



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.		<input type="checkbox"/>
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'.	<input type="checkbox"/>
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'.	<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.	2 months before placement.	<input type="checkbox"/>
For self-sourced internships: Submit details of the Host organisation and project to science.internships@anu.edu.au at least 2 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.	At least 2 months before placement.	<input type="checkbox"/>
Preparation and enrolment	Due Date	Completed
The Internships Office will notify you of the outcome of your application.	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 forms to fill in (Internship Schedule/Deed Poll, enrolment variation, and other relevant forms).		<input type="checkbox"/>

Seek a suitable ANU Supervisor. The Internships Office can assist you with this.	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 ANUSA or PARSA .	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 science.internships@anu.edu.au .	2 – 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.	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 to the Internships Office within one week.		<input type="checkbox"/>
Assessment tasks	Due Date	Completed
Project proposal	Within two weeks from commencement of placement, or no later than one-quarter of the way through your placement.	<input type="checkbox"/>
Written report	At the completion of placement as per date in your internship schedule or end of semester, whichever is earliest.	<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, compiled within 2 weeks of completion of internship report.	<input type="checkbox"/>

July 2022