

## HDR Internship Work Plans

*Notes how to fill out the work plan for individual, serial or concurrent Internships.*

### WORK PLAN

Type of internship.	<p><b>Insert in the space provided a description of the type of internship structure.</b></p> <p><b>Individual</b> - This is one Intern working on a define internship that starts and ends.  <b>Serial</b> – This is an Individual internship that overlaps with others for a continuation of the R&amp;D internship activity. There would be an expected handover period between the interns.  <b>Concurrent</b> – this is when multiple interns work in a team or group activity to achieve a collaborative R&amp;D internship project or activity. Large Internship activities could be concurrent and serial.</p>
Location of Internship:	<p>Insert the location of the internship activity.  This can be an address or offshore or virtual.</p>
Internship Supervisor	<p>This is the person in the organisation who will be the mentor of the intern for the project. This may be in conjunction with the research Supervisory panel but only if there is overlap of the internship and research activities. In such cases then the agreements on IP, resourcing and research code of conduct and the like must be addressed.</p>
Intern(s) :	<p>Insert the name and ID of the intern.  Multiple Interns if this is a concurrent (group) Internship</p>
Degree:	<p>Include research skills that align with the REU internship activity or cognate FOR codes (4 digit).</p>
Start date:	<p>Describe the start date of the internship</p>
End date:	<p>Include the end date for the internship</p>
Total number of days:	<p>Include the total number of days for the internship – this must be at least 60 days.</p>
Description of Internship	<p>Note: The 60 days (total) can be achieved with a high level of flexibility. For example, full time, part time, in blocks, virtually (online). This detail is needed to understand the window of time available for Doctoral research activities.</p>
Fee:	<p>Internships may offer some form of payment to the Intern. The organisation may identify this in the work plan.  Delete the appropriate option.</p> <p><b>OPTION 1:</b> There is no fee payable by the organisation to the Intern for this Internship.</p> <p><b>OPTION 2:</b> The Organisation agrees to pay the Intern the Fee to support the carrying out of the Internship by the Intern</p>
Project IP	<p>This section will not appear in the independent internship agreement. If there is any likelihood of IP being created, you will need to use the Single Project agreement instead.</p> <p>Note that if Option 2 is selected you must contact <a href="mailto:ROC-Excellence@curtin.edu.au">ROC-Excellence@curtin.edu.au</a> as the student/ Intern will also be required to sign a project participation agreement.</p> <p>Also, if there is a significant research element to the Internship activity (linked to the Doctoral Research or otherwise), then the organisation may wish to establish a specific Partnership agreement outlining mutual obligations and expectations.</p> <p>Option 3 is selected if there is no IP developed or the IP is completely separate form any Curtin resourcing or inputs.</p> <p>If no IP is developed then option 1 could cover the above.</p>
Work Plan:	<p>This can be a separate page outlining the internship tasks and objectives. The location, type and structure of the internship and the skill set of a suitable Intern should be listed.  This content may be used to attract the EOI from the cohort of doctoral candidates.</p>