
Internship, Placement or Practicum Course Procedure

1. Purpose

This Procedure sets out the requirements for offering an internship, placement or practicum as a credit-bearing course. It does not apply to other extracurricular or co-curricular activities.

2. Application of Procedure

This Procedure applies to staff members and students.

Procedure

3. General

- (a) Internship, placement and practicum courses are types of work-integrated learning (WIL) that:
 - (i) typically take place in a workplace or community setting;
 - (ii) involve the student engaging in authentic and meaningful work-related tasks for the host organisation that are appropriate to the course in which the student is registered;
 - (iii) involve three stakeholders: the student, the University, and the workplace (host organisation);
 - (iv) may be in New Zealand, overseas or online; and
 - (v) may be paid or unpaid.
- (b) Internships, placements or practicums are usually arranged by the course coordinator (or colleague) or a professional registration body, but students within a course may be required to, or have the option of, arranging their own.

4. Requirements for offering an internship, placement or practicum

4.1. The agreement

- (a) An agreement between Te Herenga Waka—Victoria University of Wellington, the student and the partner (host organisation) must be signed no later than the day on which the student placement commences.
- (b) The agreement must either be on the approved template for such agreements, or be reviewed by Legal Services prior to being signed.

Note: For further information and agreement templates, refer to

https://www.sharepoint.com/sites/CE_Internships_placements_practicums_RESOURCES/SitePages/Course-setup.aspx

- (c) The agreement is required even if the student is or will be employed by the host organisation.

4.2. Conflict of interest

Any conflict of interest between the host organisation or workplace supervisor (or workplace mentor) and either the student or the academic supervisor (or academic mentor) must be declared.

Note: Refer to the Conflicts of Interest Statute <https://www.wgtn.ac.nz/documents/policy/staff-policy/conflicts-of-interest-statute.pdf>.

4.3. Recording placement details

- (a) Accurate and up to date records must be maintained for each student and must include host organisation details, supervisor contact details, student contact details, and the dates when the student is expected to be on placement (i.e. start and finish date).
- (b) These details for each student in a course must be entered into the WIL placement register no later than the day on which the student placement commences.

Note: Information on the WIL placement register and how to use it is available at https://vuw.sharepoint.com/sites/CE_Internships_placements_practicums_RESOURCES/SitePages/Course-setup.aspx.

- (c) Irrespective of who organises the internship, placement or practicum, responsibility for recording the details sits with:
 - (i) the course coordinator; or
 - (ii) another faculty staff member responsible for coordinating placements (such as EPPPO in the Wellington Faculty of Education).

5. Supervision

- (a) Throughout their internship, placement or practicum, each student must:
 - (i) have an academic supervisor (or academic mentor); and
 - (ii) be supervised within the workplace (either in person or remotely) by a workplace supervisor (or workplace mentor).
- (b) The academic supervisor (or academic mentor) is a Wellington University staff member whose responsibilities include:
 - (i) providing advice and support to the student, including responding to academic or administrative matters related to the internship, placement or practicum raised by the student;
 - (ii) checking in with the workplace supervisor (or workplace mentor) on the student's progress;
 - (iii) where appropriate, arranging a site visit at the host organisation; and
 - (iv) communicating information to the workplace supervisor (or workplace mentor) on academic requirements and assessment where required.
- (c) Ongoing guidance must be provided to the student by the workplace supervisor (or workplace mentor) who is the local expert and has a thorough understanding of what the host organisation is trying to achieve. The workplace supervisor (or workplace mentor) is also expected to have a good understanding of the academic requirements in relation to the course learning outcomes and WIL objectives.

6. Assessment

- (a) The assessment of an internship, placement or practicum course must comply with the Assessment Handbook and responsibility for assessment sits with the course coordinator.
- (b) The workplace supervisor (or workplace mentor) may be asked to contribute towards the assessment process.

7. Definitions

In this Procedure, unless the context otherwise requires, the following definitions shall apply:

Host organisation	The organisation where the student carries out the internship, placement or practicum, whether in-person or online.
Work-integrated learning (WIL)	An educational approach that focusses on the integration of a student's theoretical knowledge and workplace experience.

Related Documents and Information

8. Related Documents

Internships, placements and practicums: good practice guide

https://vuw.sharepoint.com/sites/CE_Internships_placements_practicums_RESOURCES/SitePages/Home.aspx

[Health and Safety at Work Act 2015](#)

[Assessment Handbook](#)

[Conflicts of Interest Statute](#)

[Off-Campus Activities Policy](#)

[Programme and Course Design Handbook](#)

[Student Conduct Statute](#)

9. Document Management and Control

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Policy Owner	Ewa Kusmierczyk Senior Advisor, Work-Integrated Learning (WIL)