



Guideline for industry partners

Supervising a MPhil or PhD candidate intern

Thank you for hosting a HDR candidate as intern in your organisation! This checklist is designed as a general guide to supervision; some points might not be relevant to your specific case. This guide assumes that an internship has been organised and approved by the ANU and your organisation.

Prior to the intern starting

- Ensure that the intern is supervised by a member of staff who is well placed to guide the intern.
- Check whether the start and end dates, the expected working hours and deliverables have been agreed on with the intern.
- Communicate to the intern what they can expect on their first day, including where their supervisor will meet them.
- Arrange for a work space and for all the necessary equipment and IT to be in place prior to the intern starting.

During the internship

- Organise for an induction or orientation incl. your organisation's Code of Conduct and the identification of any WHS requirements for the day the intern starts.
- Check that the intern has all the required access on their first day.
- Discuss with the intern what training will be required, who will deliver it and when it will take place.
- Arrange for regular meetings throughout the internship through which you provide progress reviews, constructive feedback and opportunities to discuss the intern's work.
- Get in touch with the intern's academic supervisor or the Office of the Dean (HDR) if you have concerns about the intern's performance or conduct.

Wrapping up the internship

- Provide the intern with an evaluation of their work and conduct.
- Submit your feedback about the intern to us via email or our survey form.



Supervisors are mentors who guide the intern in developing their skills and competencies.

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