

Professional Experience Internship Application (Form I)



This form is to be submitted by students completing an EDC4000/EDM8004 internship.

Preservice educator/student details

Student name

Student phone

Student number

Program code

Specialisation

Working with children

USQ students seeking placement in Queensland must have a current Blue Card registered with the Faculty of Business, Education, Law and Arts.

I have a current Blue Card that does not expire during the placement and which is registered with USQ.

Blue Card
number

Blue Card
expiry date

OR

I have attached evidence of compliance with the legal requirements for a setting outside of Queensland.

Placement details

The Professional Experience Calendar is available from the Placement process page of the [Professional Experience Website](#). Placements are five days per week, full time, with no part days and no variations. Make-up days are required for any absences due to public holidays, student free days, or illness and you should negotiate these with your Mentor, Site coordinator and Liaison Officer. Queensland students require QCT authorisation before beginning their internship and authorisation cannot be requested until this form is received at the Professional Experience Office. Placement details will appear on InPlace when the placement has been approved and QCT authorisation received. Students should not begin their internship until their placement is confirmed on InPlace.

Course code

Number of days

Starting date

Finishing date

EDC4000

EDM8004

20

Site information

Site name

Coordinator name

Coordinator email

Phone

Site postal address

Suburb

State

Postcode

Mentor information

Mentor name

Mentor email address/es

Year level/teaching area

Declarations

Students, discuss and complete each section with your site coordinator. All parties to sign at the bottom for agreement.

Conflict of interest

If a possible conflict of interest exists please provide details below.

I acknowledge that in the event this placement is not approved due to a conflict of interest and after notification from the PE team, I will source an alternate placement.

I declare I do not have any conflict of interest at this site.

OR

My circumstances may be interpreted as a conflict of interest. Details are provided here.

Internship professional conduct and requirements for students

I agree to demonstrate professionalism in all aspects of this placement and will accept the sites expectations for ethos, religious affiliation, cultural awareness or teaching philosophy. I shall discuss these matters with the site and, where applicable, complete a statement of faith or other documents to satisfy the site.

I declare that as the pre-service educator it is my responsibility to return this form to the Professional Experience Office, keeping a copy for myself, and check that my placement is confirmed on InPlace before I commence my placement.

I have completed all necessary study and prerequisites and am eligible to proceed to this final professional experience.

I acknowledge that USQ will be requesting Internship Authorisation from the Queensland College of Teachers on my behalf for any placement in Queensland. I understand that Internship Authorisation is **not** teacher registration and does **not** confer any other permission or employment status.

By submission of this form you are confirming the details provided and agree to the Professional Conduct Requirements.

Student's signature

Date

Internship requirements for sites

Within Queensland, the internship is an unsupervised and unpaid placement. In signing this, the site understands that.

Mentor signature

Date

Site Coordinator's signature

Date

Form submission

Students submit to: BELA.placements@usq.edu.au

Schools/Sites submit to: professional.experience@usq.edu.au

USQ collects personal information for the purpose of providing products and services selected by you through your learning journey. To comply with legal and administrative obligations information may be disclosed to Commonwealth and State agencies under the Information Privacy Act 2009 (Qld) or other legislative requirements.

Personal information will not be disclosed to third parties other than a USQ approved agent, partner or any organisation who provides sponsorship to you for your studies, without your consent unless required by law.

The University must and does take all reasonable steps to bind contracted service providers to the privacy principles and reasonable steps are taken to ensure USQ servers are secure and to prevent unauthorized access to our equipment or data.

To view our website please go to: <http://www.usq.edu.au/privacy>. For any enquiries please email: privacy@usq.edu.au