School of Public Health
and Community Medicine

PHCM9143

Public Health and Health Management Internship Course

COURSE OUTLINE

Term 1 2019

Course Co-ordinators

Dr Holly Seale (Domestic placements)
Senior Lecturer
School of Public Health and Community Medicine
Ph: (02) 9385 3129, Email: h.seale@unsw.edu.au

Dr David Muscatello (International placements)
Senior Lecturer
School of Public Health and Community Medicine
Tel: +61 2 9385 8659
Email: david.muscatello@unsw.edu.au

Dr Abrar Chughtai (International placements)
Lecturer
School of Public Health and Community Medicine
Tel: +61 2 9385 1009
Email: abrar.chughtai@unsw.edu.au

Course Administrator

Vanessa Green
Administrative Officer
School of Public Health and Community Medicine
Tel: +61 (2) 9385 1928, Fax: +61 (2) 9313 6185
Email: v.green@unsw.edu.au

Contents

Course Outline

Welcome

The internship course (6UOC) aims to provide students enrolled in our Master of Public Health, Master of International Public Health or Master of Health Management degree programs, with the opportunity to gain real-world experience in a relevant health organisation through a workplace internship of 6 weeks full-time equivalent duration (168 hours).

Course Co-ordinators

Dr Holly Seale (Domestic placements)
Senior Lecturer
School of Public Health and Community Medicine
Ph: (02) 9385 3129, Email: h.seale@unsw.edu.au

Dr Holly Seale is a Senior Lecturer at the School of Public Health and Community Medicine, University of New South Wales, Australia. She has experience in microbiology, virology, public health and epidemiology. As an infectious disease public health researcher, she has conducted clinical, behavioural and data based research and her published studies have concerned communicable disease surveillance, clinical trial outcomes, risk communication, immunisation coverage in at-risk groups, and the evaluation of education tools using qualitative and quantitative methods. Her research explores the individual, societal and organisational factors that influence compliance with infection prevention strategies and she formulates and develops approaches / interventions to improve uptake. For example, these approaches could be new communication tools or education packages. Her research spans pharmaceutical and non-pharmaceutical prevention strategies, includes qualitative and quantitative research approaches and consumers such as hospital/community healthcare workers, special at-risk groups (people with underlying illness, migrants/refugees), students and the general public.

Dr Abrar Chughtai (Domestic placements)
Dr Abrar Chughtai (International placements)
Lecturer
School of Public Health and Community Medicine
Tel: +61 2 9385 1009
Email: abrar.chughtai@unsw.edu.au

Abrar is a Lecturer in International Health in the School of Public Health and Community Medicine (SPHCM), University of New South Wales (UNSW). He has more than 15 years' experience in the health sector with International Organizations, including the World Health Organization (WHO) and the Japan International Cooperation Agency (JICA). He has substantial experience of public health programs and infectious diseases research. Dr. Abrar has teaching experience both in Australia and overseas. He is convening various Public Health courses in SPHCM, UNSW.

Dr David Muscatello (International placements)
Senior Lecturer
School of Public Health and Community Medicine
Tel: +61 2 9385 8659, Fax: +61 2 9313 6185, Email: david.muscatello@unsw.edu.au

David has a PhD in the epidemiology of influenza. He also has many years experience in government as an epidemiologist specialising in acute disease surveillance using administrative databases, public health intelligence and biostatistics including time series analysis. He played a major surveillance role in the New South Wales government response to pandemic influenza in 2009 and has served on the Australian National Influenza Surveillance Committee. David is also a graduate of the New South Wales Public Health Officer Training Program and has supervised and trained numerous Public Health Officer and Biostatistical trainees.

Course Administrator

Vanessa Green
Administrative Officer
School of Public Health and Community Medicine
Tel: +61 (2) 9385 1928, Fax: +61 (2) 9313 6185
Email: v.green@unsw.edu.au

Course information

Units of credit

This course is an elective course of the Master of Public Health, Masters of International Public Health and Masters of Health Management courses and the Graduate Public Health and Health Management programs, comprising 6 units of credit towards the total required for completion of the study programs.

Course outcomes

On successful completion of the internship placement, students will be able to:

- Demonstrate capacity to contribute to an organisation within the parameters of an agreed internship placement
- Identify and delineate a significant practice-based area for inquiry and focus, within the internship placement
- Systematically collect and synthesise relevant information about the practice based area of inquiry drawing on relevant literature and workplace activities and experiences

- Analyse, interpret and evaluate the outcomes from engagement with the practice based area of inquiry
- Demonstrate capacity for self and professional reflection
- Provide a reflexive interpretation on the implications for future professional practice drawing upon the internship experience and relevant themes within the master's program

Negotiated Internship Agreement

Prior to commencing the internship, the workplace and academic supervisors will identify the relevant capabilities/activities to be undertaken during the specific placement. These will inform the development of a Negotiated Internship Agreement. This agreement will provide the student with the opportunity to: set agreed learning outcomes for the internship; and provide clear guidelines for the planning, management and evaluation of the internship.

