



International Centre of Excellence in
Water Resources Management

Guidelines for students: Industry projects



An Australian Government Initiative



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1. Background

The Master of Water Resources Management's Study Options, including Major and Minor Industry Projects offer final year students the opportunity to gain vital and relevant industry experience with a company or organisation. The Masters programme is hence unique in that it combines the foundation of learning through coursework with the practical work experience found within the Industry Project.

The Industry Projects are open to domestic and international students. In particular, they are suited to full-time students who may be required to work on site at the host organisation around 3 days a week (Minor Industry Project), or 5 days a week (Major Industry Project). Students who already work full-time in the water industry may also enrol in the Industry Project on the basis that consent has been given by their company to act as a Host Organisation (and put forth a proposed project), or will allow them to take time off to undertake the project in another organisation.

ICE WaRM coordinates the process of matching Masters students undertaking an Industry Project with a suitable Host Organisation. This Guidelines document explains in more detail the processes, procedures, requirements and expectations for students during the Industry Project.

1.1 Benefits and responsibilities of Industry Projects

Benefits to the organisation	Benefits to the student
Access to a graduate supported by the resources of the university	Links to a company to gain valuable real work industry experience
A cost effective alternate to employing a person or hiring a consultant	Enhanced understanding of the work place including, culture, practices and nature of work
Opportunity to mentor and guide young people in the early stages of their professional development	Development of technical skills and operational procedures
Ownership of the results or the work undertaken through student signing of a Confidentiality Agreement	Development of personal skills including communication, team working and interpersonal relations
An opportunity to enhance the training and skills of a graduate to complement their academic achievements	An appreciation of work requirements and organisation expectations
An opportunity to assess the skills of a graduate for consideration as a possible future employee	A stipend to offset additional costs
Links with university academic staff, departments and access to university resources for student projects	Academic and industry mentoring to help students succeed into the future



2. Masters Study Option 4 – Major Industry Project

The Major Industry Project is equivalent to 4 courses (approximately 600 hours student effort). The Major Industry Project may be taken over two semesters, in a Part A and Part B form. Industry Projects will be of a professional nature and will be undertaken within an organisation operating within the water industry.

Students are expected to undertake either:

Option 1 – Industry Based Project	Student completes project in the work place
Option 2 – Industry Sponsored Project	Student completes project at the university

2.1 Industry Based Project – Option 1 Student completes project in the work place

Organisations provide a Workplace Supervisor and a meaningful work experience which will on completion enable a student to be able to:

- Understand the structure, operation and responsibilities and business culture of a company or organisation
- Contribute to technical projects as an individual or team member
- Critically describe the influences of financial, technical, institutional, social and environmental issues on the business operations.

Project duration, starting dates and hours worked

Students are required to contribute 600 hours (15 weeks x 40hours) of effort comprised of:

Contribution	Hours of effort
13 weeks in the workplace @ 40 hours	520 hrs
2 days Professional Development Training	16 hrs
5 days Report Writing and Journal Keeping	40 hrs
3 days Presentation preparation and attendance	24 hrs
Total 15 weeks contribution	600 hrs

Reporting and presentation

1.	Written Report - 5,000 words (80% assessment) Students are required to produce a written report outlining: <ul style="list-style-type: none"> • The organisation governance structure, operations, products and services, target markets, and business culture; (10%) • Critical analysis of the financial, technical, institutional, social and environmental issues on the business operations; (20%) • Details of the technical work undertaken and their contribution. (70%)
2.	Presentation – 15 minutes (15% assessment) Students are required to deliver a 15 minute presentation to their fellow students,



	academic staff and industry representatives.
3	Journal (5%) Students are required to keep a journal of their activities during the Industry Project.

Student stipend

The student may be eligible for a stipend for the duration of the Major Industry Project to cover additional costs incurred.

Where students are already working in a suitable organisation, no student stipend is paid.

