Startup Internships Playbook

Spring 19

UTS

Startup Internships

Playbook

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Welcome to the Startup Internships Playbook

Thank you for being involved in the **Startup Internships program**. You are playing a crucial role in shaping the next generation of entrepreneurs, startup founders and innovators.

Why a playbook?

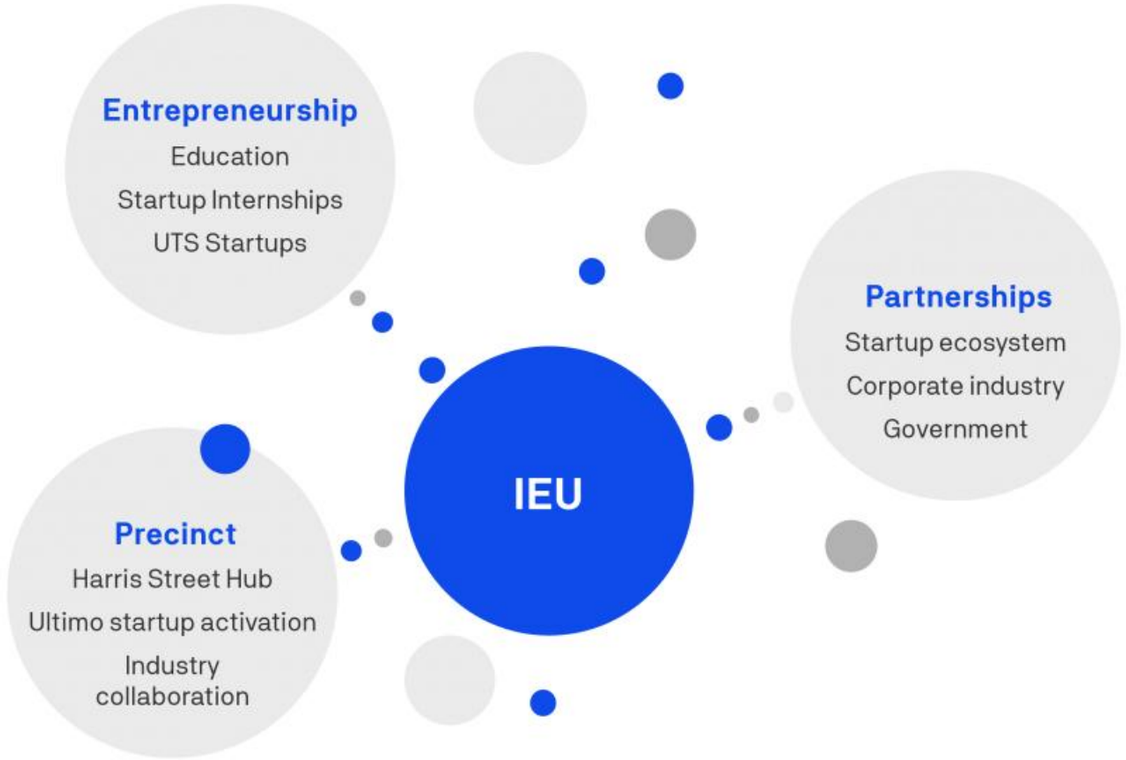
This playbook is designed to help improve the internship experience for startups and startup communities and help create mutually beneficial learning experiences. This playbook covers the internship process from preparing to take on an intern, to managing the intern and the steps to take after the internship. Working with us

Chapter 1: Introduction

Working with us

“UTS recognises the incredible potential of this generation of startup founders and business disruptors. We're fully committed to supporting our students to start their entrepreneurial journeys."

-Margaret Maile Petty, Executive Director, Innovation and Entrepreneurship, UTS.



UTS Innovation and Entrepreneurship Unit (IEU)

The Innovation and Entrepreneurship Unit partners with industry, the local ecosystem and the emerging technology precinct here in Ultimo to deliver entrepreneurial experiences to students across the University.

Whether students are interested in creating a startup, working for one, or adding value within a future corporate industry career, our programs and opportunities will prepare them for jobs of the future, now.

Equipping students with the tools to think and work entrepreneurially will be critical to their success. By 2023 we plan to reach 50 per cent of our students with entrepreneurial experiences. The Startup Internships program is one type of experience available to students.

Intern with a Startup
Partner Journey

Startup Internships

1. Meet with our team
2. Confirm interest in partnership
   - Review partnership guide
3. Circulate Expression of Interest for Startups
   - Negotiate target number of interns
   - Complete CareerHub registration
4. Approve student personas
   - Distribute Startup Internships Playbook amongst your community
5. Approve shortlisted students
   - Receive shortlist of students
6. Conduct Meet and Greet interviews
7. Confirm which students you will accept
   - Host a workplace induction with students and startups
   - Complete necessary onboarding and paperwork
8. Internship starts
   - High level supervision of interns as required
9. Internship concludes
   - Participate in evaluation phone call
   - Send feedback form to startups
   - Finalise any UTS paperwork
10. Celebrate!

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The UTS Startup Internships program aims to facilitate mutually beneficial internships between students and startups.

