BUS 880

Business Internship

S1 Day 2014

Dept of Marketing and Management

Contents

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General Information

Unit convenor and teaching staff
Moderator
Chris Baumann
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E4A634
Thursday, 3.15-5.15pm

Unit Convenor
Susan Hoadley
susan.hoadley@mq.edu.au
Contact via susan.hoadley@mq.edu.au
Due to the nature of this unit, consultation is available online via the learning management system (iLearn) or face-to-face by appointment.

Internship Advisor
Dione Vosper
dione.vosper@mq.edu.au
Contact via dione.vosper@mq.edu.au

Credit points
4

Prerequisites
Permission of Executive Dean of Faculty

Corequisites

Co-badged status

Unit description
This unit provides students with an opportunity to gain work experience in an area of interest for credit towards their degree. Students will work on a project in a business organisation under the guidance of a workplace mentor and an academic assessor. Students will gain experience of Australian workplace culture and environment while being involved in a range of activities such as research, planning, marketing and organisation.

Important Academic Dates

Information about important academic dates including deadlines for withdrawing from units are available at https://www.mq.edu.au/study/calendar-of-dates

Learning Outcomes

On successful completion of this unit, you will be able to:

Develop personal professional skills in the workplace.

Manage personal contribution to an organisation.

Evaluate the application of academic learning in the workplace.

Manage professional learning through reflective practice and the application of research.

Assessment Tasks

Name	Weighting	Due
1. Management skills	40%	Part a) Week 4 Part b) Week 12
2. Strategic analysis	10%	Week 7
3. Praxis	40%	Week 9
4. Work integrated learning	10%	Week 13

1. Management skills

Due: **Part a) Week 4 Part b) Week 12**
Weighting: **40%**

Analysis and development of management skills.

Grading criteria:
- Coverage of skills
- Use of theoretical framework
- Quality of plan for future development
- Ablity to make authentic connections to workplace and personal development

Estimated student workload - 12 hours

Submission - via iLearn

Extensions - Extensions will only be granted in exceptional circumstances and subject to prior negotiation, or if an application for special consideration is has been made and approved.

Penalties - Late submissions will result in a Fail grade for the unit, unless an extension has been granted or an application for special consideration has been made and approved.

On successful completion you will be able to:

• Develop personal professional skills in the workplace.

2. Strategic analysis

Due: **Week 7**
Weighting: **10%**

Analysis of internship experience.

Grading criteria:
- Quality of analysis and action plan

Estimated student workload - 2 hours

Submission - at seminar

Extensions - Extensions will only be granted in exceptional circumstances and subject to prior negotiation, or if an application for special consideration has been made and approved.

Penalties - Late submission will result in a Fail grade for the unit, unless an extension has been granted or an application for special consideration has been made and approved.

On successful completion you will be able to:
- Manage personal contribution to an organisation.

3. Praxis

Due: **Week 9**
Weighting: **40%**

Report on application of theory in the workplace.

Grading criteria:
- Identification of academic learning
- Explanation of application
- Ability to draw conclusions and make recommendation(s)

Estimated student workload - 12 hours

Submission - via iLearn

Extensions - Extensions will only be granted in exceptional circumstances and subject to prior negotiation, or if an application for special consideration has been made and approved.

Penalties - Late submission will result in a Fail grade for the unit, unless an extension has been granted or an application for special consideration has been made and approved.

On successful completion you will be able to:
- Evaluate the application of academic learning in the workplace.

4. Work integrated learning

Due: **Week 13**
Weighting: **10%**

Analysis and critique of work integrated learning.

Grading criteria:
- Use of theoretical framework
- Analytical and critical reflection

Estimated student workload - 2 hours

Submission - at seminar

Extensions - Extensions will only be granted in exceptional circumstances and subject to prior negotiation, or if an application for special consideration has been made and approved.

Penalties - Late submission will result in a Fail grade for the unit, unless an extension has been granted or an application for special consideration has been made and approved.

On successful completion you will be able to:

- Manage professional learning through reflective practice and the application of research.

Delivery and Resources

Classes & Internship Hours

- 150 hours of internship placement spread over the session

- 1 x Internship orientation

- 2 x Face-to-face seminars

- Students must complete the internship hours, attend the orientation session and the face-to-face seminars and complete the assessment tasks to complete the unit.

Grades

This is a Non-graded unit (ie assessed on a pass/fail basis only) and will use the following grades:

- S Satisfactory No SNG

- F Fail No SNG

Required and Recommended Texts and/or Materials

- Links to all readings for the unit are incorporated in iLearn.

Technology Used and Required

- The unit will be delivered via the Macquarie learning management system (iLearn), therefore students are expected to have access to and be familiar with iLearn. For more information go to http://www.mq.edu.au/iLearn/studentinfo.htm

- Students are expected to have access to and be able to use electronic mail, word processing and spreadsheet applications.

Unit Web Page

- Course material and internship information is available on iLearn https://ilearn.mq.edu.au

- There is no web page for this unit.

