



Industry guidelines for student practical work experience

Firstly, we thank you for your interest in employing our students to help them gain valuable industry experience and to complete hours towards their practical work requirement.

This document outlines the University of Auckland's expectations of companies who are employing our students to gain their required work experience. This is not an agreement, but rather guidance on what the University expects for the student experience while in industry.

Students must complete 800 hours of work experience relevant to their degree to graduate. This is also a requirement for the accreditation of the BE Hons and MPE degrees by [Engineering New Zealand](#) and the Washington Accord.

Practical Work enables students to apply the technical knowledge learnt at The University of Auckland in a professional setting. This helps them to develop engineering judgement, understand workplace practices and build professional competencies that are expected of graduate engineers.

University Expectations for Employers

- **Paid roles.** The expectation is that all our students are paid for the work that they undertake. We encourage employers to investigate NZ employment laws as these are very clear. We also see students not being paid as an equity issue since many of our students cannot afford to be unpaid for 3+ months at a time due to things such as living costs and financially supporting family.
- **Supervision and mentorship.** To get a relevant real-world experience it is key that there is sufficient supervision and/or mentorship during the employment period. For example, we expect this to include a mentor or buddy they can easily contact for support, advice and opportunities to ask questions, check-in meetings with their manager/supervisor, regular feedback opportunities, frequent opportunities to observe experienced engineers and given responsibilities which could increase over time.
- **Health and Safety.** As the student is employed by you, the employer becomes responsible for the Health and Safety of the employee/student. The university does not provide the students with health and safety training for their industry experience. We also do not provide our students with PPE for their employment period. This should all be provided by the employer.
- **Relevant work.** We want to ensure that the work they are undertaking is relevant to the specialisation that they study and complements this. For details on what work can count towards each specialisation, please see our [Types of Practical Work Webpage](#).

Practical Work Report

- **What students do post-employment period.** Students write a reflective report on their experience and insight into working for the company.
- **What is required by the company.** Sign off by a supervisor to confirm that they did in fact work with you for the hours that they are claiming. An automatic email will be sent





to their supervisor with a simple sign-off/tick box. Reports cannot be marked without sign-off so we encourage you to promptly sign these off when the request is received.

- **Confidentiality agreements or NDAs.** For most of our students, their reports can be written without including confidential information. However, if you believe there is a case for the markers needing to sign any agreement, please encourage the student to contact their relevant academic department practical work representative who can discuss this further.
- **More information.** Please check out the student facing [Practical Work Report webpage](#) for details on the above.

Supporting students

- **Support by the employer.** Ensure students are aware of support that is available to them through your company. From HR support, support groups or networks and other initiatives you may have such as EAP. Students should be made aware of organisational protocols for raising concerns or issues.
- **Support by the University.** If it is personal, academic or university related, please encourage them to reach out to our Student Support Advisors. Details can be found on our [Student Support and Development Webpage](#).

University Expectations for Students

- **Behaviour.** Students will work in professional manner, make themselves familiar with and comply with workplace policies and procedures including Health and Safety. Students will actively participate and collaborate in their roles.
- **Communication.** They will ensure timely responsiveness (emails, phone and in person), raise issues, challenges and concerns in a timely manner, maintain professional tone and etiquette in all communication. If they are sick or requiring time off, we expect they communicate this with as much notice as possible in the required form of communication.
- **Professionalism.** Students should dress appropriately for the workplace, attend and be punctual for assigned work hours and meetings, have good time management and be accountable for assigned work, successfully prioritise tasks and leave personal tasks for outside of work hours.
- **Confidentiality.** Students will treat all company, client information, intellectual property, internal strategies as strictly confidential. Will not post confidential information on social media or public forums. Will not disclose commercially sensitive information in their practical work report.
- **Respect.** Students will respect the workplace hierarchy, knowledge of others, and in general their colleagues and peers from the University. Our students will treat everyone with dignity and respect, irrespective of role, background or identity. Students will use all physical and digital spaces and property with respect and will only use these for their intended business purposes. Our students are representing the University.





Tips and tricks

- **Setting expectations from point of application.** The job application page is the perfect place to list some of the following which will help our students feel more comfortable applying and hopefully working with you. Include things like timelines and stages of recruitment, contact details, flexible working policies, balance of office and site work, business hours, shut down periods, what your intern or summer work looks like and equity and inclusion practices (including accommodations for disabled and neuro diverse applicants).
- **Keeping in touch.** In the lead up to their starting date, keep in contact with them. Although there can often be a few months from accepting an offer to starting the role, they don't want to be forgotten about. Use this time to prepare them for starting or connecting them with others.
- **Onboarding and orientation.** Have a detailed onboarding or orientation for students. Many of our students have never been in a corporate environment before. Please be patient with them. When they first start, they will likely have many questions that you take for granted. From what to wear in the workplace, email expectations, how to schedule a meeting and so on.
- **Jargon and office lingo.** Create a cheat sheet for them, or encourage colleagues to reduce acronyms, jargon or any lingo terms. Most of our students will not ask what these mean and will try figure it out on their own.

Beyond the summer/employment period

- **Part-time opportunities.** We often have students seeking work throughout the year to complete their 800 hours. If you have available work that is on a casual or part-time basis, reach out and we can promote this for you.
- **Engaging with the University.** There are a range of opportunities to engage with the University and have brand awareness on campus outside of recruitment cycles. If you are interested in engaging more, reach out and we can discuss options.
- **Re-hiring for another summer or throughout the year.** Note that Engineering NZ and Universities state students should complete work with at least 2 companies to get a varied experience. However, if a student wants to continue for another summer or on a part time basis to finish their hours, it must be for a different team/ business unit/ project to ensure they get that varied experience.
- **Feedback.** We welcome feedback from industry based on your experience with our students and how we can better prepare them to become successful engineering graduates.

Courtney Gray
Employer Liaison Manager
Courtney.gray@auckland.ac.nz
+65 27 571 2109



Waipapa
Taumata Rau
**University
of Auckland**