The model:

- Students apply to the Startup Internships program
- A **shortlist** of candidates with CVs and video interviews is provided to the Community Manager
- **We work with the Community Manager** who selects which students will progress to the next stage
- Students **meet the Community Manager and startups** at a ‘Meet and Greet’ group interview
- Successful students are **offered a place** and inducted into the community
- Students **report to the Community Manager** to ensure adequate desk space, accountability in the workplace, and manage uncertainty
- **Startups oversee day-to-day work** and are responsible for ensuring a positive learning experience
- Students gain a valuable learning experience and skills development while getting insight into the local startup ecosystem

The benefit for startups:

- Startups are energised by the creativity and innovation of UTS students.
- Startups have a practical part to play in shaping the next generation of entrepreneurs, startup founders and innovators.
- The UTS Startup Internships model minimises the risks and complications associated with hiring an intern.
- Through interns, founders can learn and evaluate what type of employees their startup requires.
- A valuable chance for startups to develop their skills in effectively managing a team member.
- At the end of the internship, startups can receive feedback and build upon it for when they hire part-time or full-time employees.
- Startups can bring on the intern in a paid role beyond the scope of the internship.

Connect

Finding your intern

To help us find the best internship match, startups within our partner communities can complete an optional **‘expression of interest’** form which will help them to outline their needs and help us find an appropriate intern for them. The Community Manager will then be consulted in establishing the overall needs of each community.

The Startup Internships program will find and select suitable student candidates and match them to a suitable startup community. Startup communities will then receive a shortlist of candidates with video interviews, cover letters and resumes to review. Successful candidates are invited to a group ‘Meet and Greet’ interview where they meet the startups and Community Managers.

The Community Manager then notifies the Internships Coordinator of the final selections and the student will receive a formal offer. Internships can commence once all the required documentation is completed.

Already found an intern?

If you have already found a student who wishes to complete an internship with your startup, the Innovation and Entrepreneurship Unit can facilitate the internship by helping the startup and student meet the internship requirements of the university. To book a time with the Internships Coordinator to find out more, email startupinternships@uts.edu.au.

Prepare

UTS requires that students complete an internship workflow through the UTS CareerHub platform. There are different steps in the process depending on the internship— some students may require a signed agreement form, and some may require electronic approval from the organisation. The Internships Coordinator will provide guidance through this process.

The UTS CareerHub

UTS utilises a platform called the UTS CareerHub, which organises many aspects of student career education and development. Internships are managed by a process called a '**workflow**' and in communication between UTS staff, community managers and students. **Individual startups are usually not required to be involved in this process.**

Note: No internship can commence before it is approved via the UTS CareerHub platform. Students must register the internship and complete the necessary workflow. This may require the Community Manager to approve the internship via email or signed declaration. This ensures the student is protected by UTS insurance and helps confirm that the startup is complying with Fair Work requirements.

Types of internships

There are different formats for internships at UTS, and the Startup Internships Program accommodates all of these in order to allow the best fit for both the student and the startup. However, we prioritise paid roles and those that will allow students to get course credit. The four different types of internships include:

- **Paid internship** (for course credit, supervised by the faculty, employment contract applies);
- **Paid** (not for course credit, employment contract applies);
- **Unpaid internship** (for course credit, supervised by the faculty);
- **Voluntary (extra-curricular) internship** (unpaid, not for course credit, supervised by IEU).

Your obligations to interns

Adequate workplace health and safety measures must be in place (see "Legal Resources" below). Once the Community Manager (or equivalent) confirms this with UTS, the internship can begin.

For course-credit

Students will need to complete a set number of hours and may need to work on specific types of tasks to satisfy course requirements. For communities that have multiple interns, this may mean that there are different hour requirements for different students. The UTS team and the student will be able to confirm exactly what is expected by the University.

For paid-internships

The minimum award wage in Australia depends on the industry and award, and therefore cannot be immediately stated without the specifics of the internship role.

For minimum wage requirements, by industry award:
https://www.fairwork.gov.au/pay/minimum-wages

For guidance in creating a contract and setting internship wages:
www.fairwork.gov.au/pay/unpaid-work/work-experience-and-internships

For unpaid, voluntary (not for course-credit) internships

UTS selectively offers students the option to undertake an unpaid internship, not for course credit, in order to allow students to develop professionally. Care must be taken to ensure these internships are learning experiences and not free ‘labour’. These internships are currently only offered to startup communities based at the UTS campus. Fairwork guidelines state:

- The internship is only for 210 hours (30 working days) or less
- The student is not required to perform activities that would usually be done by an employee (s*ome examples of ‘work’ could include: delivery driving, setting up an accounting system for a business, doing banking, booking travel and hotels, etc.)*
- The student is motivated to do the internship by the desire to improve their job prospects, or for social or community reasons
- The student has some flexibility about when they attend
- The student can end the internship on short notice and without any formal notice
- It is required that a UTS Voluntary Placement Agreement is signed between the student, and the 'host organisation' (signed by the Community Manager, or equivalent)

Unpaid internship guidelines

For more guidelines and laws around unpaid internships:
www.fairwork.gov.au/pay/unpaid-work/work-experience-and-internships

For more guidelines on activities which are appropriate for an unpaid internship:
https://www.fairwork.gov.au/pay/unpaid-work/student-placements

Legal Resources

For Community Managers:

Required documentation

There are three forms of documentation generally required by UTS:

1. Work Placement Agreement (e.g. contract)
2. Placement Summary Form
3. Work Safety Declaration

If the intern is undertaking the placement for course-credit, it is also important for you to take the time to understand their subject-specific learning outcomes. It is important that you are aware of what unpaid work the law considers is acceptable and unacceptable.

