and the financial arrangements are to be agreed between the organisation and student (subject to the law).

Course Structure Industry Experience Program: COMM2222 (Undergraduate Students) / COMM5022 (Postgraduate Students)

Undergraduate and Postgraduate students combine their practical work experience with several online academic workshops and assessment tasks throughout the term to develop their professional skills and understand more about the company's culture and values and the industry it operates in.

Students in these courses are not graded and given a Satisfactory / Unsatisfactory mark. Student assessment evaluation includes a three-level criterion "exceeds expectations", "meets expectations" and "fails to meet expectations".

The reasons behind a non-graded course are:

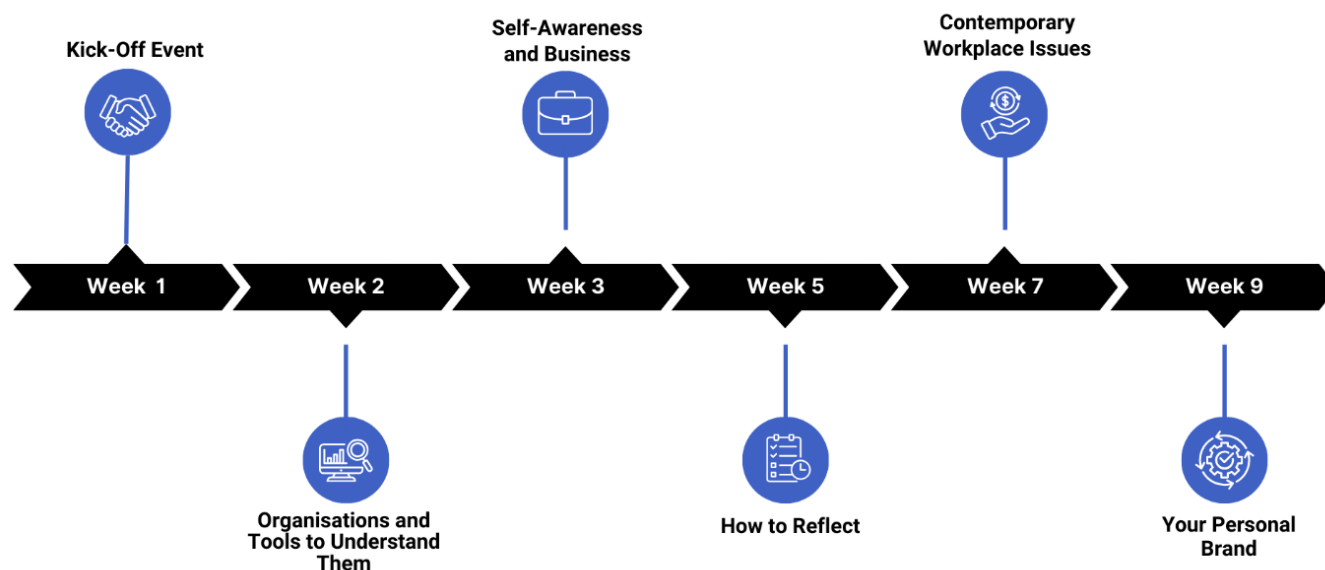
- > Students are focused on 'learning on the job' in new/unfamiliar work environments;
- > Primary supervision by the industry partner with limited academic supervision;
- > Important that students are open to 'failure' and to learning from their mistakes;

Assessments

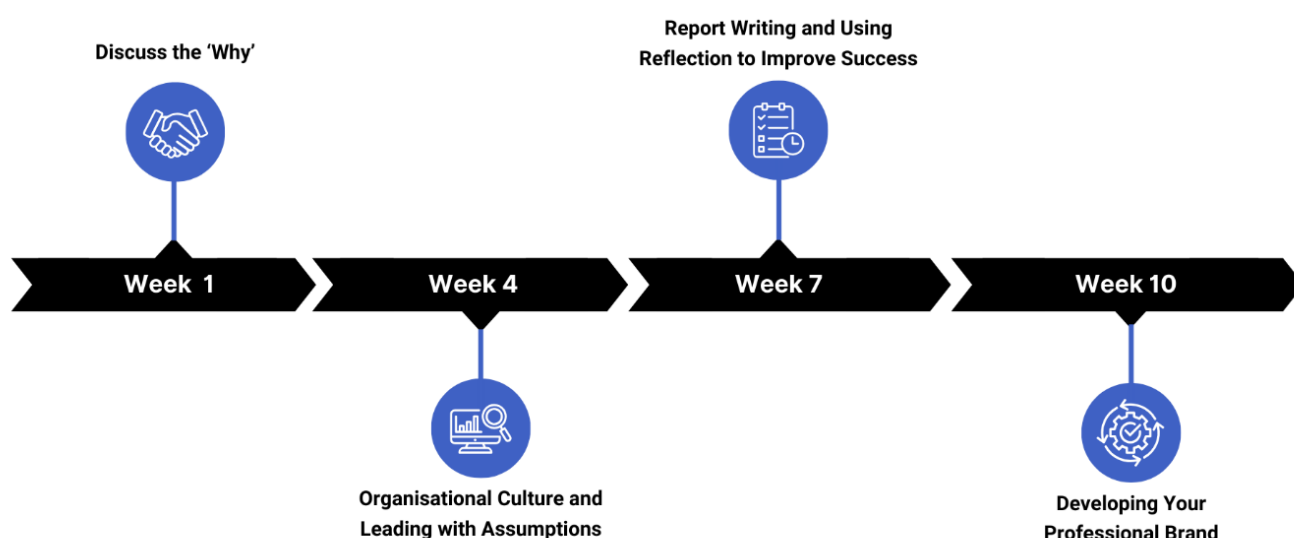
ASSESSMENTS IN THE INDUSTRY EXPERIENCE PROGRAM	
COMM2222	COMM5022
Placement proposal (Week 4) Students will talk about themselves and their organisation which will act as a starting place for the reflective practice they will engage in throughout the academic component of this course.	Company profile report (Week 4) Students will write a professional summary that describes the organisation and what it does. Students are required to identify, evaluate and analyse the company's purpose and culture.
Personal reflective essay #1 (Week 7) In the first of two reflective tasks, the student will complete a series of reflections on aspects of their placement proposal.	Three personal reflective journal entries (Weeks 2, 5, & 10) Students are asked to consider how their initial assumptions and beliefs influenced their behaviours, and how this has evolved as they have settled into the role.
Personal reflective essay #2 (Week 11) In the second of two reflective essays, the student will reflect on their entire experience in both placement and COMM2222 workshops.	Supervisor report (Week 3) Students are required to meet with their supervisor to set goals for their placement and the supervisor will sign off on these at the end. Professional report (Week 11) Students will need to utilise information provided by the business and from external sources to develop and deliver a report structured to communicate key findings on their project/experience to company representatives.

