

# HOSTING AN INTERN FROM UNISA BUSINESS

## Key Information, Dates & FAQs for Host Organisations

### When is the next cohort?

March 2025 is our next cohort and we're already accepting Project Briefs for those who want to get in early. It's going to be a bumper group of students, as always you can find templates and exemplars on our [dedicated program website](#).

### What are the overall timelines for 2025?

Internship opportunities align with the academic calendar. Key dates for 2025 are:

Cohort	'Open' Placements			All Placements	
	Project Briefs Advertised from	Rolling Applications from	Interview with first-ranked applicant	Commence from	Complete by*
2025 #1	20 Jan 2025	27 Jan 2025	From 10 Feb 2025	3 Mar 2025	13 Jun 2025*
15 <sup>th</sup> April 2025 = Industry to Student Speed Networking Event – partnering with UniSA STEM					
2025 #2	28 Apr 2025	12 May 2025	From 2 Jun 2025	17 Jun 2025	8 Aug 2025*
2025 #3	30 Jun 2025	7 July 2025	From 21 Jul 2025	11 Aug 2025	7 Nov 2025*
23 <sup>rd</sup> September 2025 = Industry to Student Speed Networking Event, 8:30am-11:00am					

\* These dates are nominal, specific dates are agreed between you and the student

### What options are there for getting an intern?

We have 3 pathways for students to gain an internship – Open, Self-Placement & Facilitated.

- **Open** is when we source opportunities to advertise to students, who then complete the application process with the final step being an interview with you.
- **Self-Placement**, when students source their own internship and we facilitate the paperwork.
- **Facilitated** is the best way to connect with students through our Industry to Student Speed Networking Events –occurs twice annually in April and September.

### How can I get involved in the networking activities for facilitated placements?

All Host Organisations are encouraged to attend our next structured speed-networking event scheduled for morning of Tuesday 15<sup>th</sup> April 2025. Connect directly with students seeking placements, [more information and register through the event website](#).

### What disciplines are the students studying?

Internship Program students seeking placements come from the following broad discipline areas:

- Commerce – Accounting; Finance; Economics, Finance & Trade; Financial Planning
- Marketing; Communications
- Management; Business Management; Business Analytics
- Human Resource Management
- Property
- Tourism & Event Management
- Sport & Recreation
- Logistics & Supply Chain Management; Procurement

### Who covers the insurance?

The University of South Australia provides Professional Indemnity, Personal Liability, and Personal Accident cover for all students undertaking an approved unpaid internship.

### How long are internships?

Internships are either 15 or 30 days in duration. These are commonly done part-time to balance the student's other commitments and the needs of your organisation, however, can be done in a continuous block of days. Duration is driven by what course the student is enrolled in, **15-day internships are most popular (65%)**, the 30-day option accounts for most of the rest (35%).

### Can students do an internship working remotely?

The simple answer is yes, we have a long history of students working remotely for their internship. While preference is for in-person activities, we have implemented preparation activities for students to help them adjust should their placement need be undertaken in part, or entirely, remotely.

### What are the costs to a Host Organisation?

The UniSA Business Internship Program provides course-assessed unpaid internships that meet the requirements of 'lawfully unpaid' placements under the Fair Work Act 2009. The main cost to the Host Organisation is staff time needed to plan the internship opportunity and to mentor the intern. The more time spent planning and inducting the better the placement outcome.

### Are the internship students moving towards the end of their degree?

Both undergraduate and postgraduate students can undertake an internship. Many have already done other work or volunteer placements, and/or have studied overseas.

- Undergraduate students will be at least in their 3rd year of study, or;
- Postgraduate students will be in their 2nd, for most that is their final year of study.

### What about paid placements?

We can support students to utilise their paid placement as a self-sourced placement for their course. As this would make them an employee of your organisation, we would ask for written confirmation of their employment to confirm they are insured and confirm your acknowledgement that they will be submitting assessments based on their experience.

### If I submit a proposal, am I guaranteed an intern?

We aim to find a balance between the number of internships offered and available students. There is no guarantee, however we will work with you to refine your internship offering so that it is attractive to students and meets your organisational need.

### More information?

The [UniSA Business Internships industry website](#) has a range of information, tools and templates designed to make things easy for you. Alternatively please feel free to contact the UniSA Business Internships team to find out more – [business.internships@unisa.edu.au](mailto:business.internships@unisa.edu.au).

*Note – Daryl McMahon has moved on to another role supporting the development of the new Adelaide University. Once a replacement is confirmed their details will be listed here. In the meantime the internships team of Emma and Lisa are ready and willing to help.*