The appendix contains some examples of internship agreements.

For both Startups and Community Managers:

Health and safety

UTS will provide the student with insurance for the duration of this program provided the correct documentation is received. However, you should keep in mind that your duty to ensure the health and safety of your employees also extends to any unpaid workers you engage with and that you must always comply with the relevant legislation.

Images: Pixabay

Equity and Diversity

We encourage startup communities to consider ethical practices, inclusivity, equity and diversity awareness when taking on board an intern. Some areas to consider include gender and cultural diversity and accessibility and inclusion. You can find resources for creating an accessible workplace free from discrimination in the appendix.

UTS is committed to equal opportunity in education and employment for students and staff, which is outlined in its Equity, Inclusion and Respect Policy. You can also use UTS' Social Impact Framework guide to ensure you're socially responsible while creating social value for your intern.

Discrimination and Conduct

You have the responsibility to monitor, manage and help prevent discrimination in your workplace and ensure team members are contributing positively. We suggest the following strategies:

- Educate your team about discrimination.
- Encourage your team to show respect to others at all times.
- Familiarise yourself with anti-discrimination laws, including on the basis of age, disability, racial and sex.
- Develop an anti-discrimination policy to ensure that all parties are treated equally, any personal bias is excluded, and the response is prompt.

Access Requirements and Sensitive Data

UTS aims to create inclusive and equitable learning for all students regardless of background, ability, or requirements. We encourage our partners to be open to working with students with different learning and access requirements. For this reason, we may occasionally provide information about students' accessibility requirements to startup communities. If you think that a student request for access adjustments might fall outside the capacity of the community or the startup to deliver, please get in touch and we can discuss suitable alternatives.

Health information submitted by students will be shared carefully and on a case by case basis. It should be kept confidential and used for the purpose of making necessary adjustments to an internship. Such adjustments could be access related, or otherwise. If you do receive this information it will be sent with student permission and be password protected and should not be circulated. .

If you have any questions about accessibility or sensitive information, please ask us by emailing **startupinternships@uts.edu.au**

Image: Pexels

Chapter 2:

Before the internship

An internship should provide both a valuable learning experience for the student, and support the continued growth of the business. At this point, students will have been matched to your Startup Community in line with the skills needed, as indicated on the Expression of Interest form collected ahead of the session. If you missed adding your needs, have a conversation with your Community Manager to let them know what types of skills would fit best.

At the ‘Meet and Greet’ interview stage, the prospective intern/s and startup should discuss potential learning goals, work plans and timelines in order to meet the learning requirements of the University and the needs of the startup. This means you need to be aware of your requirements and needs and what type of skillsets you are looking for.

Case study

GameChanger is a fintech startup working in a startup community in Sydney. They heard about the Startup Internships program and thought it would be great to get an intern. However, they weren't quite sure what an intern would do in their team. Andrea, the CEO, spoke to her team about where they thought their work could be enhanced by having a student work on a project. They also spoke about where there could be employment opportunities in the future. Andrea was really hoping for someone who might want to stay on and become a permanent part of the team. They soon discovered that their operations team had a capacity issue and needed someone to do a lot of their administration work. However, Andrea realised they actually needed an employee who could do unsupervised work and so they looked at other parts of their startup. Andrea was talking to the Marketing Manager later that week and realised they wanted to enhance their social media strategy and activities but hadn't had a chance to do so. They decided this would be a good place to start with an intern. They filled out the "Expression of Interest" form and identified that they needed someone skilled in social media, photography and content writing.

Sarah, a UTS communications student, had applied to the program and was shortlisted as a candidate. In her application, Sarah listed some very diverse interests and skills. She was unsure if the startups would really want someone with social media skills as well as interests in technology, apps and automation. None of those seemed very aligned, but all the same, she was hopeful and excited about a possible internship. Sarah was matched by the Community Manager with GameChanger, to help with their social channels. It was a perfect win-win situation, as the startup members were able to mentor Sarah in the inner workings of fintech, and she was able to refine her skills further.

Image: Pexels

A relevant learning experience

Here are some suggestions around how to create daily tasks which are both productive and educational.

