

INTERNSHIP SUPPORT BRIEF

OmniEdge IT Solutions – University Internship Program

1. Document Purpose

This document outlines the supervision and support arrangements for the internship placement between:

- Host Organisation: OmniEdge IT Solutions (Australia)
- University: _____
- Intern/Student: _____
- Internship Period: ____ / ____ / 20____ to ____ / ____ / 20____
- Internship Mode: ☐ On-site ☐ Remote ☐ Hybrid
- Internship Location: _____

The purpose of this internship is to support the intern's academic and professional development through meaningful participation in research-driven, real-world projects aligned with OmniEdge IT Solutions' technology and innovation activities.

2. Internship Focus Areas

During the internship, the intern may contribute to one or more of the following areas:

- Literature review and academic research support
- Research documentation and reporting
- Prototyping and validation of research concepts
- AI/ML, data analytics, and human-centred digital systems research
- Educational technology / LMS-based applied research
- User experience (UX) insights and evaluation
- System design documentation and requirements analysis

3. Support Provided by OmniEdge IT Solutions (Host Organisation)

OmniEdge IT Solutions will primarily provide development, technical, and practical project support, including:

3.1 Technical and Development Support

- Allocation of relevant project tasks aligned with intern learning outcomes
- Mentoring in software development practices and tools
- Guidance on technical implementation, debugging, and deployment workflows

- Access to technical resources required for project execution (as appropriate)

3.2 Research & Professional Support

- Orientation to the project context, objectives, and expected deliverables
- Support in applied research translation (research → prototype → implementation)
- Regular progress check-ins and feedback sessions
- Review and feedback on research summaries, documentation, and draft outputs

3.3 Supervision Structure

OmniEdge IT Solutions will appoint a workplace supervisor/mentor:

- Host Supervisor Name: _____
- Position: _____
- Email: _____

Support will include a minimum of:

- Weekly/fortnightly supervision meetings (as agreed)
- Feedback on progress, deliverables, and professional conduct

4. Intern Responsibilities

The intern is expected to:

- Maintain professional behaviour and comply with agreed workplace policies
- Complete allocated tasks on time and participate in scheduled meetings
- Conduct assigned literature review and research tasks with academic integrity
- Keep project information confidential (where applicable)
- Provide periodic progress updates to both Host Supervisor and University Supervisor
- Follow ethical research practices, especially when handling data or user-related content

5. Support Provided by the University

The University will provide academic oversight, including:

- Nomination of an academic supervisor/coordinator
- Confirmation of internship learning objectives and assessment criteria (if applicable)
- Support for resolving academic or wellbeing concerns during the internship
- Monitoring internship progress and ensuring alignment with program requirements

University Supervisor/Coordinator Name: _____

Position/School: _____

Email: _____

6. Privacy, Data, and Ethical Considerations

To ensure responsible practice:

- The intern will not access sensitive personal data unless formally approved and ethically cleared.
- The internship will follow privacy-by-design principles where applicable.
- Any university-required ethics or confidentiality requirements will be followed.

7. Internship Deliverables (Indicative)

Deliverables may include:

- Literature review summary/report
- Technical documentation and implementation notes
- Prototype development contributions (where applicable)
- Progress reports and final internship report/presentation
- Professional reflection summary (if required by University)

8. Signatures

By signing below, both parties confirm the above support arrangements and supervision structure for the internship placement.

Host Organisation (OmniEdge IT Solutions)

Name: _____

Position: _____

Signature: _____

Date: ____ / ____ / 20____

Organisation Stamp/Seal (if applicable): _____

University

Name: _____

Position: _____

School/Faculty: _____

Signature: _____

Date: ____ / ____ / 20____

Intern / Student

Name: _____

Signature: _____

Date: ____ / ____ / 20____