Students will be required to update the internship agreement document during the course of the placement with information regarding the activities undertaken. At the end of the placement, the student and workplace supervisor will each rate the student's level of achievement for each of the completed workplace activities on a scale.

Assessment

1. Workplace Assessment

Weighting: 20% of total marks

On completion of the internship placement the workplace supervisor will evaluate the student against the capabilities/activities that were developed in the initial stage of the placement to determine satisfactory (or not) completion. The evaluation will also offer supervisors the opportunity of providing constructive feedback to students.

Generic activities	Generic capabilities
- Program development activities - Program management activities - Program evaluation activities - Policy development activities - Advocacy activities - Strategic and business planning activities - Analysis and/or interpretation of data - Review of scientific evidence - Data collection activities - Engagement with stakeholders - Engagement with the community - Development of cultural competence - Preparation of written material - Oral discussion and presentation in a group setting - Undertake team work	- Commit to undertaking professional work underpinned by values of social responsibility, equity and accountability - Engage in scholarly enquiry - Support collaborative relationships and teamwork in the workplace - Engage productively with relevant stakeholders in contributing to organisational projects/activities - Communicate effectively in written and oral form to contribute to enhancing health outcomes - Strengthen own professional relationships and networks - Locate own professional practice within the dynamics of the specific health service context - Build capacity to work within diverse communities applying cultural awareness to local health issues - Apply analytical and critical thinking for evidence informed problem solving - Critically examine own and stakeholder assumptions that might impact on undertaking the agreed workplace project/activities - Apply advanced synthesis, critical evaluation and integration of concepts across own postgraduate studies to inform workplace related activities and outputs - Abide by ethical standards and professional practice standards - Act with personal integrity informed by personal and professional values and parameters - Critically reflect on own practice recognising personal limits and assumptions - Actively engage in own learning and commitment to strengthening personal professional capacity

2. Individual report (5000 words)

Due date: To be determined at the commencement of the student's placement.
Note: If the placement is undertaken in the last term of your degree(s), the report must be submitted and marked before the end of the examination period. Please speak to your academic supervisor to determine these dates.

Weighting: 80% of total marks

There are several options for how the report may look:

Option 1 - A scholarly project focused report

- A brief description of the organisation and how it fits within the healthcare system, and population health.
- An outline of the rationale for the internship project, locating it within the work of the organisation. This would also include a brief review of the literature relevant to the problem that was the focus of the project so as the ground the rationale within the wider scholarly context.
- A discussion of the role of the student. For example, how the project was planned out and undertaken, and how the work related to the rationale for the project.
- Some critical analysis and discussion of the experiences, findings and the implications for the organisation, the broader field and one's own understanding of this area
- Recognition of any limitations in the work undertaken, and suggestions for future direction – including a critical reflection

A portion of the submitted report must include a reflective piece on the implications for the student's own future professional practice drawing upon the internship experience and linking to relevant conceptual themes from within the student's own Master's Program.

Option 2 - A project report

This may be applicable where a student undertakes a small scale project or program evaluation. The report will be laid out along the lines of a scientific paper as follows:

- Background (includes literature review)
- Aims and Objectives
- Methods
- Results
- Discussion and Conclusion

A portion of the submitted report must also include a reflective piece on the implications for future professional practice drawing upon the internship experience and linking to relevant conceptual themes from within the student's Master's Program.

Option 3 - An in-depth literature review on the practice based area of interest

A portion of the submitted report must also include a reflective piece on the implications for future professional practice drawing upon the internship experience and linking to relevant conceptual themes from within the student's Master's Program.

Option 4 - A case study (or collection of mini case studies) of practice from the internship placement

A portion of the submitted report must also include a reflective piece on the implications for future professional practice drawing upon the internship experience and linking to relevant conceptual themes from within the student's Master's Program.

Assessment of the Individual Report

This assessment task will be assessed only by the academic supervisor, using the SPHCM grading system and specified assessment criteria.

While internship projects may vary in scope, the academic supervisor may consider the following points:

- Are the internship project aims well formulated (e.g. scope, boundaries, purpose, desired outcomes)

- Are the background conditions described in sufficient detail to provide rationale for the project

- Are the relevant concepts and empirical findings critically reviewed to draw light on the subject matter of the project

- Are the activities to deal with the stated problems and aims of the study appropriate (consistent and reflect an adequate amount of effort)

- Are the findings and experiences well summarised

- Are the lessons derived from the work adequately discussed?

- To what extent has the student shown depth of analysis and critical thinking?

- Referencing which is undertaken accurately and as necessary

- Adherence to word limit and format requirements

Submitting your assessments

1. All assignments must be submitted via the Moodle assignment drop-boxes, available in the Moodle course site, by the due date. If you are unfamiliar with the Moodle assignment drop-box, instructions on how to submit are available on: https://student.unsw.edu.au/how-submit-moodle-assignment-file-upload.

