

ANU COLLEGE OF HEALTH & MEDICINE

ANU COLLEGE OF SCIENCE

SCIENCE INTERNSHIPS (COURSEWORK)
GUIDE FOR HOST ORGANISATIONS

Aug 2020

INTERNSHIP PLACEMENT OVERVIEW

The Science Internship program is an opportunity for students to gain industry experience during their degrees in Science, Health and Medicine. Placements are typically with a Host organisation related to a field of science, where students can apply their technical skills and science training in a professional context.

The program enables Hosts to work with our most talented students to complete a defined project which is of real value to your business and a valuable learning experience for the student. Students work approximately 1-2 days a week for a semester (12 weeks) or as a more intensive internship over semester breaks. As a host, you can expect:

- Engagement with talented and motivated students
- Enhanced capacity for your organisation
- Completion of specific, science-related projects
- Development of your organisation's future workforce
- Strengthening of educational and business links with ANU
- Interns who are fully insured by the University

Placements are advertised to students across broad subjects in science, including areas such as: astronomy, astrophysics, physics, biology, chemistry, computer science, earth science, environmental science, geography, health science, public health, medicine, mathematics, modelling and statistics, psychology, science communication, and many more.

Students

The internship program is open to eligible later-year undergraduates, and postgraduate coursework students. All students require a distinction average grade across their science subjects. The internship is incorporated into the students' degree structure and the students receive academic credit. The internship can run at three different levels:

- Second-year undergraduates - gain industry exposure during their degree
- Third-year undergraduates - to transition into industry
- Postgraduate coursework students - to gain industry experience in their specialist area

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

1. Work under professional supervision, and gain useful background in the way scientists work in a professional context and how that workplace operates;
2. Communicate (orally and in writing) clearly and coherently in a professional context;
3. Analyse, consolidate and synthesise broad theoretical and professional knowledge through research to identify and propose solutions to complex problems with intellectual independence;
4. Exercise critical thinking and judgment in the context of developing advanced professional knowledge; and
5. Plan and execute a project.

Host organisations

The Host organisations will provide the intern with office space, and the facilities and resources they need to complete their work. The Host organisations will need to provide a supervisor who will have general oversight and responsibility for the intern's work. There are no costs involved in participating in the internship program.

Expected Workload

Students undertaking a Science Internship will work approximately 90 hours with the organisation, plus an additional 40 hours for personal study/research, equivalent to a single course. This equates to one day/week over a semester (12 weeks), or an intensive 3-week placement over a semester break. Options for larger placements are available.

Assessments

The Internship should centre on an agreed project that defines the bulk of the placement activity. All activities undertaken as part of the Internship should be of value to the project, the Host organisation, or the student. The assessment typically includes: a project proposal, a written report, an oral presentation to the organisation, and a personal reflection.

Science Internship courses are not graded; this is to reflect Industry practice, where work is not graded, but benchmarked to an appropriate level. As students have a Distinction average, we expect this level of grade to continue during the placement. Successful completion of all required tasks 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 (not completed fail). ANU supervisors and the ANU Internship Convener will be responsible for grading the work, in consultation with the Host supervisors.

Roles of the Supervisors

During the Internship, students will have a Host supervisor and an ANU supervisor.

The **Host 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 the Science Internships Office.

The **ANU supervisor** should be someone who is familiar with and interested in the area of the Internship. They will form the link between the Host organisation and the University and guide the student as an academic mentor throughout the placement. The student will consult with the ANU supervisor at least 4 times during the Internship.

It is expected that a meeting with the two supervisors and the student takes place within the first week of commencement of the placement to align expectations around the project.

Responsibility of Students

Students will be required to attend a compulsory induction session prior to commencing the Internship, run by the Science Internships Office.

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.

TIMELINE FOR PLACEMENTS

The Science Internships Office runs two main rounds of Internship placements, where students are in their placement:

- Summer Intensive (Dec-Feb) and Semester 1 (Feb-Jun)
- Winter Intensive (Jun-Jul) and Semester 2 (Jul-Oct)

Scoping a Good Placement Project: 4 Months Before Placement

The Science Internships Office will contact the Host organisations for suitable projects. A project should be:

1. Supplementary to business needs
2. Builds on areas of technical expertise
3. Provides broad opportunities to engage with the organisation
4. Aligns with the work priorities of the organisation

ANU Advertises the Project: 3 Months Before Placement

There is a two-step application process:

1. Students submit EOI for a project, and Science Internships Office checks eligibility, including academic performance and room within the students' degree
2. Eligible students submit application (CV and one-page Statement of Interest and Suitability)

Host Organisations Interview/Select Intern: 2 Months Before Placement

1. Science Internships Office sends applications to Host organisations.
2. Host organisations interview and select intern/s.
3. Host organisations advise Science Internships Office of selection.
4. Science Internships Office notifies all applicants of outcome.

Intern Finalises Details: 6 Weeks – 2 Weeks Before Placement

1. Intern organises an ANU supervisor from a field related to the project.
2. Intern contacts Host supervisor and arranges details eg starting date, finish date, etc.
3. Intern completes Internship Schedule/Deed Poll, ANU insurance form, ANU enrolment form.
4. Intern completes induction session run by Science Internships Office.

Intern Starts Internship

- Summer: intensive period December/January/February (to finish prior to start of Semester 1 in mid-Feb)
- Semester 1: mid-February
- Winter: intensive period June/July (to finish prior to start of Semester 2 in mid-July)
- Semester 2: mid-July

Placement Initiation and Contact Information

To discuss potential projects or initiate a placement opportunity, please contact the Science Internships Office: science.internships@anu.edu.au