INTERNSHIP OFFER (post-course)

We are pleased to advise that you are eligible to apply for a 3-month unpaid internship, for commencement after graduation from your final course at Charles Sturt University (CSU). To take advantage of this exciting opportunity, please ensure you read and fully understand the terms and conditions below. Please contact the Careers Service at your CSU Study Centre to register your interest in the offer.

The Internship is available post-graduation. The Internship is not a requirement of, or part of the CSU course.

TERMS AND CONDITIONS

1. The offer is available to students commencing their CSU course from July 2013.

2. The offer is not an automatic inclusion to your course. Students wishing to take up the offer are required to apply in writing and agree to the internship offer terms and conditions.

3. Students wishing to register their interest in the offer, are required to email the Careers Service by the commencement of their 2nd last semester.

4. Students who have registered their interest will be notified of their acceptance into the program based on the following criteria:
   - No failed subjects in your final year of study (at point of bond payment as per 5.)
   - Availability to attend the internship for a minimum of 3 days per week
   - Attendance of the preparation seminar at your CSU Study Centre
   - Demonstrated commitment to the internship program
   - Payment of the $500 bond (as per 5.)

5. A refundable bond of $500 is payable to StudyGroup at the point of acceptance into the program. Cancellation of the internship prior to the agreed commencement date, or breach of the internship terms and conditions, will result in non-refund of the bond.

6. Interviews with potential host companies will be arranged which meet the intern’s stated preferences. Multiple interviews with an option to choose the preferred position are not possible.

7. A maximum of up to 2 offers that meet the intern’s stated preferences will be made. If the intern declines these 2 offers, then the $500 bond will not be refunded.

8. If the intern finds employment during the internship, the intern is required to give notice of 2 weeks in writing to the Careers Service.

9. If the host company terminates the internship (due to no fault of the intern); then all reasonable efforts will be made to secure another internship.

10. Note that students accepted into the program need to apply for an appropriate graduate visa or other substantive visa before they can commence the internship.
**INTERN OBLIGATIONS DURING THE PLACEMENT PROCESS**

- Answer or return calls promptly
- Regularly check their message bank or SMS messages
- Regularly check emails
- Be available for interviews
- Attend all interviews arranged
- If unable to attend an interview, call and advise at least 1 hour prior the scheduled interview time
- Punctuality

**INTERN OBLIGATIONS POST PLACEMENT**

- The intern will be punctual and attend the workplace of the host company in accordance with agreed times and days of work (100% attendance)
- Request for sick leave must be reported directly to the intern’s supervisor prior to commencement of business on that day
- A valid medical certificate is required for sick leave of 2 days or more
- The intern must behave in a professional manner at all times
- The intern will comply with all host company policies and procedures
- Confidentiality of host company matters and information must be adhered to
- If the behaviour of the intern is deemed unacceptable*, this may result in the termination of the internship and immediate dismissal from the program.

Unacceptable behaviour includes:

- Misconduct or insubordination resulting in termination by the host company
- Negligent or dangerous behaviour within the work environment
- Providing false or fraudulent information
- Under 100% attendance during the internship period
- Non-completion of the internship
- Any behaviour that reflects negatively on CSU’s reputation

I have read, understood and agree to be bound by the terms and conditions stated above. I declare that I wish to take up the internship offer, and am a genuine candidate for the program.

I acknowledge that I am representing the CSU brand as a graduate, and that my professional conduct should enhance CSU’s reputation in a positive way.

I agree that any breach of the above terms and conditions will result in non-refund of the $500 bond.

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