- Ask the intern to read or watch tutorial material before using new software tools or applications, then create a list of questions to ask.
- Have an intern complete simple tasks first, have them present the work for feedback, and then allocate larger, more complex activities:
  - Complete reflections, retrospectives and provide key learnings from the activity that was just completed;
  - Attend ideation meetings, take notes, be part of collaborative meetings and discussions, observe client meetings.
- Check-in intermittently, whether that happens a few times a day, or at the beginning and end of the day, depending on the nature of the tasks.
- As a general rule, interns should be able to complete tasks from their assigned workplaces (those indicated on their CareerHub workflows) at least 85% of the time.

First day checklist

1. Contact your intern: confirm your workday schedule, let them know if they are required to adhere to any dress code and outline what they are required to bring (e.g. laptop).
2. Assign a supervisor or mentor: someone who will be able to have regular check-ins with the intern.
3. Ensure all required paperwork is complete (e.g. workplace agreement, placement summary form, work safety declaration).
4. Set up a comfortable and effective workstation (e.g. stationary, laptop).
5. Onboarding pack: include any significant things that the intern should know about, for example:
   - Logins for WiFi, direct messaging, accounts, etc.
   - Emergency contacts and procedures.
6. Schedule an orientation:
   - Workplace tour;
   - Welcome briefing and introduction to your team;
   - Meeting to discuss learning goals and expectations, and to plan projects and/or tasks.

Onboarding and induction

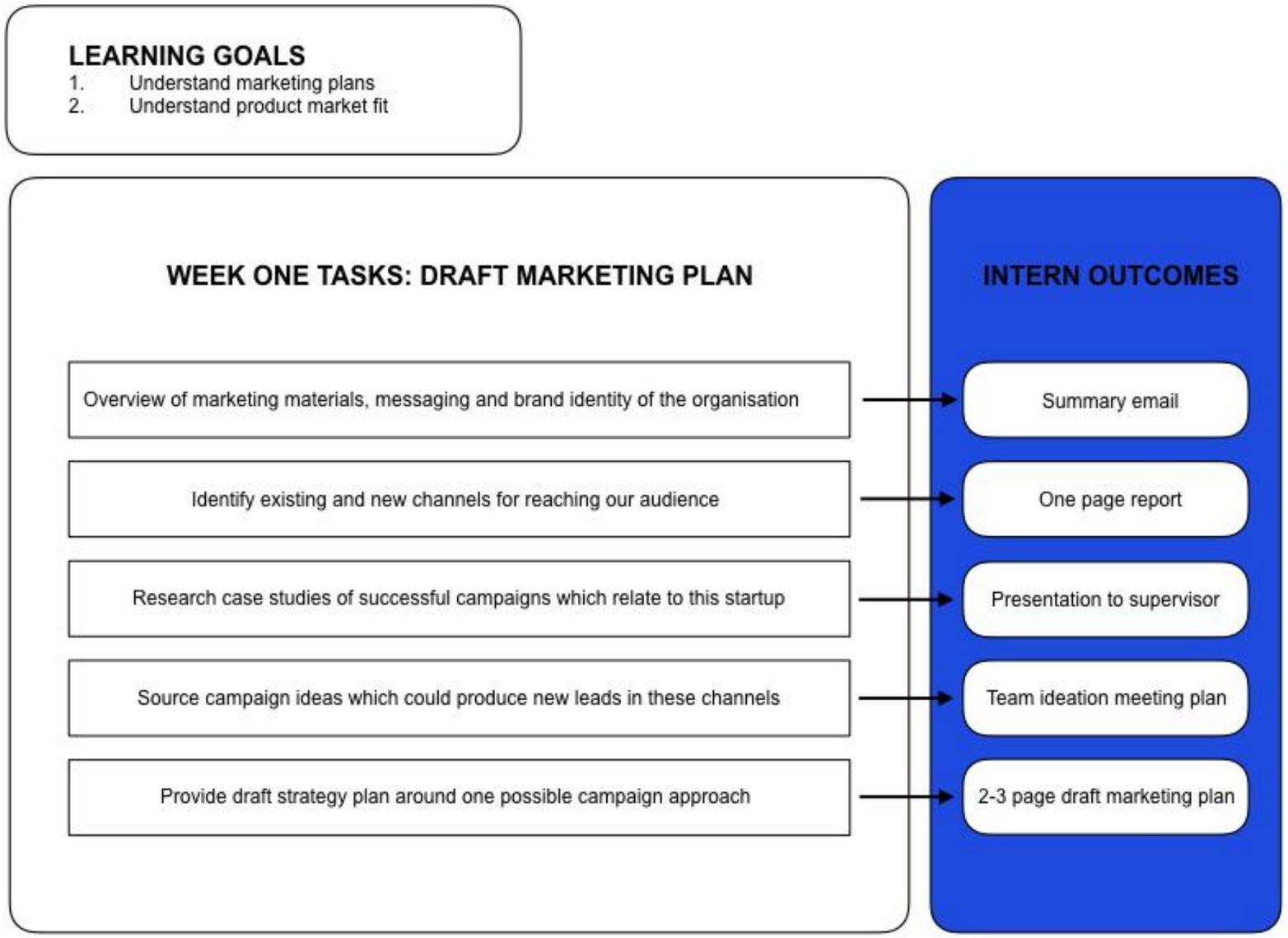
It is important that you plan your intern's first day to ensure that they can understand and adapt to your startup's vision, goals and culture. Although this may require some time and planning initially, the onboarding process is critical in ensuring that your intern feels comfortable and supported in doing their best work from the very first day.

