



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.	<input type="checkbox"/>
Seek a suitable ANU Supervisor. You may contact the relevant School's Internship Coordinator for assistance.	4 – 6 weeks before placement.	<input type="checkbox"/>
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.	<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 <a href="#">ANUSA</a> or <a href="#">PARSA</a> .	4 – 6 weeks before placement.	<input type="checkbox"/>
Complete the Internship Schedule/Deed Poll (in consultation with your Host and ANU Supervisors) and other forms, and submit to <a href="mailto:science.internships@anu.edu.au">science.internships@anu.edu.au</a> .	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"/>
<b>During the placement</b>	<b>Due Date</b>	<b>Completed</b>
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.	<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"/>
You will receive a feedback survey half-way through your placement; submit within one week.		<input type="checkbox"/>

Assessment tasks	Due Date	Completed
Project proposal	Within 2 weeks of commencement, or no later than one-quarter of the way through your placement.	<input type="checkbox"/>
Written report	At the completion of placement, in line with semester/session dates.	<input type="checkbox"/>
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.	<input type="checkbox"/>
Career Development Program (CDP) and reflection	Ongoing through semester, compiled within 2 weeks of completion of placement.	<input type="checkbox"/>

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