

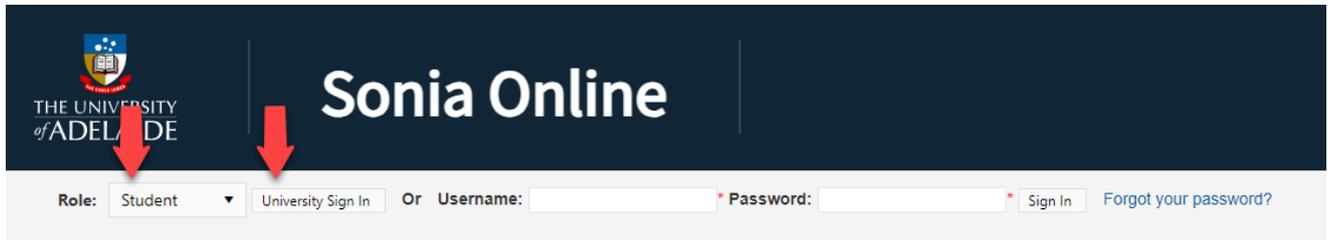


REGISTERING YOUR INTERNSHIP

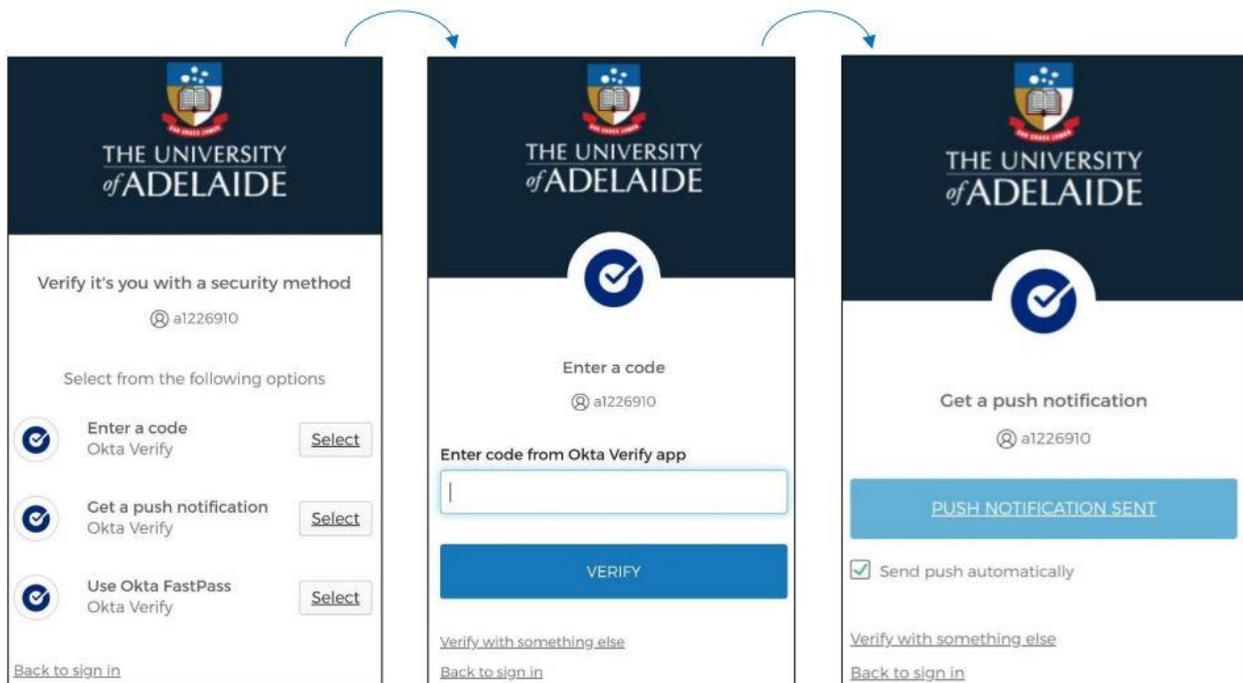
Once you have completed your [Internship Management System](#) stages in Career Hub and have an internship that you have been confirmed for, you will be required to register your internship experience through our Sonia Online platform. You can begin the process of formally registering your internship by following the below steps.