2. Please upload your final version of your assessment task – do not upload any drafts. The file that is available in the Moodle assignment drop-box at the due date will be regarded as the final version. **No resubmissions will be allowed after the due date and time of the assignment without permission.**

3. Only use your student ID to identify yourself in your assignment (**DO NOT INCLUDE YOUR NAME**).

4. Please note, the closing time for assignments is shown in Eastern Standard Time. Please factor this in when submitting assignments outside of NSW.

5. You will need to include your student ID, course code, date and assignment title in the header or footer on every page, and in the file name.

6. You are not required to submit a coversheet with your assignment. Instead, there is a checkbox, when you upload your final submission, that you will need to tick in order to submit your assignment. By ticking the checkbox you are confirming that the work you are submitting is entirely original.

Late submission

All late assignments (unless extension or exemption previously agreed) will be penalised by 2% of the maximum mark per day (including Saturday, Sunday and public holidays). For example, if you are given a mark of 25 out of 35 for an assignment, and the assignment was handed in two days late, it would be penalised by 4%, and the mark would be reduced to 23.6. If the same assignment was handed in seven days late, it would be reduced by 14% giving you a mark of 20.1. Late work may not receive detailed feedback.

Please note: Any assessment submission that occurs more than 14 days after the due date for that assessment will be ineligible for marking and will receive a mark of zero. The only exception to this rule is if a Special Consideration application has been approved for a period that goes beyond 14 days after the due date for that assessment.

Extension procedure (up to 3 days)

In the case of illness, misadventure or other circumstances beyond your control, you may apply via email to the course convenor for an extension of up to 3 days. Requests

must be submitted *prior to the due date* and will be considered on the grounds of illness or unforeseen events and circumstances with supporting documentation. Extensions requested on other grounds will be assessed on a case by case basis by the Course Convenor. Requests for extension of greater than 3 days require a Special Consideration application (see below).

Extension procedure (beyond 3 days): Special Consideration – illness and misadventure

In cases where illness, misadventure or other circumstances beyond your control prevent you from submitting your assessment by the due date and you require an extension longer than 3 days then you need to formally apply for Special Consideration through myUNSW. All applications for Special Consideration must be supported by relevant documentation. Further information on Special Consideration can be found on: https://student.unsw.edu.au/special-consideration

Feedback on assessment

You will be provided with individualised feedback on your assignment via Moodle. You will be marked according to the marking assessment criteria listed for that specific assessment task. The aim of any academic feedback for an assessment task is not only to grade your work. Importantly, it is also to help you to identify your strengths and weaknesses, and how you can improve and progress in your studies and professional abilities.

Referencing

Masters students are expected to have learnt one of the accepted academic methods for acknowledging sources of information (citing references, for example Harvard and Vancouver styles). As a simple guide, when stating a fact it must be followed by the appropriate reference, otherwise it will be considered your own intellectual property and if it is not then it may constitute a case of plagiarism.

UNSW Library: http://subjectguides.library.unsw.edu.au/elise
SPHCM: sphcm.med.unsw.edu.au/current-students/student-resources
UNSW Academic Skills and Support: https://student.unsw.edu.au/skills

How to adopt a critical approach to your assignments

It is important that you adopt a critical approach to your assignments, to the material that you obtain for assignments, to the required readings, and to other information with which you are presented in this course.

A critical approach does not mean a disparaging or belittling attitude to information. Rather, it means that you do not absorb what you are reading in a passive way and that you do not accept without question what may often seem to be authoritative pronouncements by authors and commentators. It means you think about and evaluate the material which you are reading and, which you are presenting in assignments. It means that you attempt to cast aside your assumptions and biases and, attempt to assess the logic and consistency of the material in light of the supporting evidence. Wide reading on a topic facilitates this process.

Grading and marking

The SPHCM grading system supports assigning students a mark or a grade. We have listed the grades and grade descriptors below. Please note these are used across all of our courses to judge the quality of your assessments for assigning you a grade. They describe the standard you have reached in addressing the particular requirements of an assignment or project. They provide a framework for reliable assessment and accountability, across courses. These grades and descriptors are set out below.

Grades are represented by the following symbols (and corresponding range of marks): **HD** (85%-100%), **DN** (75%-84%), **CR** (65%-74%), **PS** (50%-64%), **FL** (<50%)

HD   This grade represents a High Distinction. This level of performance involves all of the characteristics of a DN performance but also a level of excellence that makes it outstanding. The level of originality, creativity, or depth of thought and understanding shown would be higher than normally expected for postgraduate students. It demonstrates a higher order of critical thinking and reflection than that demonstrated at the level of DN.

DN   This grade represents a Distinction. This level of performance involves all of the characteristics of a CR performance but also a level of originality, creativity, or depth of thought and understanding. The work might involve a high level of abstract thinking, or the ability to take an idea or an application into a new context, understand the demands of that context and make modifications. Specific assessment criteria relevant to this assignment are adequately addressed and ALL aspects well done. (This distinguishes it from a CR in which one or two aspects may be incomplete or otherwise not well done.)

CR   This grade represents a Credit. The assignment or project comes together to make a broadly coherent whole. The response answers the question, makes a good argument, draws on appropriate evidence, and shows some selectivity and

judgment in deciding what is important and what is not. Communication is clear and effective. Specific assessment criteria relevant to this assignment are adequately addressed. (One or two aspects may not be well done but the overall result is still MORE THAN satisfactory).

