

## 1. How do I apply for it?

At the beginning of the term, prior to the internship term, students will be invited to apply for the internship via an email with a Student Internship Agreement form. This form must be completed and submitted by week two of the term **prior** to the internship term.

If a student has not received one of these emails or has been granted advanced standing, therefore altering their study plan, they should contact the Internship team to discuss the application process via [wil-set@cqu.edu.au](mailto:wil-set@cqu.edu.au)

## 2. When will I be doing it?

Students undertake the internship in the final term of their program as per schedules listed in the document 'Internship scheduling'.

Students generally undertake the internship in the final term of study, with the exception of Master of Engineering (CV82) students. Please contact the Course Advice Team or access the correct study plan via the following [Course Planners](#).

## 3. Is term 3 compulsory in order to be eligible?

Yes, in most cases you will need to study in term 3; however, if you have been granted advanced standing, you should discuss this with the Course Advice team.

## 4. If I have already received credit exemptions, will I still be able to participate?

Yes, in most cases you can. However, if you are enrolled in a postgraduate Business program you must have at least two electives (12 credit points) available to undertake the internship.

You should keep this in mind when applying for credit/advanced standing and discuss your options with the Academic Pathways team and the Course Advice team.

## 5. Is there a cost involved?

There are no extra fees to undertake the internship, you will pay the normal fee for a 12 credit point unit.

Note: the internship in School of Business and Law is taken in place of two 6 credit point elective units and in ICT and Project Management courses it replaces the 12 credit point capstone unit.

## 6. Will I get paid?

No, the internships are unpaid.

## 7. Is the internship full-time?

Students will attend the workplace typical office hours, Monday to Thursday for a ten/twelve-week period. Fridays will be devoted to completing the academic assessments and attending assessment workshops required by the various internship units.

### **8. If I fail any courses, will I still be eligible?**

The internships units for Business, Information Technology, Information Systems and Project Management require students to have successfully completed all other units on the first attempt, if you have experienced a fail, you are no longer eligible.

Master of Engineering (CV82) students must complete a compulsory internship and are not disqualified for experiencing a failing grade.

### **9. If I don't follow the internship program plan, will I still be able to do it?**

It is recommended students interested in the internship program follow the appropriate internship pathway course planner including term 3 study.

The internship must be undertaken on its own in the final term of study, failing to follow the appropriate planner risks non eligibility in the internship program.

### **10. If I take a leave of absence, will I still be eligible?**

Yes you are, as long as you are still able to complete the course as listed in the course schedule within the period of your visa.