Teaching and Learning Activities

The primary teaching and learning activity is the work based project work that students undertake during their internships. In addition, the orientation session, face-to-face seminars and online activities are used to:

- prepare students for their placement

- facilitate the development of competencies and the application of discipline specific knowledge during the placement

- facilitate reflection on the work integrated learning that has taken place.

The face-to-face and online activities involve assessment tasks. Students will be given feedback on these activities. Optional readings are available for students who wish to read in more detail on a particular topic.

Students are expected to actively participate in all the other learning teaching activities, both face-to-face and online. This will involve participating in small groups, student presentations and contributing to the development of an online collegial community.

Students are expected to complete their internship hours in a positive and effective manner, and in accordance with the information in the Internship Guide section.

Students experiencing significant difficulties with any aspect of the unit must seek assistance immediately.

No changes have been made since the last offering of this unit.

Unit Schedule

Notes:

· Internship hours must commence no later than 21 March 2014 and be completed by 27 June 2014. The internship hours must be spread over the session, however it is not compulsory to work during the mid-session break. For further information on completing the internship hours refer to the Internship Guide section.

Academic Week	Week beginning(Monday)	Academic Activities	Internship Activities
1	3 March 2014		Internship Orientation
2	10 March 2014		Internship hours
3	17 March 2014		Internship hours
4	24 March 2014	Module 1a): Management skills	Internship hours
5	31 March 2014		Internship hours
6	7 April 2014		Internship hours
Mid-Session Break	14 April 2014		Internship hours (optional)
Mid-Session Break	21 April 2014		Internship hours (optional)
7	28 April 2014	Module 2: Strategic analysis (face-to-face)	Internship hours
8	5 May 2014		Internship hours
9	12 May 2014	Module 3: Praxis	Internship hours
10	19 May 2014		Internship hours
11	26 May 2014		Internship hours
12	2 June 2014	Module 1b) Management skills	Internship hours
13	9 June 2014	Module 4: Work integrated learning (face-to-face)	Internship hours
Exam Period	16 June 2014		Internship hours (optional)
Exam Period	23 June 2014		Internship hours (optional)
Exam Period	30 June 2014		

Policies and Procedures

Macquarie University policies and procedures are accessible from Policy Central.
Students should be aware of the following policies in particular with regard to
Learning and Teaching:

Academic Honesty Policy http://mq.edu.au/policy/docs/academic_honesty/policy.html

Assessment Policy http://mq.edu.au/policy/docs/assessment/policy.html

Grading Policy http://mq.edu.au/policy/docs/grading/policy.html

Grade Appeal Policy http://mq.edu.au/policy/docs/gradeappeal/policy.html

Grievance Management Policy http://mq.edu.au/policy/docs/grievance_management/policy.html

Disruption to Studies Policy http://www.mq.edu.au/policy/docs/disruption_studies/policy.html *The Disruption to Studies Policy is effective from March 3 2014 and replaces the Special Consideration Policy.*

In addition, a number of other policies can be found in the Learning and Teaching Category of Policy Central.

Student Code of Conduct

Macquarie University students have a responsibility to be familiar with the Student Code of Conduct: https://students.mq.edu.au/support/student_conduct/

Student Support

Macquarie University provides a range of support services for students. For details, visit http://students.mq.edu.au/support/

Learning Skills

Learning Skills (mq.edu.au/learningskills) provides academic writing resources and study strategies to improve your marks and take control of your study.

- Workshops
- StudyWise
- Academic Integrity Module for Students
- Ask a Learning Adviser

Student Services and Support

Students with a disability are encouraged to contact the Disability Service who can provide appropriate help with any issues that arise during their studies.

Student Enquiries

For all student enquiries, visit Student Connect at ask.mq.edu.au

IT Help

For help with University computer systems and technology, visit http://informatics.mq.edu.au/help/.

When using the University's IT, you must adhere to the Acceptable Use Policy. The policy applies to all who connect to the MQ network including students.

Graduate Capabilities

PG - Critical, Analytical and Integrative Thinking

Our postgraduates will be capable of utilising and reflecting on prior knowledge and experience, of applying higher level critical thinking skills, and of integrating and synthesising learning and knowledge from a range of sources and environments. A characteristic of this form of thinking is the generation of new, professionally oriented knowledge through personal or group-based critique of practice and theory.

This graduate capability is supported by:

Learning outcomes

- Develop personal professional skills in the workplace.
- Manage personal contribution to an organisation.
- Evaluate the application of academic learning in the workplace.
- Manage professional learning through reflective practice and the application of research.

Assessment tasks

- 1. Management skills
- 2. Strategic analysis
- 3. Praxis
- 4. Work integrated learning

PG - Capable of Professional and Personal Judgment and Initiative

Our postgraduates will demonstrate a high standard of discernment and common sense in their professional and personal judgment. They will have the ability to make informed choices and decisions that reflect both the nature of their professional work and their personal perspectives.

This graduate capability is supported by:

Learning outcomes

- Develop personal professional skills in the workplace.
- Manage personal contribution to an organisation.
- Evaluate the application of academic learning in the workplace.
- Manage professional learning through reflective practice and the application of research.

