

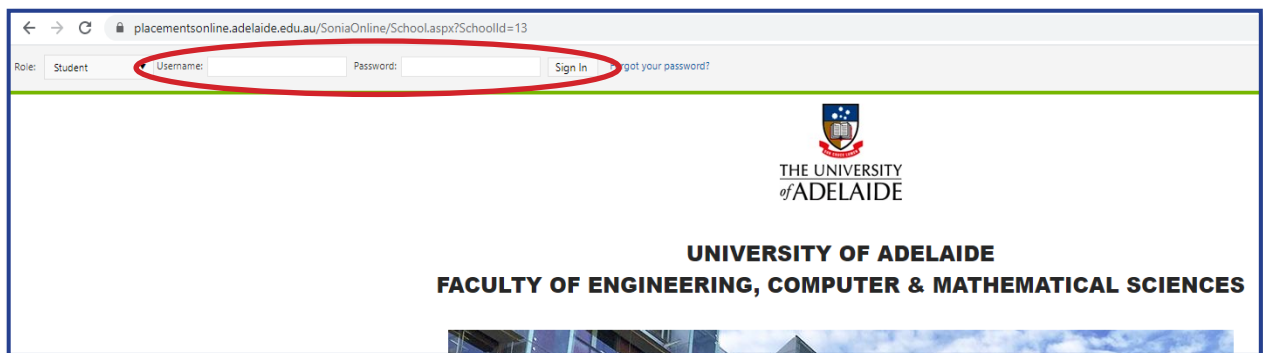


REGISTERING YOUR INTERNSHIP

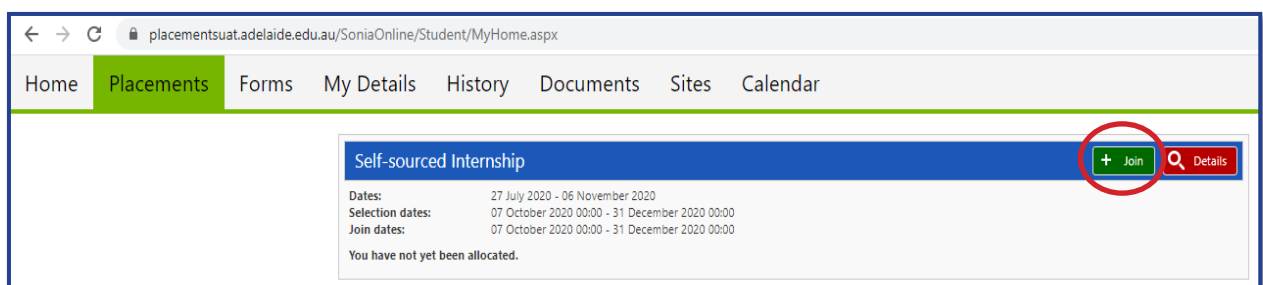
Once you have completed your ECMS Internship Management System stages in Career Hub and have an internship that needs to be registered, you can begin the process of formally registering your internship through SONIA online.

Step 1: Log into Sonia online

- Navigate to the ECMS portal in SONIA online:
<https://placementsonline.adelaide.edu.au/SoniaOnline/School.aspx?SchoolId=13>
- Enter your Student ID and password and select **Sign In**



- 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.
- 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.



- e) You will now 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"/>

- f) Once you submit this form, you will receive a receipt email notifying you that a Faculty staff member will review your submission. You will be informed via email once your scope form has been approved. If you do not receive an outcome email within 5 business days, please email askecms@adelaide.edu.au to request an update.

Step 2: Completing your Internship Agreement

If your scope form is approved, you will receive an email inviting you to complete an internship agreement.

Once you submit this form your host will be invited to complete their sections of the internship agreement form, followed by a final approval from the University of Adelaide.

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

Step 3: Completing a pre-internship form

Now your internship agreement is fully executed by all parties, 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 final step.

Step 4: Completing 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 a link to your fully executed internship agreement form, along with your Scope Form and Pre-Internship Form and you are cleared to proceed with 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 5: 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.

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 ECMS:

10am-4pm, Monday - Friday

Level 1, Ingkarni Wardli building,

North Terrace campus

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E: askecms@adelaide.edu.au