

## 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, DCSI clearance, 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.

### **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**

- providing a suitably qualified and experienced person as contact point for the Student whilst undertaking the Internship;
- ensuring 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;
- providing the student with guidance and advice in the form of verbal feedback;
- completing a brief written feedback form at the completion of the internship;
- providing the Student with an orientation (including in relation to occupational health and safety) prior to or at the start of the Internship;
- providing the Student with all policies and procedures of the Host Organisation relevant to the undertaking of the Internship;
- maintaining a safe system of work and all certificates, licences and approvals required by applicable law, Australian Standards or Codes of Practice;
- providing the Student with a safe and well-supported Internship environment that is compliant with anti-discrimination laws;
- making available to the Student such resources, facilities and materials as reasonably required to undertake the Internship activities; and
- promptly reporting any issues or problems with the Internship to the University's Internship Coordinator.