Assessment tasks

- 1. Management skills
- 2. Strategic analysis

- 3. Praxis
- 4. Work integrated learning

Internship Guide

INTERNSHIP ADVISOR

Any enquiries regarding the internship placement component of the program should be directed to the Internship Advisor via BUS880internships@mq.edu.au.

HOST ORGANISATION SUPERVISOR

All students will be appointed a Host Organisation Supervisor, as per the Internship Project Form. Any work related concerns must first be addressed to the Host Organisation Supervisor. If an acceptable solution cannot be reached, students must contact the Internship Advisor or Unit Convenor.

ILLNESS & EMERGENCY

ILLNESS

If students cannot attend their internship on any day due to illness, they are required to contact their Host Organisation Supervisor. If students cannot contact their Host Organisation Supervisor, they are required to contact their Internship Advisor and notify them of the times and dates they are unavailable.

EMERGENCY CONTACTS

In the case of serious illness or medical emergency, students are advised to:

- Ring 000 (the emergency services number in Australia)
- For Medical Insurance, contact OSHC on 1800 814 781
- Where possible, advise a member of Macquarie International staff of their current situation OR have their Host Organisation Supervisor contact the Internship staff.

Student Emergency Number outside of office hours (9am-5pm): 1800 CAREMQ (227 367)

INTERNSHIP HOURS

- Students must complete 150 workplace hours, as confirmed by their Host Organisation Supervisor.
- Students can start their internship from 3 March 2014. Students must begin their internship hours on or before 21 March 2014, unless otherwise arranged with their Internship Advisor and Host Organisation Supervisor.

- Days and hours of work will be decided in agreement with the student's Host Organisation Supervisor.

- Hours must be completed by Friday, 27 June 2014.

- Students are not required to work over the mid-semester break but can if they wish, by arrangement with their Host Organisation Supervisor. Students are responsible for discussing their mid-semester break plans with their Supervisor a few weeks prior.

INTERNSHIP HOURS LOG

Students are required to record their hours worked on a weekly basis on the Internship Hours Log (available in iLearn). Failure to submit the completed form, signed by the Host Organisation Supervisor will result in Fail grade for the unit.

Upload the log to iLearn on completion of internship hours, or by 5pm, Friday, 27 June 2014.

ADDITIONAL HOURS

If students complete the required 150 hours before the end of the session, they are welcome to do additional hours at the host organisation by agreement with their Host Organisation Supervisor. Students are still covered under Macquarie insurance until the final day of the session (Friday, 4 July 2014).

If students wish to continue at the host organisation after the final day of the session, this is a private arrangement between the student and host organisation and the student will no longer be covered by Macquarie insurance.

Students cannot be compelled to complete more than 150 hours at the host organisation.

PROFESSIONAL CONDUCT

During the internship, students are required to:

- Complete their internship tasks to a high standard.

- Dress appropriately for work and meet the standards set for regular employees

- Meet any human resources requirements established by the host organisation for interns.

- Abide by the rules and regulations set forth by the host organisation and the department to which they are assigned, including confidentiality, access to information, safety and security.

- Treat all information gained in the course of the internship with the utmost confidentiality. This includes, but is not limited to office conversations, files and documents, meeting content, intellectual property and all office communications including email, memorandums and notices. Students must not discloseconfidential information to any person, corporation, or entity at any time, that is, both during and after the placement.It is the student's responsibility to check with their Host Organisation Supervisor about the confidentiality of any information included in their academic assessment tasks.

- Adhere to organisational policies on email and internet usage. Use of any office resources (e.g. telephones, computers, stationery, mail and courier services, printers and photocopiers) should be strictly related to internship tasks, unless alternative arrangements have been made.

- Refrain from using their mobile phone, personal email account and social networking technology except for lunch breaks and after-work hours.

- Act in a professional manner at all times, be courteous, sensitive to the needs of others, and provide appropriate assistance.

- Be aware of cultural, religious and professional sensitivities of colleagues and to behave in an appropriate manner.

- Refrain from bringing personal visitors into the workplace without prior permission from the Host Organisation Supervisor.

Additionally, all intellectual property existing in the host organisation or produced as part of an internship remains the property of the host organisation.

If a student is found to be performing at a sub-standard level or behaving inappropriately, the Internship Advisor and/or Unit Convenor will work with both parties to find a solution. If a solution cannot be reached, the student may be removed from the internship placement.

SUPERVISOR REFERENCE

On completion of internship hours, students are required to request their own reference from their Host Organisation Supervisor. Reference guidelines are available on iLearn, if required.

ADDITIONAL WORKSHOPS

All students are strongly encouraged to make use of the academic and professional development workshops offered at Macquarie University. Workshops are available through the following services and programs:

- Careers Service - www.careers.mq.edu.au/home/

- Global Leadership Program (for students who are part of this program) - www.international.mq.edu.au/glp

Research and Practice

- This unit uses research from external sources (references available on iLearn).

- This unit gives you practice in applying research findings in your assignments.