COURSE STUDY GUIDE
SCIENCE INTERNSHIP (COURSEWORK)

SCNC2000/SCNC3000/SCNC8000

ANU COLLEGE OF SCIENCE AND MEDICINE

SCIENCE TEACHING AND LEARNING CENTRE

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OVERVIEW

The Science Internship program is an opportunity for you to gain industry experience during your Science degree. Placements are typically with a Host organisation related to a field of science, and you will be required to apply your technical skills and science training in a professional context. An Internship is a great way to see what a career with a degree in a Science field could look like, and will give you exposure to current industry and professional practice.

The ANU College of Science and Medicine offers a limited number of internship placements, and applications for these internship places are highly competitive.

Science Internship Courses

The Science Internship (Coursework) can be taken under one of six course codes listed in Table 1.

Table 1: Science Internship course codes

Description	Prerequisites	Target audience
SCNC2000	72 units	For undergraduate students to gain industry exposure during their degree
SCNC3000	96 units	For undergraduate students to transition into industry
SCNC8000	Permission code	For postgraduate students to gain industry exposure

Full details of eligibility requirements and learning outcomes of each of the courses offered can be found on the Programs and Courses website (https://programsandcourses.anu.edu.au/).

Learning Outcomes

Full details of the learning outcomes for each of the Internship courses can be found on Programs and Courses http://programsandcourses.anu.edu.au/

In general, students who have successfully completed this course should be able to:

1. Demonstrate the ability to conduct a project with independence in the context of a professional workplace.
2. Communicate clearly and coherently in a professional environment, both orally and in writing.
3. Analyse, apply and synthesise scientific knowledge, data and evidence in a professional context.
4. Exercise critical thinking and evidence-based judgment to enhance business and industry-related activities.
5. Develop insight into how professional development opportunities can enhance a career in Science and related disciplines.

These outcomes are slightly different for each course level, with higher levels requiring higher levels of learning.

Course Completion

Successful completion of all required tasks in the agreed timelines will result in a grade of CRS (course requirements satisfied). Failure to complete all tasks to a satisfactory level will result in a grade of NCN. See Guidance for Assessment Tasks for more details.

Project Initiation and Enrolment

Full details for starting an Internship can be found at http://science.anu.edu.au/study/internships. Once you have been selected for a placement with the Host organisation, you should:

1. Identify and organise for an appropriate ANU supervisor from a field related to your project.
2. Complete the Internship Placement Agreement and Placement Details forms, which need to be signed by the Host supervisor, the ANU supervisor and yourself.
3. Complete the Enrolment Change form.
4. Return all the forms via email to science.internships@anu.edu.au 3 weeks before your start date.

Once these steps have been completed, the College Student Services office will enrol you in the appropriate course code. Note that all students must attend a compulsory Internship Induction Session prior to the start of your placement.

Expected Workload

Students undertaking a Science Internship should anticipate the time commitment shown in Table 2. An agreement around placement hours and pattern should be discussed with your Host supervisor and ANU supervisor prior to commencing the Internship.

Table 2: Expected breakdown of time commitment

Description	6-unit	12-unit	Notes
Placement with host	~ 90 hours	~ 180 hours	Suggested 1 day/week for a semester, or equivalent
Independent research/study	~ 30 hours	~ 70 hours	For related activities outside the placement
Career development program & reflection	~10 hours	~10 hours	For ongoing support and enrichment. Includes reflection.
Total	130 hours	260 hours	

Career Development Program

The Career Development Program (CDP) is based on the Science Career Development Framework, which encourages students to connect their studies to relevant areas, such as industry & innovation, research & impact, policy & governance and teaching & learning. While on placements, students undertaking a Science Internship will be required to undertake at least 8 hours of CDP activities.

To support this, a fortnightly meeting will be held to enhance these CDP activities. These meetings are not compulsory, but all Science Internship students are expected to attend, and will make the accumulation of CDP hours easier. If you are in a seasonal session (i.e. Summer/Winter), then please attend the overlapping sessions during the relevant semester. If you have an unavoidable conflict, please contact the Science Internships Office in advance. Sessions will not be recorded, and may require a small amount of preparation.

Each session will be held via Zoom according to the Timetable. The Zoom meeting details will be listed on the Science Internship course Wattle page.

A suggested list of CDP activities can be found under the Career Development Reflection assessment item.

Roles of the Supervisors

During your Internship, you will have an ANU supervisor and a Host supervisor. It is your responsibility to find an appropriate ANU supervisor before the commencement of your Internship. It is expected that you organise a meeting with the two supervisors within the first week of commencement of the placement to align expectations around the project.

