

Provide your Host and ANU Supervisors with a copy of the Internship Course Study Guide and relevant placement forms.	4 – 6 weeks before placement.	<input type="checkbox"/>
Discuss the internship requirements with your Host and ANU Supervisors.	4 – 6 weeks before placement.	<input type="checkbox"/>
You may seek independent legal advice from ANUSA .	4 – 6 weeks before placement.	<input type="checkbox"/>
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 science.internships@anu.edu.au .	3 weeks before placement.	<input type="checkbox"/>
Complete required documents from the Host organisation.	As required.	<input type="checkbox"/>
Attend an ANU induction session with the Internships Office.	At least 1 week before placement.	<input type="checkbox"/>
Attend any required induction by the Host organisation.	As required.	<input type="checkbox"/>
During the placement	Due Date	Completed
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.	<input type="checkbox"/>
Meet regularly with your Host Supervisor.		<input type="checkbox"/>
Consult with your ANU Supervisor at least 4 times during the internship.		<input type="checkbox"/>
Complete 'settling in' survey.	Semester: Week 3. Non-standard session: 20% through placement.	<input type="checkbox"/>
Complete mid-placement feedback.	Semester: Week 6. Non-standard session: 50% through placement.	<input type="checkbox"/>

Complete post-placement feedback.	Semester: After week 12. Non-standard session: After completion.	<input type="checkbox"/>
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.	<input type="checkbox"/>
Written report	Semester: Last teaching day of semester. Non-standard session: At the completion of placement as per date in your internship schedule.	<input type="checkbox"/>
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.	<input type="checkbox"/>
Career development program and reflection	Ongoing through semester, completed within 2 weeks of internship report.	<input type="checkbox"/>

Jan 2024