2.2 Industry Sponsored Project – Option 2 Student completes project at the university

Organisations provide a meaningful project which will on completion enable a student to be able to have contributed to technical projects as an individual or team member.

Project Duration, Starting dates and hours worked

Students are required to contribute 600 hours (15 weeks x 40hours) of effort comprised of:

Contribution	Hours of effort
13 weeks in the University @ 40 hours	520 hrs
2 days Professional Development Training	16 hrs
5 days Report Writing and Journal Keeping	40 hrs
3 days Presentation preparation and attendance	24 hrs
Total 15 weeks contribution	600 hrs

Location and supervision

The Option 2 Industry Sponsored Project is usually conducted at the university. Depending on the project, part of the work may also be conducted at other sites such as laboratories, libraries etc.

Organisations are expected to provide a Work Mentor, who will offer guidance to the student and ensure relevance to the organisation. The University will provide a Academic Supervisor who will be responsible for ensuring the student meets the academic assessment and will provide regular supervision and guidance.

Reporting and presentation

1.	Written Report - 5,000 words (80% assessment)
	Students are required to produce a written report outlining: <ul style="list-style-type: none">• Details of the technical work undertaken and their contribution.• What they have learned about their organisation and research



2.	Presentation – 15 minutes (15% assessment)
	Students are required to deliver a 15 minute presentation to their fellow students, academic staff and industry representatives.
3	Journal (5%)
	Students are required to keep a journal of their activities during the Industry Project.

3. Masters Study Option 2 – Minor Industry Project

The Minor Industry Project is equivalent to 2 courses (approximately 300 hours student effort) and is taken over one semester. Students will undertake a professional experience with approved Host Organisations. These Host Organisations will provide a Work Mentor and a meaningful work experience which will on completion enable a student to:

- understand the structure, operation and responsibilities and business culture of a company or organisation and
- contribute to technical projects as an individual or team member.

Students are expected to undertake either:

Option 1 – Industry Based Project	Student completes project in the work place
Option 2 – Industry Sponsored Project	Student completes project at the university

3.1 Industry Based Project – Option 1 Student completes project in the work place

Organisations provide a Workplace Supervisor and a meaningful work experience which will on completion enable a student to be able to:

- Understand the structure, operation and responsibilities and business culture of a company or organisation
- Contribute to technical projects as an individual or team member
- Critically describe the influences of financial, technical, institutional, social and environmental issues on the business operations.

Project duration, starting dates and hours worked

Students are required to contribute 300 hours (15 weeks x 20hours) of effort comprised of:

Contribution	Hours of effort
13 weeks in the workplace @ 20 hours	260 hrs
2 days of Professional Development Training	16 hrs
Report Writing and Journal Keeping	24 hrs
Presentation Day attendance – recommended but not compulsory	



Total	300 hrs
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Student reporting

1.	Written Report - 4,000 words (100% assessment)
	Students are required to produce a written report outlining: <ul style="list-style-type: none">– The organisation governance structure, operations, products and services, target markets, and business culture; and– Critical analysis of the financial, technical, institutional, social and environmental issues on the business operations.

Student stipend

The student may receive a stipend for the duration of the Minor Industry Project to cover additional costs incurred.

Where students are already working in a suitable organisation, no student stipend is paid.

3.2 Industry Sponsored Project – Option 2 **Student completes project at the university**

Organisations provide a meaningful project which will on completion enable a student to be able to contribute to technical projects as an individual or team member.

Project duration, starting dates and hours worked

Students are required to contribute 300 hours (15 weeks x 20hours) of effort comprised of:

Contribution	Hours of effort
13 weeks in the University @ 20 hours	260 hrs
2 days of Professional Development Training	16 hrs
Report Writing and Journal Keeping	24 hrs
Presentation Day attendance – recommended but not compulsory	
Total	300 hrs

Reporting

1.	Written Report - 4,000 words (100% assessment)
	Students are required to produce a written report outlining: <ul style="list-style-type: none">• Details of the technical work undertaken and their contribution.• What they have learned about their organisation and research



4. Preparing for enrolment in an Industry Project

Students undertaking the Industry Project are in their final semester of Masters study. They have completed the 4 core courses, 4 coursework electives, and must decide on their Masters Study Option (2 or 4).

