

Work Integrated Learning (WIL)

Federation University compulsory Internship requirements

'[Work Integrated Learning](#)' (WIL) is a core component of the Bachelor of Business (BI5), Bachelor of Cognitive Enterprise (BG5), Bachelor of Cognitive Enterprise (Professional Practice) (BF5) and Bachelor of Professional Accounting (BH5) [degrees](#) at [Federation Business School](#). WIL involves the integration of theory learned in the classroom with professional workplace experience and engagement. It provides students with the essential links between theory and practice with work-related education to ensure our graduates are fully prepared for entry into the workforce.

As a Federation Business School undergraduate student, some of your WIL courses may have a placement component. New Colombo Plan (NCP), International Exchange, Study Abroad, Industry Placement Program (IPP), Professional Practice, Projects and Internships are considered placement courses.

This flyer outlines important Academic and Administrative information regarding BUGEN3705 Business Internship, 30 CP course, which covers off the mandatory WIL requirement of the students' degree.

Expectations of Stakeholders:-

Student/s	Host Organisation	FBS Academic Supervisor	FBS WIL Co-ordinator	WIL Program Support Administrator
Complete mandatory paperwork prior to commencement of placement (via InPlace).	Onboard and induct student/s prior to commencement and mentor during WIL placement.	Ensure Moodle is updated, provide student with Course Description, discuss course assessments, and establish timelines.	Organise the student enrolment with Student HQ.	Oversee the Administration component of the placement.
Keep in regular contact with Host Organisation and Academic Supervisor.	Keep in regular contact with Student/s and Academic Supervisor.	Keep in regular contact with Student/s and Host Organisation. Advise FBS WIL Co-ordinator of any ongoing issues.	Oversee the entire placement and resolves any issues which may arise.	Ensure Host Organisation Placement Agreement is complete prior to commencement of any student placement.
Contact the Academic Supervisor or FBS WIL Co-ordinator with any issues immediately.	Contact the Academic Supervisor or FBS WIL Co-ordinator with any issues immediately.	Result student/s in relevant WIL course – please notify WIL Administration once complete so InPlace records can be updated.	Mentor the Academic Supervisor and Host Organisation (where applicable).	Ensure student/s pre-placement documents are completed prior to commencement, enrolment occurred, placement records updated, and results noted once placement is completed.

Familiarise yourselves with BUGEN3705 Course Requirements

BUGEN3705 Business Internship course (30 Credit Points) equates to 160 hours of placement.

It requires students to spend their placement hours working on multiple tasks and managing projects with a specific Host Organisation, where they apply what they have learnt during their University studies in a real-world environment plus enhance their industry engagement and working skills during the experience. Through practical projects, students will be able to demonstrate an understanding of, and an ability to, critically analyse the internal and external environment of the strategy and operations of the organisation plus develop recommendations into a specific area of the organisation's activity.

Please refer to the link to the [Course Outline](#), which is located on our website.

Federation Business School Academic Supervisors will provide students the Course Description, which outlines the course content, learning tasks and assessments required for the relevant WIL course.

Learning Task	Assessment (due week 12)	Weighting
Developing a case for an authentic WIL experience	Online Assessment	10 - 20%
Professional application of work-based learning	Written Assessment	20 - 30%
A critical reflection of learning cycles and knowledge types	Final summative assessment	30 -50%
Successful completion of survey, via Moodle	Online Assessment	5 - 10%

WIL Course Reporting

Students are allocated an Academic Supervisor from the Federation Business School during this Internship. The Supervisor is from the student's discipline area and will mentor them through this WIL placement plus assess the student upon completion of the course.

Students are expected to have continual engagement with the Host Organisation and Federation Business School Academic Supervisor as part of this Internship.

Any questions?

[Dr Daniel Nguyen](#), Federation Business School WIL Co-ordinator oversees all aspects of WIL for the School. Any academic questions or concerns should be raised and addressed with him immediately via email or 5327 6556.

Great resources

- [Federation Business School Work Integrated Learning \(WIL\) webpage](#)
- **Work Integrated Learning overview** (for Host Organisations and Students) - both available on the Federation Business School Website (bottom of screen under 'Useful Documents' heading)
- **Student HQ** - 1800 FED UNI (1800 333 864)
- Alternatively, you can contact business.wil@federation.edu.au and a member of the WIL Administration Team will respond. Please include **your Name, Student ID, Program/Course Code and/or subject matter** in the subject line of your email.

Good luck and we hope you enjoy your Work Integrated Learning experience!