Workload and Attendance Requirements

In this course, the internship will generally require the equivalent of 20 full working days in the host institution plus additional time as required by the individual student for completion of assignments. Students are required to attend the host institution on the dates and times agreed at the beginning of the internship, and to fulfil all normal workplace expectations. Unless indicated by the supervisor, it is expected that the students will attend from 9am - 5pm. To maximise flexibility, students may negotiate their intended pattern of attendance with the Internship Coordinator and host institution. Two common patterns are the semester pattern (1.5 days per week for the duration of the academic semester) and the intensive pattern (a block of four weeks). Students are also expected to be in regular contact online with the Internship Coordinator, and (for students in Canberra) attend any on-campus functions for internship students.

Assessment

Student assessment is coordinated by the ANU Internship Coordinator. Host Supervisors contribute to assessment by providing a short, confidential report on the intern at the end of their placement.

Workplace Proposal – Assessment 1
Once settled at their internship they are required to submit a work proposal. We anticipate that this should be after 3 working days. This proposal is discussed with the workplace supervisor to clarify the work to be carried out. This is to make transparent to the student the expectations you have of the internship. It also gives the internship co-ordinator at ANU an opportunity to comment on the suitability of the project/s ahead. This is a pass/fail activity.

Critical Reflection Journal – Assessment 2
Student will be writing an online reflective journal each day that they attend. In this journal they will be reflecting on their day’s activities and how it meshes with the theory that they have explored, discussed and written about through coursework completed. This journal is submitted to the ANU internship coordinator for assessment.

Workplace Task – Assessment 3
The student is required to submit a piece of work which can be in the format of an essay, report, film, podcast etc (2000-2500 words equivalent). The internship co-ordinator discusses with the student what the format and topic will be, and we encourage students and hosts to design a task that is mutually beneficial. This assignment is due 7 days after the completion of the internship and is assessed by staff from the ANU qualified in a relevant subject area.

Workplace Supervisor Reports
The final component of student assessment is a short confidential report from the workplace supervisor commenting on the students professional performance during their internship. A Workplace Supervisor Report template is provided to host supervisors at the end of a student placement to assist in preparation of this report, which usually takes about 15 minutes to prepare. The confidential report is sent directly to the ANU internship coordinator who uses it to finalise student assessment.