



ANU College of Health and Medicine ANU College of Science Internships Office 42 University Ave, Peter Baume Bld The Australian National University ACT 2600 Australia E: <u>science.internships@anu.edu.au</u> Ph: +61 2 6125 2601

## **CHM/CoS Internship Program**

## Internship Timeline/Checklist for Students

General Information	Due Date	Completed
Refer to the <u>CHM Internship webpage</u> or <u>CoS</u>		
Internship webpage and Programs and Courses for		
information about the Internship program.		
Application	Due Date	Completed
For advertised internships:	Due date	
Submit an Expression of Interest form to confirm your	advertised on ' <u>How</u>	
eligibility for the course. If you are a Postgraduate	to apply' webpage'.	
Coursework or HDR student, you must also have the		
approval of your Program Convener and your		
Supervisor.		
After you receive confirmation of your aligibility	Due date	
After you receive confirmation of your eligibility, submit your resume and Statement/s of Interest for	advertised on ' <u>How</u>	
your preferences (up to 3) to	to apply' webpage'.	
science.internships@anu.edu.au.	to apply webpage.	
scence.memsnps@dnu.cdu.du.		
Your application/s will be forwarded to the Host	2 months before	
organisation/s for consideration and selection. If	placement.	
shortlisted, you may be required to attend an		
interview with the Host organisation.		
For <b>self-sourced internships:</b>	At least 2 months	
Submit details of the Host organisation and project to	before placement.	
science.internships@anu.edu.au at least 2 months		
before your intended start date. See required		
information on the <u>self-sourced internship page</u> . Your		
project must meet the course requirements of an		
internship course and have the approval of the		
Internship Convener.		
Preparation and enrolment	Due Date	Completed
The Internships Office will notify you of the outcome	4 - 6 weeks before	
of your application.	placement.	

If successful for a placement, the Internships Office will send you an Internship Course Study Guide and forms to fill in (Internship Schedule/Deed Poll, enrolment variation, insurance, and other relevant forms).	4 – 6 weeks before placement.	
Seek a suitable ANU Supervisor. You may contact the relevant School's Internship Coordinator for assistance.	4 – 6 weeks before placement.	
Provide your Host and ANU Supervisors with a copy of the Internship Course Study Guide and the Internship Schedule/Deed Poll.	4 – 6 weeks before placement.	
Discuss the internship requirements with your Host and ANU Supervisors.	4 – 6 weeks before placement.	
You may seek independent legal advice from <u>ANUSA</u> or <u>PARSA</u> .	4 – 6 weeks before placement.	
Complete the Internship Schedule/Deed Poll (in consultation with your Host and ANU Supervisors) and other forms, and submit to <u>science.internships@anu.edu.au</u> .	3 weeks before placement.	
Complete required documents from the Host organisation.	As required.	
Attend an ANU induction session with the Internships Office.	At least 1 week before placement.	
Attend any required induction by the Host organisation.	As required.	
During the placement	Due Date	Completed
Arrange a meeting that includes you, your Host Supervisor and your ANU Supervisor to discuss expectations.	By the end of the first week of a semester internship or within 3 days of an intensive internship.	
Meet regularly with your Host Supervisor.		
Consult with your ANU Supervisor at least 4 times during the internship.		
You will receive a feedback survey half-way through your placement; submit within one week.		

Assessment tasks	Due Date	Completed
Project proposal	Within 2 weeks of commencement, or no later than one- quarter of the way through your placement.	
Written report	At the completion of placement, in line with semester/session dates.	
Oral presentation	At a time convenient to the Host and ANU supervisors. Ideally given in your final week of placement or shortly after project completion.	
Career Development Program (CDP) and reflection	Ongoing through semester, compiled within 2 weeks of completion of placement.	

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