

Step 1

## Check your eligibility to be considered for ENGN3200/6200 Engineering enrolment

- a minimum GPA of 5.0/7.0;
- For Undergraduates: completed a minimum of 96 units of Engineering program courses
- For Postgraduates: completed a minimum of 48 units of postgraduate coursework, including ENGN6250 or ENGN8260
- Space in your program to accommodate an Engineering Internship course (6 to 24 units) – Get a confirmation from CECC Student Employability Team that you have space in your Engineering program to undertake ENGN3200/6200.

Request confirmation of room in your degree to fit ENGN3200/6200, in the teaching period prior to the teaching period you intend to enroll in.

Step 2

## Arrange a placement

- Placements can be either student sourced placements or CECC sourced placements.
- Identify the type of internship you wish to undertake. Apply for advertised opportunities or make a direct approach to companies of interest to you. Refer to resources and services provided by [ANU Careers Centre](#) or get in touch with the CECC Student Employability Team at [studentemployability.cecc@anu.edu.au](mailto:studentemployability.cecc@anu.edu.au) to guide you with job search, networking, preparing a resume and cover letter, and interview preparation.
- Make sure your internship is a paid position. Interns must be covered as employees of the host organisation for the duration of the placement.
- Discuss with your potential employer about how the placement could meet [Engineers Australia Stage 2 Competencies](#).

Step 3

## Request a placement suitability assessment

Email the Course Convenor Dr Marco Ernst [marco.ernst@anu.edu.au](mailto:marco.ernst@anu.edu.au) with the following information BEFORE you commence internship (unless you are already employed at the Organisation) :

- Company name, address and website
- Name of workplace supervisor (required to be an accredited Engineer with at least 5 years' experience in their discipline) and contact phone & email
- Description of the type of work to be performed
- Dates of the intended placement and intended total hours of the placement
- Confirmation that it is a paid position

The Course Convenor will discuss your placement with your Host Supervisor. You will be advised whether or not the internship is suitable for ENGN3200/6200 by the Course Convenor.

Students must request for a placement suitability assessment, **at least 4 weeks before the start of the teaching period** that they wish to enrol in ENGN3200/6200.

Step 4

## ANU – Host Organisation Internship Agreement Letter (Not for students to action)

- To formalise the Internship for course requirements an Internship Agreement Letter must be signed between the organisation and the ANU.
- Your Host organisation will be sent an Internship Agreement Letter if/when the placement is confirmed suitable for ENGN3200/6200.
- Students are not permitted to enrol in ENGN3200/6200 without a current ANU – Host Organisation Internship Agreement Letter.

Your role may be to follow up with your Host Organisation to ensure they consider the ANU Internship Agreement Letter in a timely manner.

Step 5

## Enrol

- Once you have successfully resolved **Steps 1 to 4**, submit your **completed Enrolment Change Form** to [studentemployability.cecc@anu.edu.au](mailto:studentemployability.cecc@anu.edu.au), clearly outlining the total units load and the teaching period(s) you wish enrol in ENGN3200/6200.
- Attach the confirmation email from CECC Student Employability confirming that you have sufficient space in your Engineering program to enrol in ENGN3200/6200 with your enrolment request.
- Final formal Course Convenor approval of maximum units load for enrolment in ENGN3200/6200 will then be confirmed.
- Students are manually enrolled into ENGN3200/6200 by the CECC Student Employability & Experience Team.

### Pro-rata of hours of internship with units load of ENGN3200/6200

- 6 to 12 units = 240 hours
- 18 units = 360 hours
- 24 units = 480 hours