

## Step 1

### Submit your eligibility check request via this [link](#).

**You need to meet ALL the requirements below to proceed to Step 2:**

- A minimum GPA of 5.00/7.00;
- 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
- 6 to 24 units space in your program to accommodate an Engineering Internship course

## Step 2

### Source a placement

- 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 their team directly at [careers@anu.edu.au](mailto:careers@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

### Send an email to [marco.ernst@anu.edu.au](mailto:marco.ernst@anu.edu.au) requesting a suitability assessment

Please include the following information in the email when requesting a suitability assessment

- 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 first meet with you and then discuss your placement with your Host Supervisor.

**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

### [Not for student (you) to action] ANU – Host Internship Agreement Letter

- 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 maybe to follow up with your Host Organisation to ensure they consider the ANU Internship Agreement Letter in a timely manner.**

## Step 5

### Send an email to [studentemployability.cecc@anu.edu.au](mailto:studentemployability.cecc@anu.edu.au) attaching an [Enrolment Change Form](#)

- The Student Employability Team will email you once Step 1 to 4 have been resolved. At that point, please reply to the email with a completed [Enrolment Change Form](#), clearly outlining your total unit load and the teaching period(s) you wish to enrol in ENGN3200/6200.
- After the Course Convenor provides final approval, the CECC Student Employability Team will manually enrol you in ENGN3200/6200.

**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