PS This grade represents a pass. The student has demonstrated understanding of the basic aspects of the topic, but they may be minimally integrated and fail to make a convincing coherent statement or argument. Written work may be descriptive rather than analytical. It may rely too much on retelling other sources such as texts and lecture notes, with little evidence that the student is capable of transforming these into a personal understanding. Significant elements of the assignment are treated superficially. Assessment criteria relevant to the assignment are sufficiently addressed to warrant a PS however the overall standard is no more than satisfactory.

FL This grade represents a clear fail. This grade is used when the student has misunderstood the point of the assignment, or failed to address the most important aspects of the topic. In other words a substantial failure, which would need major work before it could be passed.

NOTE: Students are expected to meet UNSW standards of academic writing and in particular must meet standards of referencing described by the Learning Centre. Failure to reference correctly may limit marks to PS or below. Plagiarism or collusion will result in an investigation by your Program Director and may result in a penalty on your grades or a FL.

Please note these grading criteria are:

- Not intended to be a rigid formula for interpreting your result. The descriptive criteria for each grade provides the basis for consistent standards within and across our courses while still embracing academic judgement on how well you have achieved the standard required.

- Applied to *each assessment task* within a course. That is, the grading policy is used with each assessment task specified for a course. Your final grade for a course is dependent on the combined sum of the grades across the number of specified assessment tasks.

- Based on a criterion-referenced assessment. That is grades are awarded on *how well a student meets the standard required for a particular assessment task*, not on how well they do compared to other students in the course.

Academic honesty and plagiarism

UNSW has an ongoing commitment to fostering a culture of learning informed by academic integrity. All UNSW staff and students have a responsibility to adhere to this principle of academic integrity. Plagiarism undermines academic integrity and is not tolerated at UNSW.

At UNSW plagiarism is a form of academic misconduct and is viewed very seriously. The following notes describe what plagiarism is and where you can obtain additional information about it. It is part of your responsibility as a student of UNSW to ensure that you understand what plagiarism is, so that you avoid it in any of your assignments and other academic work.

What is plagiarism?

Plagiarism is defined as using the words or ideas of others and passing them off as your own. Plagiarism is a type of intellectual theft. It can take many forms, from deliberate cheating to accidentally copying from a source without proper acknowledgement. UNSW groups plagiarism into the following categories:

- **Copying:** Using the same or very similar words to the original text or idea without acknowledging the source or using quotation marks. This includes copying materials, ideas or concepts from a book, article, report or other written document, presentation, composition, artwork, design, drawing, circuitry, computer program or software, website, internet, other electronic resource, or another person's assignment, without appropriate acknowledgement.

- **Inappropriate paraphrasing**: Changing a few words and phrases while mostly retaining the original structure and/or progression of ideas of the original, and information without acknowledgement. This also applies in presentations where someone paraphrases another's ideas or words without credit and to piecing together quotes and paraphrases into a new whole, without appropriate referencing.

- **Collusion:** Presenting work as independent work when it has been produced in whole or part in collusion with other people. Collusion includes students providing their work to another student before the due date, or for the purpose of them plagiarising at any time, paying another person to perform an academic task and passing it off as your own, stealing or acquiring another person's academic work and copying it, offering to complete another person's work or seeking payment for completing academic work. In addition, it is important that students understand that it is not permissible to buy essay/writing services from third parties. Nor is it permissible to sell copies of lecture or tutorial notes as students do not own the rights to this intellectual property.

- **Inappropriate citation:** Citing sources which have not been read, without acknowledging the 'secondary' source from which knowledge of them has been obtained.

- **Self-plagiarism:** 'Self-plagiarism' occurs where an author republishes their own previously written work and presents it as new findings without referencing the earlier work, either in its entirety or partially. Self-plagiarism is also referred to as 'recycling', 'duplication', or 'multiple submissions of research findings' without disclosure. In the student context, self-plagiarism includes re-using parts of, or all of, a body of work that has already been submitted for assessment without proper citation.

Where can I find more information?

In many cases, plagiarism can be the result of inexperience or poor academic skills, rather than the deliberate intention to deceive. The University has adopted an educative approach to plagiarism and developed a range of resources to support students, which are outlined below.

1. UNSW's Plagiarism & Academic Integrity Website

This site aims to address three issues that often result in plagiarism: unfamiliarity with the concept of plagiarism; knowing how it occurs, and developing the necessary academic skills to avoid plagiarism. As a student, you will be able to use this collection of resources (worked examples, activities and links) to improve your all-round academic literacy and, consequently, reduce the possibilities for plagiarism. Further information is available at: https://student.unsw.edu.au/plagiarism and on the SPHCM website: https://sphcm.med.unsw.edu.au/current-students/student-resources/plagiarism-academic-integrity.

