

## ANU Computing Internship

### Semester 2, 2022 Project Registration Questions

Applications are currently being requested for student internship projects via this [online Host Project Registration form](#).

Submit projects by **6 May 2022**.

#### Details collected

The following information is collected as part of the Host project submission process. This information will be used for assessing project suitability, identifying suitable student candidates and for administrative and communication purposes.

Please review this document before completing the online registration form. You may also wish to circulate the document with other team members or colleagues so that you can draft project proposals before registering through this form.

#### PART 1. HOST ORGANISATION DETAILS

Q. Where are you registering from?

- ANU (internal)
- Other Organisation (external)

Q. Have you previously hosted an intern through the ANU Computing Internship?

Q. How did you hear about the ANU Computing Internship?

#### PART 1. HOST DETAILS (Internal)

Q. ANU Business Unit

Q. ANU Division/College

Q. Business unit webpage

Q. Business Unit Description

#### PART 1. HOST DETAILS (External)

Q. Company/Organisation Name

Q. Australian Business Number (ABN) or Australian Company Number (ACN)

Q. Company Type

- For profit

- For purpose (Not-for-profit, Non-Government Organisation, Community Association, Industry Association)
- Federal Government
- State Government

Q. Number of Employees

Q. Company/Organisation website

Q. Office Address

Q. Company/Organisation Description

**PART 2. HOST PRIMARY Contact Details (The Primary Host Contact is an individual who should be contacted in regards to all administrative matters related to the ANU Computing Internship)**

Q. Name

Q. Position Title

Q. Contact email address

Q. Contact Phone number

**PART 3. PROJECT DETAILS (Required for each separate project. Note: One project per intern)**

Q. Number of projects you would like to register (up to 6)

Q. Project Title

Q. Project description

Q. Required/preferred technical skills or experience in software languages, environments, platforms.

Q. Required/desired professional/other skills or experience

Q. Project delivery mode

- Traditional in-person internship
- Remote (intern engages on project in a remote capacity)
- Either in-person or remote

Q. Due to the current environment with COVID-19 and limitations on student travel the Program will allow ANU students located in Canberra, other Australian cities and overseas to undertake placements remotely.

To assist student placement allocation, would you consider hosting a remote placement for students located outside of Canberra?

- Yes, we are happy to host a student in any location
- Yes, but only students located in Australia
- No, student must be located in Canberra

- Q. Intended supervisor Name
- Q. Intended supervisor Email address
- Q. Intended supervisor Phone number

Q. Project special requirements (please indicate if required)

- Australian citizenship
- Security clearance
- Working With Vulnerable People (WWVP) Registration
- Police Check
- Other
- None

Q. Will you be offering a paid internship?

- Yes, the intern will be engaged as a casual employee
- No, unpaid placement

**PART 4. DECLARATION Please indicate that you understand/agree to the following:**

- I understand that the ANU Computing Internship convenor reserves the right to only accept a project which meets the requirements of the Program. Submission of a project does NOT guarantee that the project meets the Program requirements.
- I understand that, upon verification, the ANU Computing Internship convenor will vet all projects and will follow up if further information required.
- I understand that the internship is expected to commence in the week starting **25 July 2022**, unless approved otherwise.
- I understand that the internship MUST conclude in the week starting **28 October 2022**, unless approved otherwise.
- I agree that a dedicated workplace supervisor will be available for each intern for the duration of the internship.
- I understand that the ANU Computing Internship convenor will provide a shortlist of potential candidates, that my organisation is required to consider, conduct interviews (phone or video), and advise preferred candidates by the dates specified, unless otherwise discussed.
- I understand that a representative from the company/organisation will need to contact the Computing Internship course convenor as soon as possible if the internship conditions must be altered (a change in host contact; a change in workplace supervisor; a change in the internship project; a transfer or termination of an employee involved heavily in the intern's placement; other unanticipated changes).
- I understand that students undertake this internship for course credit at ANU and will be required to work on an internship project agreed between the intern, workplace supervisor, academic supervisor, and the coordinator.

**Questions/Further information**

Please direct any questions you have to:

- Penny Kyburz (Computing Internship Course Convenor): [penny.kyburz@anu.edu.au](mailto:penny.kyburz@anu.edu.au)
- CECS Student Employability team: [student.employability.cecs@anu.edu.au](mailto:student.employability.cecs@anu.edu.au)