Step 1: Log into Sonia online

- Navigate to the ECMS portal in Sonia Online:
<https://placementsonline.adelaide.edu.au/SoniaOnline/School.aspx?SchoolId=13>
- Select the role of "Student" and select the "University Sign in" button.



- When the Okta MFA verification window appears, follow the prompts to authenticate on your registered device.



Step 2: Join a Placement Group

- a) You will arrive at your Sonia online dashboard and will have a number of menu items to select from. Select the “Placements” tab from the main menu.



- b) You will be presented with several “placement groups” to select from, Pick the placement group that aligns with your internship and use the **+ Join** button to join the placement group:
- **0-4 weeks:** if the length of your intended internship is between 0 and 4 weeks.
 - **5-8 weeks:** if the length of your intended internship is between 5 and 8 weeks.
 - **9+ weeks:** if the length of your intended internship is 9 weeks or more.
 - **Previously Completed Internship:** if you are registering an internship that you have previously completed.

Step 3: Completing your Scope Form

- a) After joining your placement group you will receive an email inviting you to complete a Scope Form / Internship Proposal Form.

1. Scope Form

THE UNIVERSITY of ADELAIDE

INTERNSHIP PROPOSAL
FACULTY OF ENGINEERING, COMPUTER & MATHEMATICAL SCIENCES

Use this form if you are studying in the Faculty of Engineering, Computer and Mathematical Sciences and would like to submit a proposal to undertake a local, interstate or overseas internship opportunity. The information you enter here will inform the content of the Student Internship Agreement.

Please note that completion of this form does not constitute approval of the placement. Applications will be assessed by the Faculty for compliance and approval provided prior to progressing to the formal agreement. Please keep a copy for your records.

PART A: STUDENT DETAILS (student to complete)
Please note that some of the fields below will autofill with information based on your AccessAdelaide details. If any of the information below is incorrect, please contact Ask Adelaide to update your details.

Student ID	<input type="text"/>	
First name	<input type="text"/>	
Last name	<input type="text"/>	
Email	<input type="text"/>	
Mobile number	<input type="text"/>	
Home phone number	<input type="text"/>	
Program / degree name	<input type="text"/>	

- b) Follow the instructions in the email that you receive in order to complete and submit your scope form. Please see below for details about the two different types of Scope forms:
- **Previously Completed Scope form:** please complete all required fields. In particular, please ensure you accurately provide information for:
 - **Internship start date, internship end date and total number of hours worked**
 - **Description of internship tasks**
 - **Was this internship supervised by an accredited qualified engineer** – we cannot approve engineering internships unless this question is ticked yes
 - **What qualification did your supervisor have** – you must indicate what degree(s) they have completed to become a qualified engineer