2. The Learning Centre

The Learning Centre (www.lc.unsw.edu.au) provides a range of programs and resources for students including website materials, workshops, individual tuition and online tutorials to aid students in:

- correct referencing practices and citation practices;
- paraphrasing, summarising, essay writing, and time management;
- appropriate use of, and attribution for, a range of materials including text, images, formulae and concepts.

3. The Elise Study Skills tutorial

ELISE (Enabling Library & Information Skills for Everyone) is an online tutorial to help you understand how to find and use information for your assignments or research. It will also help you understand plagiarism and how to avoid it. The Elise Study Skills tutorial is *highly recommended* to postgraduate students in their first term of study. See http://subjectguides.library.unsw.edu.au/elise

Addressing plagiarism and academic misconduct

As a postgraduate student you need to be aware that any allegation of plagiarism is investigated by the School and that if the allegation is proven, the student is placed on either the Level 1 **Plagiarism Register** or the **Misconduct Register and academic** penalties may be imposed. Any Level 3 Plagiarism case is considered serious student

misconduct and is referred to the Office of the Director Student Life and Learning for investigation and determination.

For further information see the SPHCM Addressing plagiarism and academic misconduct webpage: https://sphcm.med.unsw.edu.au/current-students/student-resources/plagiarism-academic-integrity

Plagiarism varies in its extent and seriousness and procedures are in place that deal with plagiarism through education and referral to the Learning Centre to more formal reprimands and penalties depending on the seriousness of the plagiarism and previous history of the student. Penalties for students found guilty of repeated plagiarism can include a reduction in marks, failing a course, or for more serious matters, suspension or exclusion from the University. See: www.gs.unsw.edu.au/policy/documents/studentmisconductprocedures.pdf and https://www.gs.unsw.edu.au/policy/documents/plagiarismprocedure.pdf

UNSW student code

The UNSW Student Code provides a framework for the standard of conduct expected of UNSW students with respect to their academic integrity and behaviour. It outlines the primary obligations of students, and directs staff and students to the Code and related procedures https://www.gs.unsw.edu.au/policy/documents/studentcodepolicy.pdf.

Continual course improvement

Student evaluative feedback on both courses and teaching is periodically gathered. The UNSW My Experience Evaluation tool is used along with student focus groups, student forums, and at times additional evaluation and improvement instruments developed in consultation with the Program Evaluation and Improvement Group, UNSW Medicine. Student feedback is taken seriously, and continual improvements are made to the course based in part on such feedback. Evaluation activities across the Faculty are strongly linked to improvements and ensuring support for learning and teaching activities for both students and staff.

Additional support to students

UNSW IT Service Desk

The IT Service Desk is your central point of contact for assistance and support with UniPass, zPass, UniMail, UniWide, UNSW student email and anti-virus software.

Website: https://www.it.unsw.edu.au/catalogue/index.html
Tel: +61 (2) 9385 1333
Email: itservicecentre@unsw.edu.au
Location: UNSW Library

Subject guides

Use these guides as a quick and easy pathway to locating resources in your subject area. These excellent guides bring together the core web and print resources in one place and provide a one click portal into the online resources.

UNSW Library Subject Guides: http://subjectguides.library.unsw.edu.au/subjectguides

Public Health and Community Medicine Subject Guide:
http://subjectguides.library.unsw.edu.au/publichealth

SPHCM contact details

Education Support Office
School of Public Health and Community Medicine
UNSW Sydney, Level 2, Samuels Building
NSW 2052, Australia
T: + 61 (2) 9385 1699, F: + 61 (2) 9313 6185, E: postgrad-sphcm@unsw.edu.au

Other matters

Health & Safety:
https://safety.unsw.edu.au/staff-student-resources/students

Student complaints and appeals:
https://student.unsw.edu.au/complaints

Student Disability Support Services:
Students with a disability, and those with ongoing physical or mental health conditions, who require consideration of their circumstances and support, are advised to register with Disability Services. Registration is advisable but not obligatory. If you want to receive support during your time at university for your disability needs then you will need to register for disability support. See their website for details:
https://student.unsw.edu.au/disability

Internship administration

Please refer to appendix 1 and 2 for further information regarding the requirements prior to commencing your placement and during your internship placement.

PRIOR TO THE PLACEMENT COMMENCING

Orientation meeting

Prior to commencing the placement, students will be required to meet with their academic supervisor to discuss their placement including timing, responsibilities, OHS and risk management etc. The student will also be required to provide Vanessa Green with the relevant paperwork prior to departure (see the SPHCM checklist).

Risk Management Requirements

The University has a responsibility to safeguard the health, safety and welfare of its students for the duration of their placement. Risk assessments need to be conducted prior to leaving for the internship placement so that all foreseeable hazards can be identified at the planning stage and enable control measures to be put in place in advance to safeguard the health and safety of all participants, the community and the environment. Refer to the School of Public Health and Community Medicine, health and safety website: https://sphcm.med.unsw.edu.au/current-students/health-and-safety

Insurance Coverage for Students on Placement

Full details on insurance cover (including travel, personal accident and professional indemnity) for students on placement are available at: https://www.fin.unsw.edu.au/services/insurance

International Internships – travel requirements

For safety reasons, conveners may decide to only send more than one student at a time to some destinations. This may at times limit the availability of placements.

