ITEC897

Industry Based Internship 1

S1 External 2016

Dept of Computing

Contents

General Information

Unit convenor and teaching staff
Unit Convenor
Manolya Kavakli-Thorne
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Contact via 02 9850 9572
E6A 372
Tuesday - Thursday 10am-12noon

Credit points
16

Prerequisites
ITEC812 and a GPA of 3.0 (out of 4.0) and Permission of Executive Dean of Faculty

Corequisites

Co-badged status

Unit description
The industry-based internship unit helps MIT students gain experience in the industry. For the major part of the unit, students work with both an industry and an academic supervisor to complete a major IT project or a few smaller IT projects. Project topics will be agreed between the University, the student and the industry partner. Candidates may complete the project work at the industry partner's location or their own place of employment, subject to University approval. Assessment will be based on a combination of written reports and presentations. This unit provides an opportunity for students to complete an internship full-time over the course of a semester or part-time over the course of the year.

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:

Discuss ethical conduct and issues related to working in a professional IT capacity in an organisation. It is expected the student will engage with the ethics literature in the IT context and deeply appreciate the impact of non-ethical behaviour in the workplace.

Reflect on the semester long internship, allowing critical appraisal of the experience

gained. One would expect to see the student graduate displaying deep reflection which can be expressed in a variety of forms, principally a journal, but reports and other written means are also appropriate.

Express outcomes gained through professional presentation, using available tools such as powerpoint or other presentation mediums. There would be an expectation that the student displays superior competence in both the tools and techniques necessary to deliver a polished presentation; such competency will be necessary in their future workplaces.

Relate to and display cross-cultural sensitivity in the workplace in as much as the student learn to work with people of different cultural backgrounds. It is expected the student graduate will feel comfortable working with personnel of different backgrounds to themselves.

Assessment Tasks

Name	Weighting	Due
Ethics assignment	10%	Week 11
Student internship report	40%	Week 13
Presentation	10%	Week 14
Internship office report	40%	Week 14

Ethics assignment

Due: **Week 11**

Weighting: **10%**

 The Australian Newspaper, *The Sydney Morning Herald* and the *Australian Financial Review* contain many articles related to IT; indeed, in the case of the first two newspapers, they have lift-outs on IT at least once a week. These same newspapers also contain many articles related to ethical issues in IT.

Find an IT related topic in these papers (within the last 3 months), of relevance to issues you are currently facing in your internship. There should be one ethical (1) topic only. The article can not be any older than three months.

a. Discuss and review the ethical issues involved in the article with reference to the ACS Code of Ethics (http://www.acs.org.au/index.cfm?action=show&conID=200509022322219027).

b. Now relate your internship to that ethical topic. Discuss the ethical implications of what the article has to say with regard to what has been covered in your internship so far.

c. Provide the article along with the report.

On successful completion you will be able to:

- Discuss ethical conduct and issues related to working in a professional IT capacity in an organisation. It is expected the student will engage with the ethics literature in the IT context and deeply appreciate the impact of non-ethical behaviour in the workplace.

Student internship report

Due: **Week 13**
Weighting: **40%**

1. How has pursuing the internship advanced your own understanding of what constitutes a professional IT practitioner?
2. Describe one or two key learning moments in the internship this semester. These may have been moments where you felt profoundly challenged, or where you felt encouraged and engaged. Reflect on how these moments encouraged you to re-think your ideas about the internship and the ICT profession.
3. Using this internship as an example of a learning community; what are some of the features that have supported or challenged your learning? Make an assessment about the extent to which you have supported the learning of your colleagues in the workplace.
4. Outline two strategies that you will now take forward as a way of demonstrating your commitment to your ongoing professional development in ICT.

On successful completion you will be able to:

- Discuss ethical conduct and issues related to working in a professional IT capacity in an organisation. It is expected the student will engage with the ethics literature in the IT context and deeply appreciate the impact of non-ethical behaviour in the workplace.
- Reflect on the semester long internship, allowing critical appraisal of the experience gained. One would expect to see the student graduate displaying deep reflection which can be expressed in a variety of forms, principally a journal, but reports and other written means are also appropriate.
- Relate to and display cross-cultural sensitivity in the workplace in as much as the student learn to work with people of different cultural backgrounds. It is expected the student graduate will feel comfortable working with personnel of different backgrounds to themselves.

Presentation

Due: **Week 14**
Weighting: **10%**

A 15 minute presentation with powerpoint (or related) slides, articulating experiences gained in the internship, thoughts, reflections etc.

On successful completion you will be able to:

- Express outcomes gained through professional presentation, using available tools such as powerpoint or other presentation mediums. There would be an expectation that the student displays superior competence in both the tools and techniques necessary to deliver a polished presentation; such competency will be necessary in their future workplaces.

Internship office report

Due: **Week 14**
Weighting: **40%**

1. Internship Grade

Your response to this question will be worth 25% of your intern's final academic result. Please use the following guidelines to establish what grade you will assign to your intern:

0-14 the intern's quality of work was below standard the intern's effort was poor the intern was not professional the intern had little desire for improvement and learning 15-19 the intern's quality of work met your expectations the intern's effort was sufficient the intern was sufficiently professional the intern sufficiently desired improvement and learning

20-25 the intern's quality of work exceeded your expectation the intern's effort was well above your expectations the intern was very professional the intern strongly desired to improve and learn

2. