

MCN SEEKING INDUSTRY PROJECTS FOR FABRICATION INTERNSHIP PROGRAM

Following the success of the 2014 Industrial Internship program, the Melbourne Centre for Nanofabrication is now seeking expressions of interest from industry partners for participation in 2015-2016 Fabrication Internship Program. This iteration of the program aims to assist our industry clients in meeting engineering challenges with specific alignment to MCN's core fabrication facilities, whilst also providing valuable work experience for program interns.

Key program features

- MCN to cover full cost of full-time internship labour
- Participants enjoy 50% discount on all MCN instrumentation (including MCN staff time for intern training) for the duration of the program
- Partners retain all input and output IP from project deliverables
- Participants will be able to select interns from a pool of highly capable Bachelors or postgraduate engineering/physics interns
- Interns will benefit professionally from project leadership experience and develop their own skill sets through direct technical and operation support from MCN staff and industry partners

Focus

The focus of this iteration of the internship program is fabrication. As such, projects with strong alignment to MCN's core cleanroom fabrication/characterisation facilities will be favoured. Access to all other MCN capabilities will of course be encouraged, but the majority of project activity should be cleanroom based.

On top of the industry component, program interns will also have the opportunity to run an MCN based process development project. These projects will be driven by MCN staff and will involve qualification and refinement of existing processes as well as exploration of new or "in-demand" techniques using MCN's core fabrication instruments.

Framework

Interns will be co-supervised by MCN and industry project leads. They will be asked to allocate their time equally between an industry supplied project and an MCN led process development activity.

Project goals should be tuned to allow completion within a 2-6 month span and may be performed in a casual, part time or full time capacity depending on the availability of the candidates and the demands of the individual projects. Subject to funding limits and project availability, industry partners may be able to access more than one intern. Following a shortlisting phase, industry partners will be invited to assist in final candidate selection.

Specifics/Dates

- Open call for industry expression of interest May onwards
- Shortlisting and candidate selection Beginning in June
- Program start 1st July 2015

Interested parties should fill out the attached 'expression of interest form' and email it to **Internship@nanomelbourne.com**

MCN FABRICATION INTERNSHIP PROGRAM

Program Coordinators:

Dr Lachlan Hyde - lachlan.hyde@nanomelbourne.com

Dr Ricky Tjeung - ricky.tjeung@nanomelbourne.com

Roles and Responsibilities

MCN agrees to provide interns with:

- Valuable project experience and professional training in the areas of micro and nanotechnology
- An opportunity to participate in an industrially relevant fabrication-based project
- Opportunity to take ownership of an MCN-driven process development project
- Access to training and technical resources to facilitate project outcomes
- Computational resources for internet access and data storage
- Office space, stationary and adequate storage for personal items
- Laboratory space and project consumables as needed
- Electronic FOB access to the facility
- Safety briefing, facility induction and training for online booking system
- Clear expectations of professional etiquette and customer service standards both internally and externally

MCN agrees to provide our industry partners with:

- Full subsidisation of intern's labour costs for the durations of the program (not to exceed 37.5 hrs/week or 7.35 hrs/day)
- 50% discount on MCN instrumentation usage fees
- Technical supervision of interns (as needed) related to the project direction/scope
- A transparent pricing structure for access to MCN capabilities and staff engagement
- Monthly reporting/invoicing of intern activity to aid in budget tracking
- Opportunity to participate in initial candidate selection
- Facilities for conducting project meetings

Industry Partners agree to provide Interns with:

- The opportunity to work on an industrially relevant project using MCN's state of the art micro/nanofabrication facility
- An introduction to the company's business and operational philosophy
- Access to relevant background reading/materials necessary for completion of project objectives

Program

MCN and its industry partners agree to supply and drive/support a project that can be completed over a span of two to six months by a Bachelors or postgraduate intern using (primarily) MCN's cleanroom fabrication capabilities. Further, they agree to provide a detailed project scope, anticipated milestones — with related timeline — and anticipated deliverables.

- Insight into how their efforts fit into the structure or mission of the industry partner
- Opportunities to interface with key personnel in a technical or research capacity.
- Regular feedback on progress and project direction
- Opportunity to present findings to key stakeholders

Industry Partners agree to provide MCN with:

- Any IP agreements, NDAs/CDAs if necessary prior as early as possible to minimise project delays
- Technical supervision/project management of the intern for a maximum of 50% of the intern's time
- Assurances that offsite work (if required) should remain within scope of MCN internship program and not exceed 10% of total worked hours

Interns agree to provide MCN with:

- Conscientious adherence to all MCN safety and operational policies
- Responsible tracking of working hours in the form of time sheets (not to exceed 37.5 hrs/week or 7.35 hrs/day)
- Responsible use of the online booking system for all project activities
- Attendance at all required facility inductions and safety briefings
- Regular reporting to MCN senior staff on process development project progress

Interns agree to provide industry partners with:

- Regular updates on current progress and future planning via emails, catch ups and phone calls with key stakeholders
- Periodic presentation of ongoing work and progress
- Willingness to travel to industry partner's site for project related activities and meetings (not to exceed 10% of total worked hours)

FABRICATION INTERNSHIP

EXPRESSION OF INTEREST FORM

Company: _____ **Contact name:** _____

Phone number: _____ **Email address:** _____

Project description: _____

Desired intern skills: _____

Expected program timeline/duration:

- 2-3 months
- 3-5 months
- 5-6 months

Expected project time requirements

- Casual
- Part time
- Full time

Email your completed form to internship@nanomelbourne.com