Co-creating a learning plan

A learning plan outlines your intern's learning goals and sets out activities to achieve them. It's important to be aware of your business goals and the ways in which your intern can contribute towards them as part of your team.

It is a good idea to sit down with your intern on the first day and make them feel comfortable. This way, you will both have a mutual understanding of your individual expectations and it will also serve as the first point of collaboration between you and your intern.

This template can serve as an example structure of a learning plan with learning goals, tasks and outcomes.



Need help?

Our team will regularly check-in and provide feedback throughout the experience either in person or via email. Feel free to talk to us at ANY time at all.

Some examples of the first day

What a great first day could look like

Mary was successful in securing an internship with a fintech startup at a community in the city. The firm was only a few years old, but was already employing several staff and was positioned in a dynamic co-working space. Upon arriving for the first day, Mary was greeted by a team member who explained where she could find whatever she needed. A meeting was scheduled with the startup founder, and before long Mary was reviewing her work plan with the startup and deciding on tasks for the first week.

She was surprised to find that the learning goals she originally spoke about had been included in her work plan and regular catch up meetings were already programmed for the ten weeks of her internship.

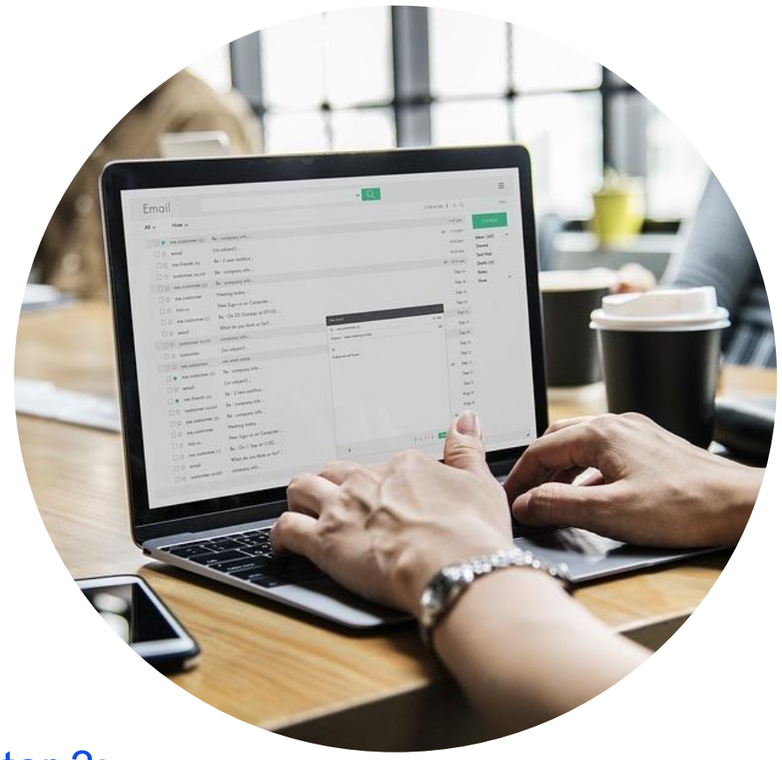
What a first day shouldn't look like

Tom was matched with a social enterprise startup providing research support. He was extremely excited to start, and could hardly sleep the night before. He negotiated his learning goals, duties, schedule and first day as part of the induction meeting so he had a good idea of what to expect on his first day.

Upon arriving, Tom’s arranged supervisor was pulled into an urgent meeting. Tom reported to another team member, whom he'd never met, to proceed with his orientation with the startup. The team member, who was not briefed on Tom’s arrival, panicked and gave him a pile of expense receipts to enter into a spreadsheet. Midway through the task, a team member from a different startup in the community sharply asked Tom to move from his desk because he had unknowingly set up in the wrong workspace.

Flustered and confused as to which desk to use, Tom ended up sitting in a different section, away from the team, to complete the task. After this, he was given a list of phone numbers and asked to make sales cold-calls to potential clients without having had any sales training. Most of the calls went unanswered, so he finished earlier than expected. Tom was asked to head home early, as there wouldn't be any more work until the supervisor was free.

Images: Pixabay



Chapter 3:

During the internship

A few simple tips to ensure you’re fostering social inclusion in the workplace are to allow your intern to attend meetings, listen in and participate in standups and attend social events your startup community is hosting or your company is attending. Things as simple as going for a morning takeaway coffee can make your intern feel welcomed, comfortable and included.

It is your responsibility to ensure that your intern is being treated with respect, by you and all members of your team, throughout their experience.

When planning the first day of an internship, the following “do’s” and “don’ts” are a helpful way to auditing your workspace and practices to ensure a smooth induction experience. It’s also a good thing to check-in with yourself and your team intermittently.