Students are advised to begin deciding on their Study Option well in advance to their final semester start date. They are recommended to begin looking into their options and speaking with their Program Director at least 2-3 months prior to the final semester start. The Program Director can give advice and direction to check that the Industry Project type is suited to your needs.

Factors for consideration include:

- Student availability and commitment to working full-time or part-time
- Whether the student still wishes to undertake further coursework
- Whether the student is already working full-time in a company (hence their company may wish to recommend the Minor or the Major Project and put forth a nominated project topic).

3. Choose one of the following Masters level Study Options:	
* If you select Study Option 3, you are required to complete a Research Methods course from your 'home institution'.	
STUDY OPTION 1 <ul style="list-style-type: none">• 4 additional coursework electives from any stream	STUDY OPTION 2 <ul style="list-style-type: none">• 2 additional coursework electives from any stream AND<ul style="list-style-type: none">• Minor Industry Project
STUDY OPTION 3 <ul style="list-style-type: none">• Research Project*	STUDY OPTION 4 <ul style="list-style-type: none">• Major Industry Project

When preparing your application form for Student Industry Projects, this is a good opportunity particularly for students with limited work experience to practice CV writing skills, and focus on both written and oral presentation skills. Throughout the selection / matching process between student and Host Organisation, there will be instances where the student may be interviewed, hence presentation and good communication skills are important.

4.1 Matching and Selection Process Flowchart



Before the Industry Project can commence, there is a process for matching the needs of the Host Organisation and the student undertaking the project – see the flowchart below. The student matching process in the left column details the pool of students who are waiting to be matched, whose application and information will be later matched with the needs of Host Organisations and their related Industry Projects. The right column details the selection process for Host Organisations to shortlist students, make a final decision and to inform ICE WaRM so the student can be contacted and informed.

Note: Prior to submission of the student form, the student must have already confirmed their Academic Supervisor at their home university and their signature on the form indicating consent to the student’s participation in the Industry Project.

RECRUITMENT AND MATCHING

Deadlines for submission: Dec/May annually

1. Potential Host Organisation submits *Registration of Interest form* to ICE WaRM with project details, ICE WaRM acknowledges receipt.



2. ICE WaRM and the Academic Supervisor review student applications at deadline against criteria of Host Organisations.



3. ICE WaRM forwards the most appropriate / suited applications and CVs to Host Organisation/s for review.



4. Host Organisation has 2 weeks to review application/s and shortlist. If there is more than 1 potential, a phone or face to face interview is to be arranged asap with the assistance of ICE WaRM.

SELECTION PROCESS

Total period of time: 3-4 weeks

7. Student completes a *Project Outline / Plan*. This is signed by the host organisation/Academic Supervisor and forwarded to ICE WaRM.



6. ICE WaRM arranges with the Host Organisation for the first meeting with the student to go through the project outline/plan, expectations, and to agree on a start work date and



5. Host Organisation confirms to ICE WaRM the successful applicant, and returns the signed the student’s form.





4.2 Responsibilities of the Student during the Industry Project

Responsibilities: Organisation, Student and University		
Organisation	Student	University
Provide supervision and guidance to the student as required	Work professionally and ethically within the organisation's guidelines	Provide academic supervisor/contact, maintain regular correspondence with student.
Provide a work space and equipment as required	Maintain regular contact with Workplace / Academic Supervisors	Set assessment requirements
Take part in the student selection	Prepare a report and make a presentation	Take part in the student review/selection
Provide some equipment and tools required for project	Comply with the host organisation's standards and Occupational Health and Safety requirements.	Review the report and participate in presentations

ICE WaRM will:

- Host a portal page promoting Industry Projects for students and organisations;
- Identify suitable organisations willing to host a student on an Industry Project;
- Liaise with the host organisations, universities and students both prior to and during the selection/matching process and project duration;
- Organise the Professional Development training;
- Facilitate report submission through the student portal; and
- Manage the Presentation Day.