Travel insurance

See https://www.fin.unsw.edu.au/services/insurance. The UNSW travel insurance policy does cover some private travel outside the placement, but you must determine for yourself if it is suitable for your individual needs. The UNSW travel insurance policy may not cover all activities and occurrences. You may need to seek additional travel insurance.

Travel safety

Before approval is obtained, all University travellers must check the Australian Smart Traveller website (www.smartraveller.gov.au) for safety, security and health information about their scheduled travel destinations. Destinations noted by Smart Traveller as a 'Reconsider your need to Travel' or 'Advised Not to Travel' risk cannot be travelled to without consulting the Risk Management Unit and without the permission of an Executive Team member (UNSW Executive Team). Once travel has been approved, travellers should monitor the DFAT website for any changes in their travel advisory, since these can be updated frequently. When there is concern about the safety of a University Traveller's destination, the University may curtail, suspend or prohibit travel.

Travel emergencies

Before you depart, you must register your travel plans with the Australian Department of Foreign Affairs and Trade's SmartTraveller service.

If caught in an emergency overseas such as a health alert, conflict, civil unrest, terrorist event or natural disaster, you must immediately contact the Australian Department of Foreign Affairs and Trade for consular advice and contact your UNSW supervisor or internship convener.

UNSW is a member of International SOS - a 24 hour global medical and travel security advice service which you should use if at all concerned. Phone + 61 2 9372 2468, or one of their Assistance Centre numbers. The UNSW Membership number is **12AYCA086931**. If possible, you should install the iSOS assistance app on your smartphone.

Current travel insurance information is available here:
https://www.fin.unsw.edu.au/services/insurance/travel-insurance

Visas

It is the responsibility of the student to obtain the relevant visa for travel prior to departing Australia. Students must contact the appropriate embassy to check the time required to obtain a visa. This is especially important for international students who may need to submit their passport to an embassy in Canberra. It is also highly recommended that you register your travel details at http://smartraveller.gov.au/

Vaccination

Consult your GP or a specialised travel clinic for information on the appropriate vaccinations that are required for the overseas country. In addition, check that any medication being taken is not a prohibited substance in your destination country.

Requirements imposed by some placement organisations

Depending on your placement organisation, your placement offer may be conditional on the satisfactory outcome of the following checks:

- National Criminal Record check
- Working with Children check
- Vaccinations

Students are to deal directly with the placement organisation in relation to these checks. If a check is required, you will be required to cover any associated costs. All documents should be sent onto the organisations. The determination of whether or not the outcome of a check is satisfactory will be made solely by the placement organisation, according to their usual procedures, and their decision will be final.

Further information can be found at:

1. **National Criminal Record Check Requirements:** Depending on the placement organisation, students may be required to undergo a Criminal Record Check prior to starting a placement. In such cases, any placement offer will be conditional upon the organisation being satisfied with the outcome of the Criminal Record Check.

   For further information please refer to:
   https://www.police.nsw.gov.au/online_services/criminal_history_check

2. **Working with Children check:** Some government departments or agencies may require a Working with Children's Check. In such cases, any placement offer will be conditional upon the organisation being satisfied with the outcome of this check. http://www.kidsguardian.nsw.gov.au/Working-with-children/working-with-children-check

3. **Immunisation:** Any student who undertakes placement in a health facility may be required to participate in screening and vaccinations. For example, see the NSW Health Department circular, which can be accessed at https://www.health.nsw.gov.au/immunisation/Pages/default.aspx

Emergency Contacts

Prior to leaving for the placement, the student must provide the contact details of an emergency contact. Vanessa Green will retain a copy of the details for the duration of the placement.

DURING THE PLACEMENT

On-site occupational health and safety

Organisations offering placements are required to advice students on the Occupational Health and Safety Policies and Procedures currently in place and to complete a Risk assessment Sheet shortly after the placement commences. In the event of any incident or concern regarding their safety or wellbeing students should contact the course convenor or their academic supervisor immediately. It is important that all relevant training is undertaken and that the workplace supervisor signs the checklist (see Workplace Orientation Checklist).

Managing workloads

For students who are undertaking additional subjects while on their placement, it is extremely important that they carefully manage their other workloads and the required assessment tasks. Students may not receive an extension for other subjects being concurrently undertaken because of workload requirements associated with their placement. If there are any concerns about coursework requirements, it is important that students speak to their supervisor.

Duration

It is envisaged that placements will be 6 weeks full-time equivalent (minimum 168 hours). Some placements will occur as a block of 6 weeks, others may be undertaken part-time over the term. In most cases, the timing of the placement will be negotiated between the student, the academic supervisor and the workplace supervisor. However, in other instances the timing and duration of the placement will be set by the organisation. It is important the student is aware of these conditions prior to committing to the placement. In regards to the hours worked per week, it is important that the student, academic supervisor and workplace supervisor discuss this prior to the internship commencing. Students may be expected to work up to 35 hours per week (Australian standard working week) but the hours worked each day may vary according to the work being undertaken in the placement. If due to unforeseen circumstances a placement is terminated, students may convert to an independent learning project.