Image: Pixabay

Do’s

- Do block out time for orientation and questions
- Do ask questions and encourage the intern to ask questions
- Do provide written task lists
- Do provide weekly quantifiable goals
- Do lead by example and aim for mutual respect
- Do have regular face-to-face meetups
- Do establish best methods of daily communications
- Do invite them to meetings and activities
- Do provide constructive feedback and encourage them to share their ideas
- Do show how their tasks will impact the company
- Do encourage all staff to set aside some time to approach the intern
- Do be a mentor
- Do help them reflect at the end of their internship
- Do continue to have fun and ensure your intern is a part of that!

Don'ts

- Don’t discourage your intern from approaching you (e.g. closing your office door, wearing headphones consistently)
- Enforce any unreasonable expectations on the intern
- Don’t check-in too frequently
- Don’t forget their interests and passions
- Don’t lie to your intern
- Don’t discourage initiative
- Don’t be impatient with your interns if they aren’t sure how to ask for help with tasks
- Don’t be impatient
- Don’t overload your intern
- Don’t spend just 30 seconds reviewing their work
- Don’t be aggressive or intimidating
- Don’t fail to plan authentic learning experiences
- Don’t make your intern bring coffees unless you’re going with them!

Intangible rewards

Wages and experience are great reasons to work, but these aren't the only reasons that interns will choose to work with your startup and community. There are many benefits which you can extend to interns, these might be as simple as sending an email, passing on a message or adding them into a calendar invitation.

These are known as intangible rewards, such as:

- Networking events within your co-working space.
- Acting as a mentor or contact for the future.
- Flexible hours.
- Access to company benefits e.g. discounts.
- Friendships.
- Praise, thanks and public acknowledgement.
- Paid lunches, dinners and drinks.
- LinkedIn endorsements.
- Becoming a reference or offering a letter of recommendation post-internship.

Mentoring and supervision

There are two key people that should work with the intern to ensure a mutually valuable experience - a mentor and a supervisor. The supervisor is whoever is assigning day-to-day tasks, guiding the intern through their work and giving them feedback on their performance. While supervision is important in an internship experience, the role of a mentor is also vital for the student. Ideally, the mentor and supervisor are different people as these roles require a different focus and mindset. Keep in mind, a mentor does not always need to be in the same startup as the supervisor. The role of a mentor means focusing on the intern's development and learning, rather than just allocating tasks and ensuring deadlines are met. It often involves helping them reflect on their work and thinking about opportunities and contacts from them beyond their direct work.

If you will be playing the role of mentor, it's worth checking out some of these resources and thoughts around mentorship:

- What the best mentors do
- Demystifying mentoring
- Thoughts on helpful mentorship

Image: Pexels

Handling conflict

Handling conflict within the workplace is necessary for nurturing a safe and positive environment for your intern. Below is a list of resources for dealing with complaints and grievances:

- Complaints and dispute resolution (the Department of Industry, Innovation and Science)
- Good practice guidelines for internal complaint processes (Australian Human Rights Commission)
- Resolving workplace issues and effective dispute resolution (Fair Work Ombudsman)

Feedback and check-ins

By nature, interns have limited professional experience. They will make mistakes (as we all do). Interns are also inherently ambitious and career-driven. To balance these two elements, provide consistent and quality feedback that is meaningful and constructive — your words have the power to influence their career decisions.

Here are some elements of quality and constructive feedback:

- Honesty and authenticity.
- Two-way conversation; dialogue not a monologue!
- Focus on concrete examples, particularly when you need to offer criticism (ex. rather than saying, “You really need to work on your writing,” it would be better to say, “The newsletter you sent out on Thursday had 3 spelling errors and 2 incomplete sentences”) -- and remember that concrete examples can be just as helpful for positive reinforcement.
- Offer a productive suggestion for improvement (ex. “I think it would be helpful to run the newsletter through a spell check program; reading what you’ve written out loud to yourself can also be a great way to catch awkward phrasing or incomplete sentences”).
- Use instant communication for smaller amounts of feedback (e.g. messaging and emails).
- Use face-to-face meetings for larger amounts of feedback.

You should also refer to your intern’s learning plan throughout your check-ins to ensure that you continue providing a valuable and educational experience. Some easy questions to ask are:

- What are you working on at the moment?
- How are things going with your mentor?
- What could be improved?
- How are you?

“Feedback is the breakfast of champions.”

– Ken Blanchard

Boosting engagement

Another consideration is how to make the workplace an engaging environment. This helps to attract and retain staff. Some good ideas are:

- Weekly team lunch or coffee runs
- A team email update
- A sincere thank you for a task or project being completed
- A sample of your product or some branded merchandise
- Celebrating wins and bragging about team members
- Including people as much as possible in meetings or discussions
- Team morale-building, such as table tennis and other games

Image: Pexels

Chapter 4:

After the internship

Saying Goodbye

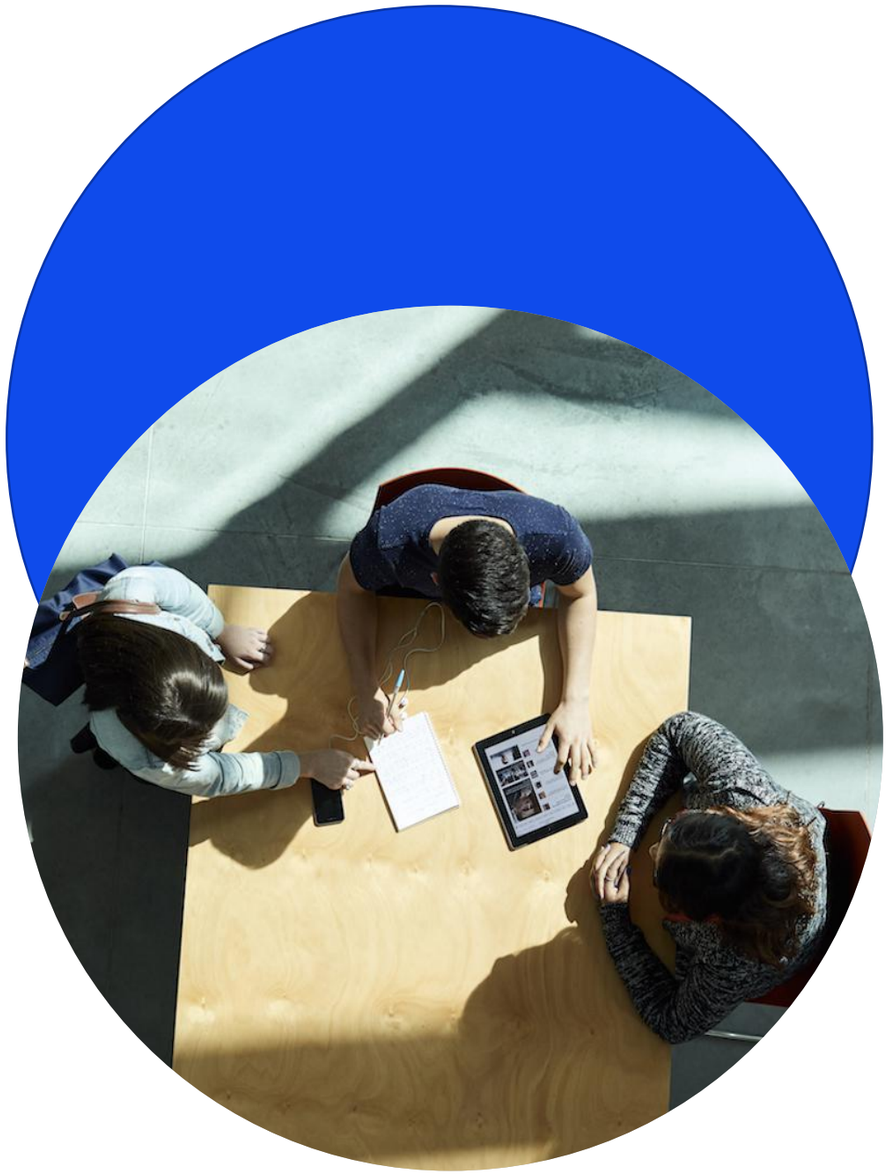
As the student nears the end of the agreed internship period it’s good to have a plan in mind to wrap up the internship. The Community Manager will get an email letting them know that the internship is nearing the end. You should already have been thinking about your plan and be ready to put it in place. A few important parts of this plan include:

- A handover plan so they know how they can capture all their work and handover any important information, work and documents
- An exit / debrief meeting with your intern to debrief on their experience and give them feedback on their work to help with their professional development

Our team will send an evaluation form to the student at the end of their internship to gather their feedback. UTS will also likely request feedback from the supervisor (Community Manager) about the overall experience with the Startup Internships program.working with UTS.

Keeping your student within the company

Many interns are hired into roles within the businesses they are placed with, at the end of their internships. If you wish to keep the student continuing with the startup, an employment contract is needed. Make sure that the necessary conversations and internal processes are followed to be able to make an offer of employment to the student before the end date of the internship. Once the agreed internship end date has passed, students must not continue to intern without an employment contract as they will not be covered by UTS insurance. For assistance in initiating an employment contract, you can reference Fairwork's website.



Acting as a reference

Being listed as a referee is also a common request from interns. If you agree to this it's best to make sure you are prepared in case you get a call from someone inquiring about your experience working with your intern. Frequently asked questions in these situations usually focus on how reliable the intern was, the quality of their work, tasks they focused on and their skillset.

Employment or internship extension

Another benefit to maintaining connections is the possibility of employment in the future. For example, in a few months, you could have a large project arise that requires a skill set similar to your intern's.

You could consider hiring your intern intermittently, or for full-time hours over an upcoming university break. Similarly, you could extend their internship for several days a week while they complete their studies if you are able to pay them for this.

Importantly, any employment relationship necessitates an employment contract. See page 10 for more details.

Making and maintaining connections

Upon conclusion of the internship, it would be a good gesture to stay in contact with your intern through email or LinkedIn. By doing this, you're encouraging them to come back to you and more importantly, if you were to ever cross paths again, you will both feel a sense of familiarity and connection.

