

## SONIA Industrial Experience

### THE APPROVAL PROCESS

**If you have already completed the total required weeks of industrial experience, skip to Step 3 - 'The Assessment Process' below**

#### **Step 1. Industrial Experience Application**

- a. On Forms tab, click 'Add' and select 'IE Application Form'
- b. Complete the student section
- c. Customise your email to your proposed site supervisor
- d. Click button 'Submit IE Application'

#### **Step 2. Application Result**

Once the site and IE Coordinator have approved your application you will receive an email notification.

*YOU ARE NOW APPROVED TO START YOUR PLACEMENT.*

If more information is required, you will be contacted by the FEBE Research and Industry team.

#### **Step 3 – The Assessment Process**

##### **Submit a SINGLE report for all placements**

- a. On the Forms tab, click 'Add' and select IE Report.
- b. Attach a letter of confirmation from your host/employer. This letter should be on company letterhead; include an overview of your placement dates, full-time/part-time arrangements, and a brief description of your activities.
- c. Click 'Submit'. The form will be emailed to your IE Coordinator for assessment.

When your progress meter shows 'Step 3 of 3', your IE Coordinator has approved your report, you have met your industrial experience requirement. *WELL DONE!* Your milestone will now be updated in Nustar.

If your IE Coordinator requires additional information they will be in contact.

Please refer to the Industrial Experience Student Manual for additional information on the procedure for approval and assessment of your placement(s). Alternatively consult the [UON Faculty of Engineering and Built Environment IE webpage](#).