- **For international internships** – you must include a copy of your supervisor’s qualification or official letter from the organisation stating that the supervisor is a qualified engineer and is an employee of the organisation. All documents must be professionally translated into English.
 - **Evidence of internship document uploads** – please note that the documentation that you upload must be in the form of a formal completion letter. The documentation must include the start and end dates, total number of hours completed and a list of tasks/duties completed. All documents must be professionally translated into English.
- **0-4, 5-8 or 9+ week Scope form:** you will be required to ask your host organisation specific details in order to complete this form. This form must be completed accurately. If you are undertaking an unpaid internship and do not complete this form before your internship start date, you are not permitted to begin as you are not covered under insurance. It is the student’s responsibility to complete this form with the support of their host organisation. Details you will require from your host organisation to complete the scope form are as follows:
 - **Host key contact name, phone number and email** - this is the person who MUST receive and complete all communications including your agreement, check-ins and final feedback forms
 - **Host supervisor name** - if different from the host contact please list your supervisor’s name here
 - **Description of internship tasks** – please be as detailed as possible as this is used to determine if your internship is suitable or not
 - **Stipend** - you will only need to complete this section if you are receiving a stipend (small allowance for incidental costs).
 - **Is this internship supervised by an accredited qualified engineer** – we cannot approve engineering internships unless this question is ticked yes
 - **What qualification does your supervisor have** – you must indicate what degree(s) they have completed to become a qualified engineer
 - **Insurance and indemnity or employment contract** - you will require a copy of the host company’s public liability insurance (for unpaid internships) or your employment contract (for paid internships). If the company does not have public liability insurance and is located in Australia, the University will not support the internship. All documents must be professionally translated into English.
- c) Upon submission of the scope form, the Ask SET team will assess the form and once approved the next steps will be determined by your internship type. If you do not receive an outcome email within 5 business days, please email askset@adelaide.edu.au to request an update.
- **Previously Completed Internships:** once your scope form is approved you will receive further information regarding your next steps via email. Please also review the [Follow-up and support section](#).
 - **New Unpaid Internships:** once your scope form is approved you will move to [Step 4 Completing your Internship Agreement](#).
 - **New Paid Internships:** once your scope form is approved you will move to [Step 5 Completing a pre-internship form](#).

Step 4: Completing your Internship Agreement

Note: this step is only required for new unpaid internships only

Once your scope form is approved, you will receive an email inviting you to complete an internship agreement. At this stage your host organisation will also receive an introduction email from the University so that they are aware that they will be receiving an Internship Agreement shortly.

Once you submit the Internship Agreement form your host will be invited to complete their section, followed by a final approval from the University of Adelaide. Please ensure you communicate to your host organisation that they should now have an email from the Ask SET team requesting them to complete the Sonia Internship Agreement.

You will be notified via email once these sections have been completed and can move onto the next step.

Step 5: Completing a pre-internship form

Note: this step is only required for new unpaid internships only

Now that either your internship agreement is fully executed by all parties (unpaid internships) or your scope form has been approved (paid internships), you will receive an email inviting you to complete a pre-internship form.

Simply open the form and complete a short series of responses to move onto the next step.

Step 6: Starting your internship

Once you submit your pre-internship form, a Faculty staff member will review before giving final approval to your placement request.

At this point you will receive an email with links to all of the forms that you have completed for this internship including your scope form and pre-internship form. In this email, you will also receive your journal entry template; journal entries are required as part of your final assessment.

If your internship is unpaid you will also receive a link to your fully executed Internship Agreement Form and you are cleared to proceed with your internship. Please send your fully executed Internship Agreement to your host organisation for their records. They will require this prior to your first day for insurance purposes.

Step 7: During your internship

The University will periodically check in with you over the course of your internship, with communications sent near the beginning, middle and end of your placement (depending on duration). It is important that you pay attention to these communications as they contain important information about your internship.

Step 8: Providing feedback

A communication sent near the end of your internship will include a link to a feedback form for your internship. This feedback forms part of your assessment requirements, so please complete it as soon as possible. The feedback form will go to the student first, once you complete this, it will then be sent to the host organisation's key contact you listed. The organisation will be able to view your comments and feedback during this time. Once they have completed their section, it will then be sent back to you for you to upload as part of your assessment.

As with the pre-internship form, instructions for accessing this form are included in the email notification you receive.

Follow-up and support

This concludes the process for registering your internship via the Sonia Online platform. You can repeat this process for any further internships that you need to count for your program.

Once you have completed the total required hours to satisfy the internship requirements of your program, you can proceed to the final stage of submitting your assessment for grading.

For information on the assessment requirements, please refer to the [Engineering Internship](#) web page.

If you have any further questions about this process, please contact Ask SET:

10am-4pm, Monday - Friday

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North Terrace campus

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E: askset@adelaide.edu.au