

## 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

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## CHM/CoS Internship Program Internship Timeline/Checklist for Students

General Information	Due Date	Completed
Refer to the Internship Program webpage and Programs and Courses for information about the Internship Program.		
Application	Due Date	Completed
For advertised internships: Submit an Expression of Interest form to confirm your eligibility for the course. You may select up to three preferences. If you are a Postgraduate Coursework or HDR student, you must also obtain the approval of your Program Convener and your Supervisor.	Due date advertised on 'How to apply' webpage'.	
After you receive confirmation of your eligibility from the Internships Office, complete your application by following the link sent to you via email and upload your resume, one-page Statement of Interest and Suitability for each preference and any other documents as advised by the Internships Office.	Due date advertised on 'How to apply' webpage'.	
Your application/s will be forwarded to the Host organisation/s for consideration and selection. If shortlisted, you may be required to attend an interview with the Host organisation.	2 – 3 months before placement.	
For self-sourced internships: Submit details of the Host organisation and project to science.internships@anu.edu.au 3 months before your intended start date. See required information on the self-sourced internship page. Your project must meet the course requirements of an internship course and have the approval of the Internship Convener.	3 months before placement.	
Preparation and enrolment	Due Date	Completed
The Internships Office will notify you of the outcome of your application.  If successful for a placement, the Internships Office will send you an Internship Course Study Guide and relevant forms to complete.	4 - 6 weeks before placement.	
Seek a suitable ANU Supervisor. The Internships Office	4 – 6 weeks before	

Provide your Host and ANU Supervisors with a copy of the Internship Course Study Guide and relevant placement forms.	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 ANUSA.	4 – 6 weeks before placement.	
Complete the relevant ANU forms (Student Placement Agreement, Placement Details, Internship Schedule, Internal Deed, Enrolment Change) in consultation with your Host/ANU Supervisors and obtain their signatures. Submit all forms to <a href="mailto:science.internships@anu.edu.au">science.internships@anu.edu.au</a> .	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
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Arrange a meeting that includes you, your Host Supervisor and your ANU Supervisor to discuss expectations.	Semester: By the end of the first week.  Non-standard session: Within 3 days of the start of placement.	
Supervisor and your ANU Supervisor to discuss	end of the first week.  Non-standard session: Within 3 days of the start of	
Supervisor and your ANU Supervisor to discuss expectations.	end of the first week.  Non-standard session: Within 3 days of the start of	
Supervisor and your ANU Supervisor to discuss expectations.  Meet regularly with your Host Supervisor.  Consult with your ANU Supervisor at least 4 times during	end of the first week.  Non-standard session: Within 3 days of the start of	

Complete post-placement feedback.	Semester: After week 12.  Non-standard session: After completion.	
Assessment tasks	Due Date	Completed
Project proposal	Semester: Within two weeks from the start of placement.  Non-standard session: No later than one-quarter of the way through your placement.	
Written report	Semester: Last teaching day of semester.  Non-standard session: At the completion of placement as per date in your internship schedule.	
Oral presentation	At a time convenient to the Host and ANU Supervisors, no later than 2 weeks after internship report; preferably at the Host Organisation.	
Career development program and reflection	Ongoing through semester, completed within 2 weeks of internship report.	

Jan 2024