

## Elder Conservatorium of Music – Internship Program Guidelines

### Coordinator

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### Broad Project Scope

As a central part of this course students will have the opportunity to spend time as 'interns' working within specified areas of either the private or public sector in South Australia, while completing an agreed performance, pedagogical, creative or research based task. The time frame for these internships will range from several weeks to a complete semester. Students will be allocated placements selected from among a range of offerings within the professional music world including but not restricted to the State Opera of South Australia, Co-Opera, the Adelaide Symphony Orchestra, the Band of the South Australia Police, bands of the Australian armed forces, the Adelaide Festival, the Australian Music Examinations Board, Arts SA, and a range of educational institutions within the private and public sector.

Final placement will depend upon the availability of a host organisation (selected from a list provided by the Conservatorium), the application of an internal quota, and the assessment of a formal application taking into consideration overall academic merit as well as relevant skills, knowledge and experience required for the specific internship. In order to complete the process of placement allocation and enrolment, students should first submit their application to the Conservatorium for a place in the Music Internship by deadlines indicated on the website. Successful applicants will be advised of their placement before the beginning of the relevant semester and then will be able to enrol in the course.

### Project Details

Upon successful completion of this course, students should be able to:

- Contextualise their university education in a professional environment.
- Collaborate effectively in a professional setting.
- Reflect on feedback provided by employers.
- Think and write critically about their experience as interns within specified areas of either the private or public sector in South Australia.

### Pre-Placement Requirements

Employers will advise Internship Coordinator of pre-placement requirements such as police check, Working With Children Check, specific attire, ownership of IT, manual handling awareness training, vaccinations, etc.

### Project Duration and Timing

Industry placement ranging from several weeks to a complete semester, for a maximum of fifty hours per semester, will be discussed with Internship Coordinator and the host organisation. The average placement will be for about thirty hours.

### Assessment

Students will be assessed upon submission of a reflective journal, a research project, and feedback from the host organization.

## **Student Responsibilities**

Students should clarify any questions concerning dress, attendance, and the like with the Host Organisation before they commence their placement. Work practices will differ from organisation to organisation, so there is no fixed procedure that should be followed. However, as a general rule, students should:

- Attend on time
- Dress neatly in business attire
- Maintain their professional journal
- Be courteous at all times to all persons with whom they come into contact
- Attend to all work that they are asked to do within the time frame given
- Advise their organisational supervisor if they feel that they cannot complete the work or do not understand what is expected
- Clarify any questions they have concerning their work or responsibilities promptly
- Make proper use of resources
- Observe confidentiality at all times
- Not give advice to clients without the express approval of supervisors
- Not take any other action or contact any other person in relation to a matter or a client without the express authority of their supervisor
- Recognise that their supervisor will often be very busy and respect their need to get on with their work
- Make sure that they do have sufficient time with supervisors, make appointments if necessary
- Raise any concerns they have about their placement with their supervisor or the University of Adelaide promptly
- Ensure that they get the most that they can out of their placement experience.

Students are undertaking the placement as a learning exercise, **not** as employees of their respective organisations. Placements are directly related to a Students' Degree program, and form part of the Students' academic requirements. The University encourages an active relationship between Host Organisation and student(s). This means that students are equally responsible for the quality of their educational experience on placement. If students see an area of operation that they would like to experience, if they feel they need more guidance or feedback than they are getting, if they don't understand what they have been asked to do, want more or less responsibility, or have a proposal about their placement they would like to make, it is their responsibility to raise the issue with their supervisor. If a student does not feel comfortable doing that, they can raise the issue with the Course Coordinator.

## **Professional Journal**

Students are required to keep a professional reflective journal outlining their observations and experiences during the placement. The professional reflective journal is not intended to consist of anecdotal recitation of activities. It is intended that the professional reflective journal consist of students' observations and insights into the processes they are involved in.

It is especially important that students use the journal to show they are developing the ability to learn reflectively, that is, to take an experience or observation, analyse what happened, why, what they learned from it, and how they would approach it next time. Honest and constructive analysis of one's own and other's performance, and the ability to take control of their own professional development is an integrally important part of the reflective learning process of any professional, and should be discussed in the journal.

The journal must be written in on a weekly basis and must be typed. There is no word limit, however, it is expected that most entries would need to be at least a page. Students will need to submit their entries to the Course Coordinator via MyUni.

In order for Students to gain a reference from the organisation and a letter of confirmation from the University of Adelaide it is necessary for them to attend all placement days and submit their journal as required.

### **Government Legislation**

The University of Adelaide facilitates student placements on the basis that host employers adhere to the following legislation:

- *Work Health and Safety Act 2012 (SA)*
- *Fair Work Act 2009 (Cth)* – <https://www.fairwork.gov.au/pay/unpaid-work>
- *Fair Work Act 1994 (SA)*
- Equal opportunity laws relevant to South Australia – <http://www.eoc.sa.gov.au/eo-you/discrimination-laws/south-australian-laws>
- *Privacy Act 1998 (Cth)*

### **Host Organisation's Responsibilities**

- Provide a suitably qualified and experienced person as contact point for the Student whilst undertaking the Internship.
- Ensure that the activities undertaken by the Student on the Internship and the level of supervision of the Student is appropriate, having regard to the Student's skills and level of experience.
- Provide the student with guidance and advice in the form of verbal feedback.
- Complete a brief written feedback form at the completion of the internship.
- Provide the Student with an orientation (including in relation to occupational health and safety) prior to or at the start of the Internship.
- Provide the Student with all policies and procedures of the Host Organisation relevant to the undertaking of the Internship.
- Maintain a safe system of work and all certificates, licences and approvals required by applicable law, Australian Standards or Codes of Practice.
- Provide the Student with a safe and well-supported Internship environment that is compliant with anti-discrimination laws.
- Make available to the Student such resources, facilities and materials as reasonably required to undertake the Internship activities.
- Promptly report any issues or problems with the Internship to the University's Internship Coordinator.