Student self-care issues

On the whole, students find their placements to be rewarding and professionally satisfying however at times during placement students sometimes find that issues arise for them either within the placement itself (e.g. stress experienced as a result of issues in the workplace) or outside the placement (e.g. health/family/personal issues etc.). These issues can affect not only a student's ability to perform during the placement but also can have an impact on a student's overall wellbeing. If a student becomes aware of a situation that is causing them stress then they should initially seek support from their Academic Supervisor or Course Convenor. If an issue has arisen on placement that is

causing the stress then the student should be discussing the issue with course convenor or their academic supervisor.

Withdrawal from the internship course

If a student intends to withdraw from a placement then they are required to notify the Course Convenor as soon as possible to discuss the reasons for their withdrawal and formally make an application for withdrawal. This includes students who wish to withdraw from a placement without penalty prior to the census date.

Intellectual property and confidentiality

The intellectual property of all work done by the student during the placement remains with the organisation. If there are any concerns about this matter, the student may be asked to sign an IP agreement, non-disclosure form or confidentiality agreement. It is important that the student speaks to their workplace supervisor and/or their academic supervisor if there are any concerns. Information included in any assessment tasks will be kept confidential and will not be available for distribution. . Students may be offered authorship on journal papers arising from the work undertaken. This is dependent on the type of work being undertaken, the degree of contribution given to the project, and appropriate ethics approval having been obtained if necessary. It is important that students speak with the academic supervisors regarding this issue, so that authorship (if appropriate) can be negotiated.

Policies

Prior to commencing at your placement, it is a requirement that you review the following guidelines. If you have any questions or concerns, please contact your academic supervisor.

Travel Policy
All students candidates are required to submit an OH&S travel Insurance Form, a Travel Risk Assessment Form and to consult the following website prior to travel http://www.fin.unsw.edu.au/services/travel
Copyright
Before installing or copying any programs or files from your personal computer to the UNSW computer or vice versa please check that copyright is not being breached https://www.library.unsw.edu.au/copyright and https://www.gs.unsw.edu.au/policy/documents/copyrightownershipguide.pdf

Intellectual Property

To ensure that you are familiar with your rights and responsibilities regarding authorship (including the right to first authorship), please review the following document
http://www.gs.unsw.edu.au/policy/ippolicy.html

Responsible conduct of research

The University relies on the **NHMRC, ARC, AVCC Australian Code for the responsible conduct of research 2007** http://www.nhmrc.gov.au/

Australian Code for the Responsible Conduct of Research
http://www.nhmrc.gov.au/guidelines-publications/r39

National Statement on Ethical Conduct in Human Research (2007) (updated 2018)
https://nhmrc.gov.au/about-us/publications/national-statement-ethical-conduct-human-research-2007-updated-2018

Student Complaints and Appeals Procedure

https://student.unsw.edu.au/complaints

Internship paperwork

All students must complete, and submit, the following paperwork to Vanessa Green (v.green@unsw.edu.au) in the postgraduate student administration team. Please refer to the following website: http://sphcm.med.unsw.edu.au/current-students/postgraduate-coursework/student-travel-procedure

The following forms must be completed prior to commencing on your placement:

1	You are required to complete a risk assessment for your intended travel based on the SPHCM examples. Check if you require an additional UNSW Risk Management form (HS017) for travel to high risk areas using the Decision Tree.
2	Risk assessment forms (completed with your academic supervisor): • HS017 – HS Risk Management form – Working in an office environment (Domestic & International placements) • HS017 – HS Risk Management form - Overseas research & Travel (International placements) These forms can be found on the following website (under health & safety resources):- http://sphcm.med.unsw.edu.au/staff/health-and-safety
3	Complete TR1 - UNSW Travel Approval Form.
4	Complete SPHCM Policy & Procedure Checklist.
5	Create a "My Trips" profile in the section of the UNSW International SOS Portal.
6	Complete SPHCM Student Travel Application Form and checklist. Please also ensure to update your emergency contact details on myUNSW.
7	If you are funded by UNSW AsiaBound Scholarships, complete the Pre-Departure tutorial. The enrolment key is PDSTU2014. The tutorial covers useful information on preparing for your overseas study, including insurance, registration, visas, enrolment and settling in.
8	Check you are appropriately covered by insurance. See Travel Guide to check if you are covered.
9	Get approval and sign off from your supervisor.
10	All documents must be forwarded to Vanessa Green via email v.green@unsw.edu.au.
11	Once approved you will be enrolled in your course.