The **ANU supervisor** should be someone who is familiar with and interested in the area of your Internship. They will form the link between the Host organisation and the University and guide you as an academic mentor throughout the placement. It is expected that you organise consultation time with your ANU supervisor at least 4 times during the Internship. This can be through real-time meetings, or appropriate alternatives. The ANU supervisor is expected to uphold ANU policies and procedures regarding coursework assessment.

The **Host organisation supervisor** will provide the hands-on supervision and guidance in the workplace for the duration of the Internship, and guide students through the appropriate processes and any induction within the Host organisation. It is expected that the supervisor will provide regular feedback on the student's progress, directly to the student as a form of professional development, and via monitoring from Science Internships.

You may nominate an **Advisor** for your project, either from ANU or elsewhere, who may bring specialist knowledge that can help you with your placement. The Advisor does not take on an assessment role, but can contribute to these discussions as needed.

Responsibility of Students

Students will be required to attend a compulsory induction session prior to commencing the Internship, run by the Science Internships Office. You are encouraged to book an appointment with ANU Careers to maximise your learning in the placement by providing further guidance in professional behaviour in the workplace and effective communication. Induction sessions will be organised at a time before your placement.

Students are encouraged to complete the Workplace Relationships online training program. This program helps to provide awareness of issues you may encounter in the workplace and seek support if required. You can log in via your Australian National University credentials.

During the internship, students will be expected to act in a professional manner and work under the guidance of the Host supervisor. Students should liaise with the Host supervisor on a regular basis while completing the Internship.

Students will attend the Host premises as agreed and abide by the details listed in the Internship Schedule. Students will be expected to follow any business conduct guidelines,

induction processes, safety procedures or workplace directions as required by the Host and specific Internship Schedule.

Students encountering any problems during their placement should, if appropriate, first address these with the Host supervisor. If students feel this is not appropriate under certain circumstances then issues should be raised with the ANU supervisor or the Science Internship Convener (Science.Internships@anu.edu.au).

Responsibility of Internships Office

The Internships Office is responsible for coordinating the agreements in place for the placements, and for providing support for students and supervisors during the placement. The Internships Office coordinates the Fortnightly Cohort Meetings during semester, and collating and approving the final grades.

Absences While on Placement

In most cases, the work pattern of your placement will be negotiated between you and your Host supervisor. However, if you will be absent without notice in your placement, such as being sick or non-scheduled leave, please contact your Host supervisor and copy in Science.Internships@anu.edu.au.

Surveys and Feedback

Over the course of your placement, we will request that you provide feedback on your internship experience. For students undertaking an internship during semester, we will circulate short surveys in weeks 3, 6 and after week 12. For students completing internships during non-standard sessions, we do not have a formal survey, but instead request that you provide feedback at an appropriate time.

The table below provides a brief summary of each, and our intentions behind them:

Description	Timing	Intent
Settling in survey	~20% through placement Week 3	To check that you are settling in well with your host, and that there are no major issues.
Mid-placement feedback	50% through placement Week 6	To stimulate formal feedback on your progress between you and your host/ANU supervisors. The feedback should focus on your project.
Post-placement feedback	After completion of placement After week 12	To stimulate formal feedback on the completion of your project from your host/ANU supervisors, and to collect information about the effectiveness of the Science Internship Program more broadly.

We will not share responses you provide with your host or ANU supervisors without your written permission. We also stress that these formal feedback checkpoints should accompany discussion between yourself and the Host supervisor, and encourage you to raise issues as they arise, rather than waiting for a formal request.

GUIDANCE FOR ASSESSMENT TASKS

Indicative Assessment

The Internship should centre on an agreed project that defines the bulk of your placement activity. The intent of the assessment is to scaffold your experience, and should not be the primary driver for the activity within your placement. All activities undertaken as part of the Internship should be of value to your project, your Host organisation, or yourself. Where possible, the assessment tasks should be an output of activities undertaken on the Internship, rather than being 'for the sake of assessment'.

We understand that each placement will be in a different context and with different opportunities, constraints and priorities. The outputs and appropriate timing of your project will depend on the placement. A suggested schedule of indicative assessment is shown in Table 3.

Table 3: Indicative assessment

Assessment Task	Suggested Size	Marker	Suggested Timing
Project proposal	~1000 words or aligned with Host practice	ANU Supervisor Host Supervisor	Within two weeks from commencement of placement, or no later than one-quarter of the way through your placement.
Internship report	~3000-5000 words	ANU Supervisor Host Supervisor	At the completion of placement as per date in your internship schedule or last day of teaching within the semester, whichever is earliest.
Oral presentation	~20-30 minutes, or as directed by host	ANU Supervisor Host Supervisor	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 & reflection	10 hours and ~1000 words	Science Internship Convener	Ongoing through semester, compiled within 2 weeks of completion of internship report.

