Australian National University

CRAWFORD SCHOOL OF PUBLIC POLICY

# International Self-sourced Internship Application Form

## Part A

| | | |
|---|---|---|
| **Full Name:** | | |
| **Student #:** | | |
| **Contact number:** | | |
| **Academic Program:** | | |
| **Academic Degree:** | | |
| **Internship Dates:** | | |
| **Host Name:** | | |
| **Host Contact Details** | **Address:** | |
| | **Web:** | |
| | **Email:** | |
| | **Tel:** | |
| | **Reporting to:** | |
| **Type/Sponsor:** | | |

*Below are questions to provide an overview of your self-sourced internship. You should include as much detail as possible. Once completed you can submit your form to crawford.internships@anu.edu.au for advice on next steps.*

*Include further information where prompted and mark the relevant box with an X.*

## Part B

| Questions | Yes | No | N/A |
|---|---|---|---|
| *Internship details* | | | |
| **Is the host an established and recognised organisation?** *(For example, is there a website, are they registered with relevant accreditation bodies, appear transparent with contact and organisational information visible?)* | | | |
| **Have you received clear and comprehensive information about the internship?** | | | |
| **Have you received a set of defined tasks and expectations for the internship?** | | | |
| **Do you have the name and contact details of your host supervisor?** | | | |
| **Are there safety/ethical issues with the work you will be conducting?** | | | |
| **If so, how will they be addressed/managed?** *(Include details below)* | | | |
| **Have there been ANU students placed with this organisation previously?** | | | |
| **Is the host organisation providing financial support towards the internship?** | | | |
| *What items are covered, place an "x" beside the items below:* | | | |
| **Accommodation** | | | |
| **Airfare** | | | |
| **Food** | | | |
| **Local Travel** | | | |
| **Visa expenses** | | | |
| **Miscellaneous/Other** *(provide details below)* | | | |
| **Will the host organisation arrange your accommodation?** | | | |
| **How have you ensured the accommodation is located in an area considered safe?** *(This should include travel to and from your work location as well as any local travel required as part of your internship – include details below)* | | | |

## Part C

| Questions | | | Yes | No | N/A |
|---|---|---|---|---|---|
| *Academic and Assessment details* | | | | | |
| **Do you intend to enrol in CRWF8019 and complete your internship for credit?** | | | | | |
| **Have you confirmed with your teaching program that you have the elective options available to do the internship (6 units) for credit?** | | | | | |
| **Do you intend to enrol in CRWF8020 (0 units) and have your internship listed on your academic transcript?** | | | | | |
| **Have you scheduled a meeting with the academic convenor of CRWF8019/ CRWF8020 to discuss academic requirements?** *Use the following fields to assist as you finalise the academic arrangements of the internship.* | | | | | |
| **Academic plan and assessment matters (for discussion at meeting with academic convenor):** | Statement of expectations due: | | | | |
| | Reflective journal due: | | | | |
| | Research paper due: | | | | |
| **Research Topic:** | | | | | |
| **Notes:** *(Include details below)* | | | | | |
| **Are there sufficient numbers of hours/days to meet course requirements?** | | | | | |
| **Academic supervisor:** | Name: | | | | |
| | Email: | | | | |
| | Tel: | | | | |
| **Are you currently on a scholarship**? | Which one: | | | | |
| | Will the internship affect your scholarship: | | | | |
| | Will the internship affect visa status: | | | | |
| **Are there other issues to consider?** *(Include details below)* | | | | | |

## Part D

| *Travel & Insurance details* | | | |
|---|---|---|---|
| **Does the ANU travel policy apply?** *(check the details here:* ANU Travel Policy [https://policies.anu.edu.au/ppl/document/ANUP_000476]) | | | |
| **Are there visa requirements to consider?** | | | |
| **Are you able to meet them?** | | | |
| **Will the host organisation assist with a letter of invitation and/ or sponsorship?** | | | |
| **Do you speak the local language?** | | | |
| **If no local language skills, do you intend to learn the local language whilst there?** | | | |
| **How reasonable is it to expect you to navigate the country without knowledge of the local language?** *(Include details below)* | | | |
| **How will you manage your work without knowledge of the local language?** *(Include details below)* | | | |
| **Have you reviewed Smartraveller, and completed a high-risk travel analysis where required, (including confirmed knowledge of local emergency procedures, your relevant embassy/consulate, the closest medical facilities.** | | | |
| **Do you intend to return to Australia directly after completion of the internship?** | | | |
| **If not, where are you going?** | | | |
| **How long are you there?** | | | |
| **Does the organisation have insurance coverage for general and public liability?** *(The recommended coverage is at least USD million.)* | | | |
| **Have you checked the useful links below for the relevant policies and procedures?** | | | |

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**Useful links:**

- **Course information for Public Policy and Professional Internship (CRWF8019)**
- **Course information for Public Policy Professional Experience (CRWF8020)**
- **Travel Approval**
- **Insurance**