5 The Process Before, During and After an Industry Project

KEY

O1	Option 1 – Student at Workplace
O2	Option 2 – Student at University / Other Location
HO	Host Organisation
UNI	University
STU	Student
ICE	ICE WaRM

5.1 Before the commencement of the project

Requirement	O1	O2	Responsible
<i>A meeting for the Host Organisation to meet with the provisionally selected student to discuss:</i>			
* Background information on your organisation	X	X	HO



* Outline of the proposed project	X	X	HO
* Introductions	X	X	HO
* Start date, work schedule	X	X	HO
* Specific workplace requirements, e.g. OH&S, dress, security	X		HO
* Appointment of the Workplace Supervisor and briefing	X		HO
* Appointment of the Work Mentor and briefing		X	HO
* Ensure resources are prepared/set up, e.g. desk, computer, network access	X		HO
* Insurance, the students will be covered by the University's Public Liability Insurance Policy, Professional Indemnity and Student Personal Accident)	X	X	UNI

5.2 During the Project

Requirement	O1	O2	Responsible
The Industry Project is usually conducted at the Host Organisation's premises	X		HO
Depending on the Project, part of the work may also be conducted at other sites such as laboratories, libraries etc		X	UNI
Organisations are expected to provide a Workplace Supervisor in the case of the Minor and Major Industry Project	X		HO
The University will provide a Course Coordinator / Academic Supervisor who will be responsible for ensuring the student undertakes the academic assessment.	X	X	UNI
In the case of the Major Industry Project and Minor Industry Project (O2) , the Organisation is expected to provide a Work Mentor.		X	HO
Students should be undertaking the project independently and often as part of a project team.	X	X	STU
The student receives regular supervision and direction, where student and supervisor meet briefly (half an hour or less) regularly.	X		HO / STU
The student receives regular guidance and direction from the Work Mentor, where student and mentor brief one another regularly.		X	HO
The Workplace Supervisor will complete a student progress report towards the end of the student's project for the student and Academic Supervisor's information.	X		HO
The Work Mentor will complete a student assessment towards the end of the student's project for the student and Academic Supervisor's information.		X	HO
ICE WaRM will facilitate Professional Development Training over 2 days, dates to be confirmed. The Training will cover topics such as: <ul style="list-style-type: none"> • Report Writing and Presentation Skills • Business Communication and Interpersonal Skills • Workplace Culture and relevant Acts e.g. Occupational Health and Safety • Project Management 	X	X	ICE



- | | | | |
|---|--|--|--|
| <ul style="list-style-type: none">• Organisational Ethics | | | |
|---|--|--|--|

5.3 After the project - Retaining the student and Future Projects

If an Organisation wishes to retain the student after the project the period, they can negotiate directly with the student.

If there are opportunities for ongoing work on the same project, the Host Organisation should check with ICE WaRM that these are documented on ICE WaRM's matching database. Similarly, if the student (Masters graduand) knows of suitable or recommended students who are intending on doing an Industry Project, they can approach ICE WaRM and the Host Organisation with their recommendations.

6. Additional Information for Students

Aside from enrolling in the Industry Project course/s, students need to have:

- Spoken with the Program Director in advance to discuss options
- Approached their university to arrange a suitable Academic Supervisor
- Completed the Part A of the Industry Project Student Application form, pages 1-3 at the initial stage. This form is available online on the ICE WaRM Student Portal webpage www.icewarm.com.au/portal .

Beyond this point, students are not required to do anything except wait to hear further updates and correspondence on the matching process via ICE WaRM.