Variations to the timing or tasks listed in the indicative assessment must be agreed in writing between the Student, ANU supervisor, Host supervisor and Science Internship Convener.

The total time commitment to the course should lie within the 130 hours indicated in the Expected Workload section. Where students feel they will need to exceed this in order to complete their placement assessment they should first raise the issue with their Host and ANU supervisors to discuss the scope of the project and whether it should be revised.

If students are concerned about their own performance while on placement and are not comfortable raising it with either their Host or ANU supervisor, they should reach out to the Science Internships Office for guidance (science.internships@anu.edu.au). Difficulties with motivation, or feeling unsure about how to proceed with a placement is a very normal experience for interns, and we can usually assist you in getting the most out of your placement if issues are reported to us in a timely manner.

Grading

Assessment in the Science Internship courses is not marked. This is to reflect Industry practice, where work is not marked, but benchmarked to an appropriate level. As a representative of ANU, we expect work to be of high quality (Distinction level and above), and developing your ability to benchmark the quality of your work in the context of your placement is a valuable

experience whilst on your placement. If you are unsure, please talk to your Host or ANU supervisor, or the Science Internships Office. As each assessment item is completed, a grade of CRS (course requirement satisfied) will be noted against each assessment item in Wattle.

Submission

All written work should be submitted to Wattle, which is used to keep a record of your submissions. In addition, please email your project proposal and written report to your Host and ANU supervisors as well as the Science Internships Office (science.internships@anu.edu.au).

Your career development reflection is not required to be shared with your Host and ANU supervisors, and need only be submitted on Wattle. However, you may choose to share your reflections where appropriate.

Human Ethics Considerations

Students should be aware that if they intend to conduct interviews with people or use a written survey as part of an applied research project they will need to seek ethics permission from the University Ethics Committee. Further information can be found at:
https://services.anu.edu.au/research-support/ethics-integrity/before-you-begin

Some organisations may also have an internal ethics committee. Please discuss with your Host supervisor as to whether there are any additional processes required for your project.

Project Proposal

The project proposal should outline the scope of the project to be undertaken at the start of the placement. It is recognised that the direction and focus of the project may change during the Internship depending on findings and other factors outside of your control. The proposal should be seen as an indication of intent, not necessarily a complete description of the final outcome.

There is no fixed template for the project proposal. Your Host may have an internal process for proposing a project or developing a business case. It would be valuable for your experience to follow and tailor these processes for your project. Use it as an opportunity to scope the project you will undertake whilst on your placement, and set up the expectations with your supervisors.

Each proposal will cover different topics, but a place to start could be considering the following prompts. These are not required, and should be tailored to your situation:

- Identification of project aims and goals
- An outline of roles and responsibilities of supervisors and yourself
- An indication of stakeholders or other project-enabling resources
- An indicative timeline of milestones or project phases
- A contingency plan in case milestones are not or cannot be met, or stretch goals
- Consideration of how difficult or sensitive situations could be resolved
- A risk assessment for aspects of your project
- An indication of your shared expectations for the placement
- Identification of any resources required for the successful completion of your project
- An indication of handover processes and artefacts, describing the exit conditions for your work within the scope of the project

Please ensure that your ANU and Host Supervisors endorse your Project Proposal prior to submission.

Internship Report

The Science Internship requires the completion of a final report under the direct supervision of a professional in a workplace and with guidance from the ANU supervisor. The written report should be in a format most useful to your Host organisation – ideally, they will use your project outcomes well after your placement is complete.

It is likely that throughout the placement you will develop a variety of resources that may be valuable to the Host organisation that may not fit into the definition of a traditional report, and may involve a mix of physical and digital media. In this light, you should discuss your intended format and expectation around the final 'work package' with your supervisors.

Students who have undertaken Science Internships previously have produced artefacts such as:

- **A scientific report**, including executive summary, rationale, methods, results, conclusions, recommendations and future research
- **A research paper**, written in the style of a literature research paper or essay in the relevant area or discipline
- **A scientific analysis**, prepared for scientists or other professionals looking to understand and repeat your analysis. This might include artefacts that you have developed, such as apparatus, methodology or code
- **A position paper**, providing insights you've developed through the project for a broader audience, such as a Conversation article or industrial-facing blog entry
- **A business proposal**, that outlines the business case for aspects of your work for the application of funding or as part of an accelerator program
- **A digital storymap** or other platform-based documentation of a scientific analysis
- **A portfolio of work**, highlighting the various artefacts you have developed and how they fit together
- **A physical artefact,** such as an object or body of work that displays the outputs of the placement
- **A repository of work,** showcasing and containing the artefacts you have developed
- **A collaborative report**, where you can highlight your contribution through a rationale or explainer
- **A handover document,** so that someone else can continue your project into the future
- **Any combination or extension of these relevant to your Host or your science discipline**