Workshops

COMM2222 Timeline



COMM5022 Timeline



COURSE LEARNING OUTCOMES

COMM2222	COMM5022
1. Identify and analyse an organisations' purpose and the competitive landscape in which they operate	1. Analyse your organisation's purpose and culture and how it impacts responsible business practices
2. Reflect on your experiences and assumptions and link key learnings to intended future practice	2. Effectively communicate your ideas and knowledge to influence business outcomes
3. Demonstrate self-leadership and responsibility in a complex organisational setting	3. Utilise appropriate professional digital tools to communicate respectfully in a global environment
4. Display professionalism and effectiveness in a real-world business environment	4. Critically reflect on your personal and professional development and outline how you will improve or change your practice in the future



Appendix

1.1 Checklist:

Orientation and Induction

CHECKLIST	
1. Prepare for the new intern	Set up the new student's workspace and provide necessary tools and equipment. Complete administrative tasks (paperwork, security access, inductions).
2. Company Orientation	Conduct a formal orientation session: company history, values, culture. Introduce key team members and explain the intern's role within the organisation.
3. Job Responsibilities	Clearly define the interns job responsibilities and any other expectations. Discuss intern goals during placement
4. Work Buddy Assignment	Appoint a mentor or work buddy to guide the intern during their initial days.
5. Social Interactions	Plan team lunches or coffee breaks to foster relationships. Encourage interactions beyond work-related discussions.
6. Company Policies and Procedures	Explain dress code, attendance, and communication guidelines. Provide access to employee handbooks and intranet resources. Workplace Health & Safety, Evacuation procedures.
7. Remote Work Tools (if applicable)	Familiarize remote intern with collaboration tools and video conferencing platforms. Arrange virtual meetings to connect remote interns with colleagues.

During Internship

Ensure that each intern has a regular forum to review progress with their nominated supervisor.

Supervisor to liaise with Industry Engagement Officer at UNSW Career Accelerator to discuss the intern's performance as required during the placement.

At the end of the Internship

- > Arrange handover meeting with relevant team members and ensure all electronic documents created by the intern are securely stored to enable future reference or subsequent report preparation.
- > Inform HR that the intern is no longer working at the company and request that any/all systems/building access be ceased.



Appendix

1.2 UNSW Business School Career Accelerator Contact Details

CAREER ACCELERATOR	
Career Accelerator	Student: careeraccelerator@unsw.edu.au Industry: engagebusiness@unsw.edu.au https://www.unsw.edu.au/business/student-life/career-accelerator
Joshua Munoz Senior Industry Engagement Officer UNSW Business School	j.munoz@unsw.edu.au
Andrew Rose Senior Programs Officer UNSW Business School	Andrew.rose1@unsw.edu.au
Emergency Contacts (Domestic)	Mental Health <ul style="list-style-type: none"> • If your life or somebody else's life is at risk, call 000 immediately. • 24/7 UNSW Mental Health Support call (02) 9385 5418 • After-hours SMS support: Text 0485 826 595 for confidential one-to-one chat (Available Monday - Friday, 5pm - 9am / 24 hours on weekends and public holidays) On Campus Emergency Campus Security is your first point of contact for any incident or emergency on campus. You can call them 24/7: <ul style="list-style-type: none"> • In an emergency: (02) 9385 6666 • Everything else: (02) 9385 6000 Off Campus Emergency <ul style="list-style-type: none"> • Call Triple Zero (000) for police, fire, ambulance • For non-urgent help, call Police Assistance Line on 131 444 PLEASE NOTE: You should only attend a hospital's emergency department if you are seriously injured, seriously unwell or have a life-threatening medical emergency.
Emergency Contacts (International)	If you are in a life-threatening situation overseas, call UNSW Campus Security on +61 (2) 9385 6666. If you are an international student offshore and would like to access a 24/7 mental health support line, call +61 (2) 8905 0307.