Also, you can always invite them to events that you think would be suitable, such as ones your company may be hosting or involved with, as well as any other relevant events within your co-working space and ecosystem.

Lastly, if your intern has been inspired to founding their own startup, you could consider offering some form of mentorship or connections for them.

Writing a recommendation letter

If you feel comfortable writing a reference for an intern, they will surely appreciate it. Writing a recommendation letter doesn't need to be a prolonged process, but it does need to have specific content to be of benefit to the intern. Below is the suggested structure of a recommendation letter and here is an example of a recommendation letter.

Section	Description
Contact Information	• Your name, title/position, company, address and city • Date • "To Whom it May Concern"
Relevance	• Your connection to the intern • Why you are qualified to recommend the intern
About the Intern	• Their personality, mentality and ways of working • What they can contribute based on the experience and responsibilities they had with you
Skills	• Write about the intern's demonstrated skills and strengths--use specific examples! • Explain the positive outcomes to your organisation from these skill sets
Summary and Conclusion	• A sentence or two of major points from above • Phrase your recommendation explicitly — "highly recommend" • Offer to provide more information
Signing off	• Signature (optional) • Closing details; name, position, company, phone and email

Image: Pixabay

Other Engagement Opportunities with UTS

To engage over 50% of our students in entrepreneurship opportunities by 2023, UTS is building a solid network of startup, corporate, not-for-profit and government partners to expose our students to real-world challenges — bridging the gap between learning entrepreneurship and living it.

IEU is currently working with our startup and ecosystem partners to:

- Co-sponsor and host events of importance for Sydney's innovation ecosystem
- Organise and offer feedback on student pitch nights
- Offer workshops on campus
- Carry out research to better understand and support Australian startups
- Support funding applications for government grants

Through these joint endeavours, our partners are able to build their profile publicly (not to mention with our 45,000 students), maintain regular access to highly skilled tech talent and the largest student startup community in Australia, help shape the education of that talent, and guide the future development of Australian innovation by contributing to a deeper, more powerful understanding of it.

Research

Our academic faculties offer transdisciplinary approaches, world-leading expertise, and state of the art facilities. We can work with you to discover a shared problem, design a solution, and deliver maximum impact.

Funding

There are a number of grant programs aimed at industry-university collaboration. Through TechVouchers, you can connect with a UTS expert to engage on a small joint research project, or you could access some of UTS's high tech instruments and facilities for testing and feasibility studies. Innovation Connections, coordinated by AusIndustry, offers matched funding grants of up to $50,000, which can be used to engage an external research partner, access research infrastructure, place a researcher in your business or access other forms of appropriate research capability.

Engagement

You can volunteer as a mentor in our university-wide online flash mentorship program, or connect with other UTS students through one of our Work-Ready Programs, which can help you raise the profile of your organisation with potential recruits. A number of UTS courses are run in collaboration with industry and are designed as project-based experiences in which students explore and develop solutions to real-world problems.

Further resources

Useful links regarding paid internships

- For minimum wage requirements, by industry award
- Guidance in creating an emloyment contract and setting internship wages.
- UTS also provides a service for employers called **Intern Connect.** This manages all aspects of employing UTS students, including super and workers comp insurance, which is then invoiced to the employer. To find out more about Intern Connect, go to wehire.uts.edu.au

Regarding unpaid internships

- More guidelines and legalities around unpaid internships.
- More guidelines around activities which are appropriate for an unpaid internship.
- Further examples of Internship Agreements here, here and here.

NDA's, IP and confidentiality

Be aware that an **unpaid intern will own the IP for any idea they create unless they agree to sign an NDA that assigns their IP to your business.**

See below for more information on NDAs:

- Definitive guide to non-disclosure agreements; Legal Vision.
- 10 things you should know about non-disclosure agreements; LawPath.
- Unilateral non-disclosure agreement template; Startup Legal.

Here are some resources about IP Protection within Australia and UTS:

- General information about IP protection; IP Australia.
- UTS IP and Commercialisation.
- UTS Intellectual Property Policy.

If you have any further questions about NDA's, IP and confidentiality, please contact the UTS Commercialisation team at tech@uts.edu.au.

Project management tools & processes

There are some great free project management resources out there that you may or may not be familiar with. Some of the most popular are:

- Trello: drag and drop with a project management interface.
- Microsoft Planner: drag and drop with Microsoft Office Suite integration.
- Asana: drag and drop, and visualisation features.

Startup Internships

Let’s stay in touch

On behalf of the University, we want to thank you for being part of shaping the next generation of entrepreneurs, startup founders and innovators. As we all shoulder the responsibility to create the culture we wish to see, we can all be proud of what we will achieve in collaboration.

Stay in touch by joining our UTS Startups newsletter for updates on the community and upcoming events.

While this Playbook serves as a comprehensive guide to the internship process, our team is always around to have a chat about any issues, questions or further clarifications. Don’t hesitate to reach out to us if you have any feedback at any stage of the process!

We’re here to listen and help,

email us at startupinternships@uts.edu.au