The report will be assessed by the ANU supervisor with input from the Host supervisor. You should discuss their expectations for this throughout your project. To meet the CRS requirement of the course, your Host and ANU supervisor must agree that you have demonstrated on your placement the relevant learning outcomes:

- Undertaken an industry-based project and provided adequate background to understand the nature of the project
- Communicated the outcomes of your project in a professional manner
- Demonstration of analysis, including efforts to consolidate and synthesise knowledge relevant to your project
- Exercised critical thinking and judgement in the context of your project

Oral Presentation

The Science Internship requires the completion of an oral presentation to a professional and academic audience. Your presentation is an opportunity to showcase the work that you have done within the Host organisation, and is a great opportunity for all the stakeholders of the project to meet face-to-face. Generally, it is expected that the oral presentation will take place at the Host institution to allow attendance and participation from staff not directly involved in supervision. Please make sure that all attendees are introduced to one another during your presentation.

As a guide, some points that you may cover in the presentation include:

- What was the goal or aim of your project?
- What is the current state of scientific knowledge related to your project?
- What activities did you undertake during your project, including phases and milestones?
- What are the outputs that your project has generated?
- What are the limitations of your work, or areas for future research?
- What have you learned, or what would you do differently in the future?
- Who do you need to acknowledge as part of the project?

Career Development Program and Reflection

The Career Development Program is a flexible activity designed to enhance your awareness of transferable industry skills after your Science Internship placement. During the placement, you are required to collect '8 points' of CDP Activity. The Career Development Program should be undertaken across the duration of your placement. A guide on CDP Points and Activities are shown in Table 4.

Table 4: CDP Points and Activities. Note: 1 point is approximately equivalent to 1 hour of work

CDP Points and Activity		CDP Points and Activity – ANU Career Central	
1	Attend the Science Internship Fortnightly Cohort meetings (1 point per session)	1	Complete the My Skills Assessment on Career Central
1	Attend a relevant Careers Fair or other Employment event	1	Complete Employability Framework Core Capability 1 - Understanding Your Professional Self
1	Attend a workshop or appointment run by ANU Careers or ANU Academic Skills	1	Complete Employability Framework Core Capability 2 - Understand Industries and Employers
1	Maintain a work log or diary over the course of your internship	1	Complete Employability Framework Core Capability 3 – Find and Apply for Jobs
1	Undertake professional development or training at the Host organisation (max 2 points)	1	Complete Employability Framework Core Capability 4 - Navigate and Drive Your Career
1	Attend a professional networking event through the Host organisation (max 2 point for 2 hours)	1	Improve your CV by referring to the FAQ resource on 'I need help with my resume' in Career Central
1	Participate professional networking or training, such as through the Canberra Innovation network (max 2 points for 2 hours)	1	Practice interviews with Google interview warm up - https://grow.google/certificates/interview-warmup/
1	Develop your professional profile through a relevant industry platform, such as LinkedIn	1	Conduct an informational interview with a professional
1	Undertake a self-defined opportunity that meets the intent of this task (max 2 points for 2 hours)	1	Develop a Career Action Plan or use the provided template

A complementary program of activity is organised during semester between the Science Internships Office and ANU Careers & Employability during 'odd weeks' in semester to support the CDP activities, and is a great way to keep in touch with the Science Internships Office and collect CDP points. These sessions will be advertised via Wattle and include Science Internship alumni advice, an Introduction to ANU Career Central, tips on making the most of your internship, preparing for job applications, and reflecting on your internship experience and your values.

Submission of the CDP requires:

- A ~1000-word personal reflection based on the completion of CDP activities.
- Documented evidence of completion of 8 points of CDP activity. This could include screenshots and artefacts depending on the nature of the activity, which may be embedded in the reflection.

The purpose of the personal reflection is to reflect on your learning in the Internship as a launching point for the next part of your career. The Reflection should not be a mere retelling of

what happened, but should include insights about relating and applying judgement and demonstrate your learning. [ANU Academic Skills](#) has a good resource on reflective writing. This task should be built-up over the semester. Some formats students have used in the past include: learning journals, blogs, opinion pieces, work diaries, job applications and selection criteria, letters to future students, reflective essays. You can present this in any media format, including written formats, video or audio, or any other format you believe appropriate to reflect on your experience. If there are confidential elements, please discuss this with the Science Internship Convener.

QUESTIONS?

E: Science.Internships@anu.edu.au