



Science 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 Science Internship Program and eligibility requirements.		<input type="checkbox"/>
Application	Due Date	Completed
For advertised internships : Log in to InPlace using this link: https://inplace.anu.edu.au to see available projects. Review the details for each opportunity (project) and submit an application for up to 3 opportunities.	Due date advertised on ' How to apply ' webpage'.	<input type="checkbox"/>
Attach your one-page Statement of Interest & Suitability, your resume and any other documents indicated in the advertisement to each application. If you are a Postgraduate Coursework student, you must also attach the approval of your Program Convener.	3 – 4 months before placement.	<input type="checkbox"/>
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.	3 months before placement.	<input type="checkbox"/>
For self-sourced internships : Submit an application via InPlace at least 3 months before your intended start date. We will assess the internship to ensure it meets the internship program's requirements for credit and you must have an ANU academic supervisor for your project. You will not be eligible for enrolment for a self-sourced internship until you have received formal approval from the Internship Course Convener.	3 months before placement.	<input type="checkbox"/>
Preparation and enrolment	Due Date	Completed
The Internships Office will notify you of the outcome of your application/s.	4 - 6 weeks before placement.	<input type="checkbox"/>
If successful for a placement, the Internships Office will send you an Internship Course Study Guide and relevant forms to complete.		<input type="checkbox"/>
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. ANUSA offers a free legal advice service for ANU students.	4 – 6 weeks before placement.	<input type="checkbox"/>
Complete the relevant ANU forms (Student Placement Agreement, Placement Details/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; dates will be posted on the Internship Program webpage.	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 session: 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 session: Week 3. Non-standard session: 20% through placement.	<input type="checkbox"/>
Complete mid-placement feedback.	Semester session: Week 6. Non-standard session: 50% through placement.	<input type="checkbox"/>

Complete post-placement feedback.	Semester session: After week 12. Non-standard session: After completion of placement.	<input type="checkbox"/>
Assessment tasks	Due Date	Completed
Project proposal	Semester session: Within two weeks from the start of your placement. Non-standard session: No later than one-quarter of the way through your placement.	<input type="checkbox"/>
Written report	Semester session: 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"/>

May 2025