

HDR independent placement/internship presentation and review guide

This is meant as a guide for candidates undertaking a HDR independent placement for what to include in their mid placement review and end of placement presentation and report. Feel free to use this template or use it only as a guide to produce your own.

The presentation and report should be attached to your file in InPlace or sent to the GRS on completion of the placement.

Mid placement review

The mid placement review is an opportunity for the Intern, Industry Partner and Academic Mentor to assess the progress of the internship against the milestones and expected outcomes as set out in the Project Plan.

This template is a guide, you're welcome to shape this information how you wish.

Intern	
Academic Mentor	
Industry Supervisor	
Date of Review	
Names of any Attendees	

1. Summary of progress

In about 300-400 words, provide a summary of how the internship is progressing against the project plan objectives and expected outcomes. Please indicate if the research is to change from the original Project Plan.

2. summary of professional development as a researcher to date

3. Any other comments

End of placement presentation and report

This template is intended as a guide for the Final Report and Presentation for your Independent placement. It is not mandatory to use this format. The minimum standard for the Final Report is a generic overview of the research purpose, objectives, methodology and outcomes. The report may require disclosure of any IP developed from the research.

The purpose of the Final Report is to assess whether the objectives were met, outline the impact of the work for the Industry Partner and ensure sufficient recording of the research project is made available to the Industry Partner. There is no maximum length but should be approx 3-5,000 words.

Please note: The Industry Partner may request the removal of any IP or confidential information prior to submission to JCU which is fine if this is required.

1. SUMMARY OF PROJECT

In about 200-300 words, please provide a description of the purpose, objectives and expected outcome of the research project.

2. SUMMARY OF RESEARCH

b. Research Method

c. Intern's Contribution

d. Research Results and Outcomes

e. *Future Research*

f. *Business Recommendations*

3. SUMMARY OF THE EDUCATIONAL OUTCOMES

In about 100 words, in plain language, summarise how the internship contributed to your professional development as a researcher. Discuss any challenges translation of research, research environment etc. that occurred during the internship?

4. INTERN IMPACT STATEMENT

In about 75 words, please outline the impact that the internship has had on you in terms of work-readiness and competitiveness for future employment.

5. FINAL COMMENTS

Insert any additional comments if applicable.