Industry Projects will run twice per year, in February (Semester 1) and July (Semester 2). Once the Student Application form has been received by ICE WaRM, ICE WaRM will acknowledge receipt of your registration. Student application details and interests will be added to ICE WaRM's Industry Projects database and will remain in a waiting period to be matched with a suitable project and Host Organisation. The student-Host Organisation matching process can take 2-4 weeks after the project application deadline. After the project's deadline, all relevant student applications will be shortlisted and forwarded to the prospective Host Organisations for review. If a suitable match between student and Host Organisation (and project) is identified, the student may be contacted for an interview. The matching and selection process is outlined earlier in this document, see here for more details.

Once students have had an interview and the supervision arrangements are finalised, the follow up first meeting and briefing is arranged. Students and Workplace Supervisors develop a Project Plan/Outline which is what constitutes Part B of the Industry Projects Student Application form. Once complete, students send Part B to ICE WaRM via the ICE WaRM Student Portal or by emailing to training@icewarm.com.au .



Note: students are not guaranteed an Industry Project placement and cannot select where they undertake their project. Students can arrange their own Industry Project through liaison and approval from ICE WaRM and the Academic Supervisor.

6.1 Recommendations

Prior to beginning the student-project matching process below, here are some recommendations for students.

- **Get in early** when submitting your application – the earlier students provide the information to ICE WaRM, the greater their chances of success in being matched.
- **Gain advice** on how to write a good CV, as it is students' ability to present themselves concisely and coherently that will influence a Host Organisation's decision during the selection process.
- **Practice** public speaking skills, learn more about interview techniques, and focus on skills in etiquette and appearance for an interview.
- **Submit** your application form by the deadline (see next page for deadlines).

7. Professional Development Training

ICE WaRM will facilitate Professional Development Training over 2 days, dates to be confirmed. The Training will cover topics such as:

- Report Writing and Presentation Skills
- Business Communication and Interpersonal Skills
- Workplace Culture and relevant Acts e.g. Occupational Health and Safety
- Project Management
- Organisational Ethics

The Professional Development Training is an important part of the student workload within the Industry Project. It provides the student with background understanding to the business environment in Australia, which is good preparation for beginning the placement. At the end of the Industry Project, ICE WaRM will coordinate the Presentation Days whereby students can share with other students, staff and their Host Organisations what they had learned from their experience.

8. Intellectual Property and Confidentiality

All Intellectual Property Rights belong to the Organisation. Students will treat organisation provided information as confidential and will be required to sign a *Confidentiality Agreement*.



It has already been noted that students are not actually employed by the Host Organisation during their Industry Project. They would be covered by the University's Public Liability Insurance Policy.

There are also several kinds of insurance which are provided for each ICE WaRM Masters Industry Project, covering students from all participating Universities.

A Certificate of Currency will be provided for each project; these include Certificates of Currencies for:

- Student/Personal Accident
- Professional Indemnity
- Public and Products Liability

8.1 Between Student and Host Organisation:

All Masters students will be required to sign a clause of Confidentiality not to disclose any information about the company gained during their project.

8.2 Between University and Host Organisation:

Prior to the student undertaking the Industry Project, the student's host university will be required to agree to and sign the contract which acknowledges the company's ownership of the findings and other details, and the University's requirement to comply with the terms of any contract with the sponsor, and to be able to commercialise all of the IP resulting from the project.

6.3 Where students are undertaking research as part of a project between the University and an external sponsor or on a commercially-oriented project, the University may request an assignment of the student's IP, in most cases before allowing the student to participate in that particular project. This permits the University to comply with the terms of any contract it may have with the sponsor, and to be able to commercialise all of the IP resulting from the project. The assignment of IP does not include assignment of the copyright in the student's thesis or in publications authored by them and arising out of their studies. The University recognises that students must retain the ability to control the reproduction of the text of their thesis to ensure that their careers benefit from publishing the results of their work.

