



SUBMITTING YOUR INTERNSHIP

Once you have completed your ECMS Internship Management System stages in Career Hub and have sourced a potential internship, you can begin the process of formally submitting your internship for approval through SONIA online.

Step 1: Log into Sonia online

- a) Navigate to the ECMS portal in Sonia online:
<https://placementsonline.adelaide.edu.au/SoniaOnline/School.aspx?SchoolId=13>
- b) Enter your Student ID and password and select

← → ↻ 🔒 placementsonline.adelaide.edu.au/SoniaOnline/School.aspx?SchoolId=13

Role: Student Username: Password: [I forgot your password?](#)

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You will arrive at your Sonia online dashboard and will have a number of menu items to select from.

- c) Select the tab from the main menu

You will be presented with several “placement groups” to select from, categorised by duration of internship. Pick the placement group that aligns with your intended placement length and:

- d) Use the button to join the placement group

placementsuat.adelaide.edu.au/SoniaOnline/Student/MyHome.aspx

Home **Placements** Forms My Details History Documents Sites Calendar

Self-sourced Internship + Join Details

Dates: 27 July 2020 - 06 November 2020
Selection dates: 07 October 2020 00:00 - 31 December 2020 00:00
Join dates: 07 October 2020 00:00 - 31 December 2020 00:00

You have not yet been allocated.

You will now receive an email inviting you to complete a Scope Form / Internship Proposal Form.


e) Select the **Forms** tab from the main menu

You will find a scope form has been allocated to you.

1. Scope Form Edit

f) Use the Edit button to launch and complete the form in a new browser tab

1. Scope Form



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INTERNSHIP PROPOSAL
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Use this form if you are studying in the Faculty of Engineering, Computer and Mathematical Sciences and would like to submit a proposal to undertake a local, interstate or overseas internship opportunity. The information you enter here will inform the content of the Student Internship Agreement.

Please note that completion of this form does not constitute approval of the placement. Applications will be assessed by the Faculty for compliance and approval provided prior to progressing to the formal agreement. Please keep a copy for your records.

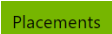
PART A: STUDENT DETAILS (student to complete)
Please note that some of the fields below will autofill with information based on your AccessAdelaide details. If any of the information below is incorrect, please contact [Ask Adelaide](mailto:AskAdelaide) to update your details.

Student ID	<input type="text"/>
First name	<input type="text"/>
Last name	<input type="text"/>
Email	<input type="text"/>
Mobile number	<input type="text"/>
Home phone number	<input type="text"/>
Program / degree name	<input type="text"/>
Program year level	<input type="text"/>
Expected completion year	<input type="text"/>
Emergency contact name	<input type="text"/>
Emergency contact number	<input type="text"/>


Once you submit this form, you will receive a receipt email notifying you that a Faculty staff member will review your submission. You will be informed once your scope form has been approved. If you do not receive an outcome email within 5 business days, please email askecms@adelaide.edu.au to request an update.

Step 2: Creating a placement request

If your scope form is approved, you will receive an email inviting you to create a placement request. As before, you will log into Sonia online to complete this step.




- a) Navigate to the ECMS portal in Sonia online:
<https://placementsonline.adelaide.edu.au/SoniaOnline/School.aspx?SchoolId=13>
- b) Enter your Student ID and password and select “Sign In”
- c) Select the  tab from the main menu

Identify the placement group that you originally joined. For this placement group, select the  button to launch a placement request.

- d) Enter the appropriate information into the placements dates and placement duration fields
- e) Select your host organisation and host contact from the drop-down lists
 - i. If you cannot find either of your host organisation or host contact in this list, you must email askecms@adelaide.edu.au and request your host be added **before** you can proceed with these steps
- f) Select 

You will arrive at a summary of your placement request. The final action for this step is to submit an internship agreement form.

As part of the conversations you have had with your host, you should have discussed whether any project intellectual property (IP) would be owned by yourself or by the host organisation. If you have not yet discussed this, please confirm with your host before proceeding to the next steps. If you are completing a paid internship, all project intellectual property (IP) is owned by the host organisation.

- g) Select the  tab from the main menu
- h) Note the drop-down field above your existing scope form and select either the “Default (Student IP)” or “Host IP” internship agreement form if you are completing an unpaid internship, then select 
- i) If you are completing a paid internship select “Student Internship Paid Employment”, then select 

The form you select will now appear beneath your existing scope form bow.

- j) Use the  button to launch and complete the form in a new browser tab

Your host will now be invited to complete their sections of the internship agreement form, followed by a final approval from the University of Adelaide.

You will be notified via email once these sections have been completed and can move onto the next step.

Step 3: Completing a pre-internship form

Your invitation to complete a pre-internship form will include instructions for accessing the form.

Simply open the form and complete a short series of responses to move onto the final step.

Step 4: Completing your internship

Once you submit your pre-internship form, a Faculty staff member will review before giving final approval to your placement request.

At this point, you will receive a copy of your fully executed internship agreement form, along with a copy of your Scope Form and Pre-Internship Form and you are cleared to proceed with internship.

As part of your internship assessment submission, you are required to complete 3 short journal entries for this internship and the journal should document your experience at the beginning, middle and end of your internship. Please refer to the attached Journal Submission Template contained in this email and remember to keep a record of it.

The University will periodically check in with you over the course of your internship, with communications sent near the beginning, middle and end of your placement (depending on duration). It is important that you pay attention to these communications as they contain important information about your internship.

Step 5: Providing feedback

A communication sent near the end of your internship will include a request to provide feedback on your experience. Remember that this feedback forms part of your assessment requirements, so please complete it as soon as possible.

As with the pre-internship form, instructions for accessing this form are included in the email notification you receive.

Follow-up and support

This concludes the process for processing your internship via the Sonia platform. You can repeat this process for any further internships that you need to count for your program.

Once you have completed the total required hours to satisfy the internship requirements of your program, you can proceed to the final stage of submitting your single assessment for grading.

For information on the assessment requirements, please refer to the Engineering [internship website](#).

If you have any further questions about this process, please contact Ask ECMS:

10am-4pm, Monday - Friday

Level 1, Ingkarni Wardli building,

North Terrace campus

T: +61 8 8313 4148

E: askecms@adelaide.edu.au