

SONIA Student – ‘Create’ an internship

Students in ABP that have self-sourced an internship are required to ‘Create’ the internship in Sonia.

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1 'Internships' Tab in Sonia

1.1 Click on the 'Internships' tab



1.2 Click on the 'Join' button to add yourself to the internship group

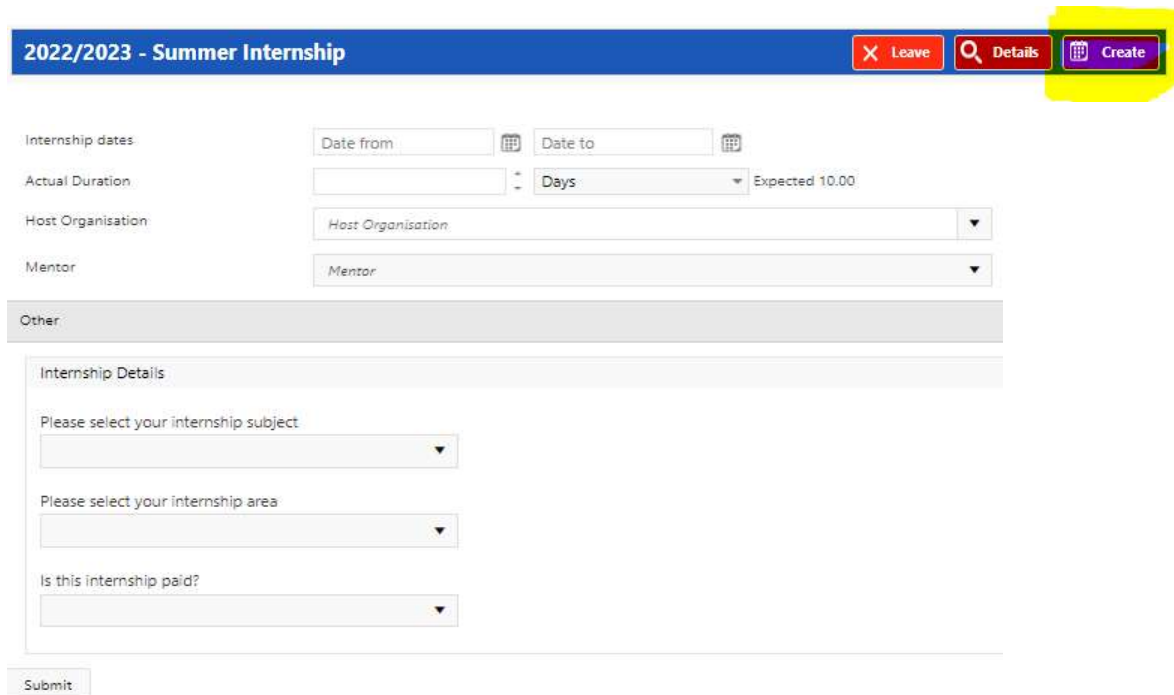
2a. Find the relevant internship group

2b. Click on the 'Join' button to add yourself to the internship group



1.3 Click on the 'Create' button to open the internship details form

3a. Click on the purple 'Create' button, to open the form details to enter the internship details



The screenshot shows the '2022/2023 - Summer Internship' form. At the top right, there are three buttons: a red 'Leave' button with an 'X' icon, a red 'Details' button with a magnifying glass icon, and a purple 'Create' button with a calendar icon. A yellow highlight is drawn around these three buttons.

Below the buttons, the form contains the following fields:

- Internship dates: Date from [calendar icon] Date to [calendar icon]
- Actual Duration: [input field] Days Expected 10.00
- Host Organisation: [dropdown menu]
- Mentor: [dropdown menu]

Other:

Internship Details

- Please select your internship subject: [dropdown menu]
- Please select your internship area: [dropdown menu]
- Is this internship paid?: [dropdown menu]

Submit

2 Instructions for 'Creating' an internships

When a student has been offered and accepted an internship, the internship details need to be recorded in Sonia, using the 'Create' button.



