

Professional Experience Engineering Student

The Charles Darwin University (CDU) student willing to undertake a professional experience/internship placement with an external Engineering Organisation (under the CDU's Bachelor or Master of Engineering program at the Faculty of Science and Technology (FST)) must read, sign and return this Agreement to the Faculty.

The agreement will apply to units of study where professional experience, including field trips and work placement are undertaken. This Agreement will be uploaded into your student record before professional experience can be organised or attended.

I,, a student at the Faculty of Science and Technology hereby agree to:

1. Attend professional experience under the guidance of CDU staff and Provider Organisation supervisors. The outcomes and objectives of my experience being guided by my unit outline and any related peak body standards of my chosen discipline.
2. Conduct myself in accordance with the CDU Student Conduct By-Laws and the Code of Conduct - Students: <https://www.cdu.edu.au/governance/doclibrary/cod-001.pdf>
 - Pay heed to the policies, procedures, and regulations of both the provider organisation and the university, including academic and disciplinary policies, and occupational, health and safety legislation.
 - Be respectful, courteous, and professional always to colleagues, clients, provider organisation staff, and university staff.
 - Establish and follow guidelines for appropriate use of mobile phones and mobile devices.
3. Abide by the Professional Experience Guidelines, especially to:
 - Undertake professional experience on dates confirmed by the university and/or provider organisation;
 - Be responsible for agreed travel arrangements or costs associated with attending professional experience;
 - Act professionally regarding punctuality, attitude and behavior and display a professional image;
 - Accept only responsibilities or duties which are within my level of skill and ability;
 - Work within my scope of practice as a student;
 - Maintain confidentiality of peer, colleague, and provider organisation information;
 - Notify the provider organisation and/or university placement officer regarding any absences from the planned professional experience; and
 - Notify the provider organisation and/or university placement officer, in a timely manner, of any accident or incident I am involved in during professional experience hours.

I acknowledge that I have read the above terms and conditions and I understand the consequences of breaching them or/and the instructions of the Provider Organisation per the Placement Agreement between that Organisation and CDU.

The above terms and conditions are agreed to by:

Student Full Name	
CDU Student ID	
Course / Unit	
Student Signature	
Date	

CDU Unit Coordinator Full Name	
Unit Coordinator Signature	
Date	

**This agreement is valid for the duration of the course of enrolment.
Please upload your completed form to Learnline and Inplace.**