9. Troubleshooting

Where queries arise, students should contact their Workplace Supervisor / Work Mentor, and Academic Supervisor in the first instance. If the nature of their query is beyond the limitations of the support of these people, they may contact ICE WaRM's Education Services Coordinator on training@icewarm.com.au or by ringing (08) 8236



5236. Similarly, the Manager Education Services can be contacted on the following email ireid@icewarm.com.au or (08) 8236 5200.

Appendix 1: Terms and Referencehs

Term/Reference	Definition
Academic Supervisor	The student's contact person at their home university, who is responsible for guiding the student and ensuring they undertake the required academic assessment.
Certificate of Currency	Several kinds of insurance are provided for each ICE WaRM Masters Industry Project via the Certificate of Currency, covering students from all participating Universities.
Confidentiality Agreement form	This form will be signed by the students and the organisation. The student will not be an employee of the company, but a University-sponsored student, and will be covered by the University's Public Liability Policy.
Host Organisation	A company, organisation or department that takes on a student to undertake an approved Industry Project.
ICE WaRM Student Portal	Student web interface for students and staff to login and access course materials; contact others; see updates and download information.
Industry Based Project	Student completes project in the work place with a Workplace Supervisor
Industry Sponsored Project	Student completes a project at the university with a Work Mentor and Academic Supervisor
Organisation Contact Person	The Host Organisation may wish to appoint a separate contact person who acts as the liaison with ICE WaRM regarding ongoing project registration and correspondence, or this could be the Workplace Supervisor.
Project Outline / Plan form (Student Form Part B)	The form that is completed by the student with the assistance of the Workplace Supervisor to formalise the initial outline for achieving the aims/goals of the project. This will eventually form the basis of the Student Form Part B, which the Supervisor assists the student with.
Registration of Interest form	The form that is completed by the Host Organisation, which specifies in detail the proposed project's requirements, expectations and aims. This form is received by ICE WaRM to match with the student's Registration of Interest.
Student	A final year Masters student who undertakes an Industry Project with a Host Organisation and is enrolled with their home university.



Work Mentor	An industry contact and mentor for students conducting Industry Sponsored Projects at the University.
Workplace Supervisor	The Host Organisation designates this person to be the contact guide for the student's progress during their Industry Project, and this person meets regularly with the student and completes student progress reports.



Appendix 2: Comparison of Industry Project Details

Overview of Industry Project Types, Duration, Fees and Deadlines

Industry Project Type	Sem 1	Sem 2	Total Equivalent Student Workload	Supervisors / Mentors Required	Application form Deadline	Student Stipend (Local / Intl)
MAJOR – Option 1 (Industry Based Project)	✓	✓	15 weeks full time = 600 hours	Workplace Supervisor Academic Supervisor	15 December: Semester 1 15 May: Semester 2	May be available**
MAJOR – Option 2 (Industry Sponsored Project)	✓	✓	15 weeks full time = 600 hours *Conducts work at University	Work Mentor Academic Supervisor	15 December: Semester 1 15 May: Semester 2	N/A
MINOR – Option 1 (Industry Based Project)	✓	✓	7.5 weeks full time = 300 hours	Workplace Supervisor Academic Supervisor	15 December: Semester 1 15 May: Semester 2	May be available**
MINOR – Option 2 (Industry Sponsored Project)	✓	✓	7.5 weeks full time = 300 hours *Conducts work at University	Work Mentor Academic Supervisor	15 December: Semester 1 15 May: Semester 2	N/A

* Note: where students are already working in a suitable organisation, no student stipend is paid.

**Student stipends for Option 1 are to be negotiated between ICE WaRM and the company and will depend on the nature of the project.

Semester Periods

Semester 1	Early March – Mid June
Semester 2	Late July – Mid November

Note: The semester dates above are approximate start and end dates according to the University calendars. The exact period of Industry Project/Placement can be negotiated between Host Organisation and student.



International Centre of Excellence in Water Resources Management

The International Centre of Excellence
in Water Resources Management
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