During your 1st week at the placement, you need to:

1	Return your Workplace Orientation Checklist (to be completed with your workplace supervisor)- See Appendix 2
2	Confirm via email to v.green@unsw.edu.au that no additional risks to those outlined on the UNSW Risk Assessment form/s have been identified. assessments

Appendix 1

Forms to be completed prior to commencing of your placement

SPHCM POLICY AND PROCEDURE CHECKLIST

The following documents need to be reviewed prior to commencing at the placement		
√	n/a	**Important Policy and Procedure**
☐	☐	UNSW Copyright Policy
☐	☐	NHMRC Responsible conduct of research
☐	☐	Conflict of Interest Policy
☐	☐	UNSW Intellectual Property Policy
☐	☐	UNSW Student Complaint Procedure
☐	☐	UNSW Insurance Coverage for Students on Placement
☐	☐	UNSW Travel Policy and travel approval form
☐	☐	Relevant risk assessment(s)

The completed form has to be forwarded to Vanessa Green (v.green@unsw.edu.au) before departing for your internship.

Student Signature: _____ Date: _____

Academic Supervisor: _____ Date: _____

SPHCM Student Travel Application Form

Before travelling read UNSW Travel Policy:
http://www.gs.unsw.edu.au/policy/documents/travelpolicy.pdf

UNSW Travel Procedure:
http://www.gs.unsw.edu.au/policy/documents/travelprocedure.pdf

UNSW Insurance Policies and Insurance Services:
https://www.fin.unsw.edu.au/services/insurance

❐ Completed TR1 form

❐ Completed SPHCM Policy & Procedure Checklist

❐ Attached Risk Assessment (if required check Travel Risk Management Decision Tree

❐ Set up a MyTrips profile in the section of the UNSW International SOS Portal.

❐ Register travel using: online travel management system (Serko) (only If funded by UNSW)

❐ Complete below emergency contacts and update details via MYUNSW

Emergency Contacts	
Primary Contact	*Secondary Contact*
Name	*Name*
Relationship	*Relationship*
Address 1	*Address 1*
Address 2	*Address 2*
Suburb/Town	*Suburb/Town*
State	*State*
Postcode	*Postcode*
Country	*Country*
Phone	*Phone*
Other Phone	*Other Phone*

Name of Organisation for Internship/Research Project _____

Name of Academic Supervisor at UNSW _____

Commencement and finish date of Internship/Research Project _____

Student Name _____ Signature_____ Date_____

Supervisors Name _____ Signature_____ Date_____

TR1 TRAVEL APPROVAL FORM ▪ UNSW
THE UNIVERSITY OF NEW SOUTH WALES

This form is to be completed before travelling on University business.

Applicant details

| Name of Traveller | | Employee ID | |

| Faculty/School/Division | |

| Email address | | Phone No. | |

Travel details   (Please attach copy of proposed travel itinerary)

| First day of travel | | Last day of travel | |
| N° of business days | | N° of private days * | |

Purpose of travel

* If number of private days exceeds 40% of total, FBT may be payable (Contact your Finance Manager).

Estimated travel costs (AUD$)

Airfare (incl taxes)	$
Fees - conf/seminar	$
Accommodation	$
Meals and incidentals	$
Other	$
Estimated Total Costs	$

Chartfields

Fund	Department	Project	% allocation	

Employee declaration

☐ I confirm that I have read and will comply with the UNSW Travel Policy and Travel Procedure
☐ I confirm that I have made arrangements to cover my teaching/supervision/duties for my absence
☐ For international travel, I confirm that I have read and understood DFAT travel advice.

| Applicant's signature | | Date | |

Approval by Dean/Divisional Head/Head of School

I approve the travel arrangements and estimated travel costs indicated above.

| Signature | | Date | |

| Name | |

Appendix 2

Forms to be completed during the 1st week of your placement

WORKPLACE ORIENTATION CHECKLIST

To be completed in the first week of placement

Activities to be completed by candidate with workplace Supervisor or delegate

√ **n/a** **Important Policy and Procedure**

☐ ☐ Code of Conduct

☐ ☐ Occupational Health & Safety policies

☐ ☐ Emergency procedures

☐ ☐ Discrimination and Harassment Grievance procedures

☐ ☐ Conflict of Interest Policy

☐ ☐ Intellectual Property Policy

√ **n/a** **Work Area Orientation**

☐ ☐ Introduced to the person they report to on a day to day basis and immediate co

☐ ☐   workers

☐ ☐ Keys/swipe card to office given (if applicable)

☐ ☐ Parking permits have been provided (if applicable)

☐ ☐ Tour of work area provided including whereabouts of amenities

☐ ☐ Emergency evacuation procedures explained

☐ ☐ First Aid information explained

☐ ☐ Key Health and Safety information explained

☐ ☐ Any workplace related risk assessments Introduced to personal work space

☐ ☐ Shown how to operate computer & other key equipment (photocopier, fax, printer)

☐ ☐ Informed of internal/outgoing mail procedures

☐ ☐ Identify and discuss essential operating policies and who to ask for help

√ **n/a** **Job performance**

☐ ☐ List of duties given

☐ ☐ Responsibilities and objectives of role explained

☐ ☐ Deadlines set (if applicable)

**The completed form needs to be forwarded to Vanessa Green
(v.green@unsw.edu.au) in the first week of internship**

Student Signature: _____   Date: _____

Workplace Supervisor or Delegate: _____   Date: _____