**Work Integrated Learning Placement Agreement**

**Description of Work Integrated Learning (previously called Cooperative Education)**

Work Integrated Learning is a period of applied learning at the end of the Bachelor of International Hospitality Management (BIHM) or the Bachelor of International Tourism Management (BITM), in which the student undertakes an Industry Project that spans a full semester (12-15 weeks).

Purpose of the arrangement

* The mentor’s organisation recognises and acknowledges that the work is to be undertaken by a third year BIHM or BITM student whose performance should be assessed accordingly.
* Any matters not specified in this offer that the mentor wishes to be binding on the student, must be in a private arrangement between the student and the mentor (e.g. a contract of employment, pay rates, confidentiality agreement etc).
* **Please note:** It is imperative that the most senior person (i.e. the owner(s) of the company, or the General Manager), or its delegated authority, is made aware and has approved the placement project before commencement.

Host organisation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Potential Project Topic Area: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- |
| **Industry Mentor** |  |  |
|  | (Signature) | (Date) |
|  |  |  |
|  | (Name) |  |
|  | (Authorised Designation/Position) |  |
|  |  |  |
|  |  |  |
| **Student** |  |  |
|  | (Name & Signature) | (Date) |
|  |  |  |
|  |  |  |
|  | (Student ID #) |  |
|  | | |
| **Work Integrated Learning**  **Leader (for AUT)** | |  |
|  | (Name & Signature) | (Date) |

**Work Integrated Learning Placement Agreement**

**The rights and obligations of the parties**

**Student:**

* The student agrees to complete the activities for AUT as outlined in the Learning Plan.
* The student undertakes to complete the activities for the mentor’s organisation as agreed with the mentor.
* The student agrees to conduct him/herself in a professional manner at all times with the host organisation. This includes punctuality, an appropriate standard of dress, and a professional attitude to the work assignment as well as the stakeholders with whom the student is required to work.
* The student agrees to work with the mentor nominated by the host organisation.

**Host organisation:**

* The mentor in the host organisation agrees to accept the student for the Work Integrated Learning semester and accepts that the student will report on activities and tasks in assessments, tutorials, and with academic staff.
* The mentor agrees to meet with the student regularly to provide feedback and support.
* The mentor is invited to complete workplace feedback at the conclusion of the student’s work project.
* The mentor agrees to provide the necessary resources for the student to undertake the project and undertakes to meet legal requirements with regard to health and safety.
* The mentor agrees to inform other staff with whom the student will have contact, of the nature of the student’s role within the organisation.
* The student commits to provide the host organisation with a completed work project. In return, it is expected that the mentor will provide the support and encouragement needed to facilitate successful completion of this assignment.

**Auckland University of Technology:**

* AUT will provide academic supervision in the form of lecturers and tutorials
* AUT is responsible for student assessment and granting academic credit.
* AUT will advise the mentor if the student withdraws (or is withdrawn) from the programme. If this occurs, AUT withdraws from the relationship between the student and mentor, which is no longer related to the Work Integrated Learning project.

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| **Disputes**  If the mentor or student is not satisfied with the progress of the placement, the student’s Academic Supervisor should be contacted in the first instance. In case of unresolved difficulties, the student may be withdrawn from the placement or programme at the request of any of the parties to this agreement. |