



HSD316 AND HSD416

# UTAS / Tasmanian State Service Internship Program

<b>Enrolment code:</b>	Third year students HSD316 (12.5%) Honours/postgraduate students HSD416 (25%)
<b>Offered:</b>	Hobart and Launceston Semester 1 and 2
<b>Teaching Pattern:</b>	Supervised research over 13 weeks

## BACKGROUND

The UTAS/Tasmanian State Service Internship Program (the Program), is a collaborative venture between the University and the Tasmanian State Service, that allows selected students enrolled in relevant subjects within the School of Government to obtain on-the-job experience in the State Service, and conduct research projects that benefit the Government. The program is jointly managed by the Public Sector Management Office (PSMO), Department of Premier and Cabinet, and the School of Government.

Since its inception in 1998 over 80 students have undertaken internships within the State Service, and worked on projects such as:

- Bottom-up climate change policy development
- Approaches to exemption applications under anti-discrimination law in Australia
- A review of the protocol for acceptance of wastes from the Antarctic
- Accommodation models for older adults with disabilities in southern Tasmania

## WHAT TO EXPECT

The workload for interns will vary depending on the project, Agency requirements, and whether the intern is an undergraduate or graduate student. An undergraduate intern should not spend more than 6 hours per week in the placement and a graduate should not spend more than 10 hours. How much of that time is spent in the Agency is negotiable between the intern, Internship Coordinator and the Agency, and should give consideration to the intern's other academic commitments.



Interns must complete their research projects over a single semester; a general guide to the typical timeline for an internship placement appears below.

<b>Week 1</b>	Interns accept a placement and sign a Deed of Confidentiality agreeing to the terms of use of materials. Interns, supervisors and mentors are invited to attend an orientation session at the Public Sector Management Office; this is often the first opportunity for interns to meet the Agency supervisor and mentor they will be working with. A Project Confirmation (attachment 1) will be completed and signed at this session.
<b>Weeks 2-3</b>	The supervisor and/or mentor will undertake an orientation, allocate space for the intern and introduce the intern to members of their team and any other project stakeholders.
<b>Weeks 4-6</b>	The intern begins qualitative research gathering.
<b>Weeks 7-9</b>	Analysis of findings, initial report drafting and circulation of the draft report for comment and feedback.
<b>Weeks 10-12</b>	Collate feedback; revise as needed, presentation of results.
<b>Week 13</b>	The intern should use this last week to prepare the final report. In this week, PSMO will email an evaluation form to the intern and the agency, completing and returning this form will provide valuable feedback on the Internship Program and help us to ensure its continued success.
<p>Final reports must meet the word length set for each enrolment; undergraduate reports are set at 5000 words, and Honours/graduate reports at 8000 words.</p> <p>The intern must supply three bound, proof read and corrected copies of the report for assessment to the Office of the School of Government.</p>	

## PROGRAM BENEFITS

The benefits of the Program for the student lay in gaining work experience that will enhance their chances of obtaining graduate employment; for the University, the opportunity to obtain research opportunities through access to State Service Agencies, and for the State Service, the Program enables talented graduates to undertake research that may not otherwise have been completed.

The Internship Partnership Agreement exists between the Premier of Tasmania and the Vice Chancellor of the University of Tasmania and has forged a closer working relationship between the State's two largest employers.

## ELIGIBILITY

The Program is available to:

- select third year students who have completed School of Government subjects at distinction level
- students undertaking Public Policy postgraduate coursework programs
- Public Policy Honours students.

## UNIT DESCRIPTION

The Internship is offered as a research based unit. It involves a part-time placement in an Agency within the Tasmanian State Service, or within a Local Government Authority through the Local Government Association of Tasmania. It is expected that interns would spend up to 10 hours per week during semester in the placement. This placement will see the intern undertake a practical, research-oriented report. The internship aims to give students experience in practical aspects of policy-making and analysis, public administration, and of working in government.

## ASSESSMENT

**Report:** HSD316 5,000 words  
HSD416 8,000 words.

You must submit three bound, proof read copies of your report for assessment to the School of Government, together with a project confirmation sheet and the School's Assignment Cover Sheet.

## FURTHER INFORMATION

Further information about admission to School of Government programs can be obtained from Client Services on

Phone: 1300 363 864

Email: [course.info@utas.edu.au](mailto:course.info@utas.edu.au) for course information, or [admissions@utas.edu.au](mailto:admissions@utas.edu.au) for admission enquiries.

For further information on the UTAS/Tasmanian State Service Internship Program, please contact:

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