Step 1: Select/Add the Host Organisation

On the internship creation page, click on the host organisation drop-down menu to check if the host organisation has been used by the University of Melbourne previously.

- Is host in drop-down list? YES: Select host organization and continue to Step 2*

Internship dates	Date from <input type="text"/>	Date to <input type="text"/>	
Actual Duration	<input type="text"/>	Days	Expected 10.00
Host Organisation	<input type="text"/>		<input type="button" value="Add new host organisation"/>
Mentor	<input type="text"/>		<input type="checkbox"/> Add new Mentor
Other	<input type="text"/>		
Internship Details	<input type="text"/>		
Please select your internship subject	<input type="text"/>		

Architectus

Association for Preservation Technology International (Australasia Chapter)

Bastion Collective

Blight, Blight and Blight

Boroondara Council

Brand Architects

□ Is host in drop-down list? NO: Click on 'Add new host organisation' link to submit details.

1a. Click on the hyperlink for 'Add new host organisation' (next to the drop-down organisation list)

Internship dates: Date from [] Date to []

Actual Duration: [] Days Expected 10.00

Host Organisation: [Add new host organisation]

Mentor: [Add new Mentor]

Other: []

Internship Details: Please select your internship subject []

1b. Click on the green 'Submit a new host organisation' button

Host Organisation Submission | Draft (0) | Pending (0) | Closed (0) | + Submit a new host organisation

1c. Complete the host details and click on 'Submit'

Home | Internships | Forms | My Details | History | Documents | Host Organisation Submission

Host Organisation Submission

If a host organisation has not been used by The University of Melbourne before, students will need to submit the site for approval. Students should do the following:

- Enter the 'Site' details
- Enter 'Notes' if applicable
- Review the details entered and amend if required
- Click on 'Submit'
- Students will receive an email when the host organisation has been reviewed and approved.

Site

Organisation name: [Organisation name]

Address: [Street] [Suburb] [City] [Postcode]

Contact name: [First Name] [Last Name]

Contact details: [Email] [Phone]

Notes

Any other information the University should know about the Host Organisation?

[Rich text editor toolbar]

[Design] </> HTML Preview

[Save Draft] [Submit] [Cancel]

1d. The University will review the host submission and email the student within 48 hours to confirm the host has been approved. (if you do not receive an email confirming the host has been approved, please email abp-internship@unimelb.edu.au)

Step 2: Enter all internship details

Enter internship dates, duration & host organization

Add a new host supervisor (if required)

If the host supervisor is not in the drop-down list, tick 'Add new Host Supervisor' to enter the details

Internship dates	Date from	Date to	
Actual Duration		Days	Expected 20.00
Host Organisation	Host Organisation		Add new host organisation
Host Supervisor	Host Supervisor		<input type="checkbox"/> Add new Host Supervisor

Add a new host supervisor job title (if required)

If when adding a new host supervisor, if their job title is not in the drop down list, tick 'job title not listed' to enter the details

Host Supervisor	<input checked="" type="checkbox"/> Add new Host Supervisor		
Name	Salutation	First Name	Last Name
Job title	Job title		<input type="checkbox"/> Job title not listed
Contact details	Email	Mobile	Work phone

Step 3: Submit Internship

Students should review the 'Host Organisation' information they have entered and amend if required. Click on Submit.

3 What happens next

3.1 UOM to review/approve the internship

UOM to review the internship and approve.

3.2 Student receives confirmation email and further instructions

Students will receive an email confirming the internship has been approved and instructing the students to complete the following form(s)

Student to complete: [Vocational Placement & Risk Assessment Form](#)

Once the internship is confirmed, students are required to navigate to the Forms tab on Sonia, to add and complete the 'Vocational Placement and Risk Assessment Form'

Student to complete: Vocational Placement Setup Checklist (ABPL90307 only)

Students undertaking ABPL90307 are required to navigate to the Forms tab on Sonia, to add and complete the 'Vocational Placement Setup Checklist'

3.3 UOM to prepare legal agreements

Once the student has complete the form(s) above, UOM will prepare the Vocational Placement Letter Agreement which is the formal agreement between the Host Organisation and The University of Melbourne.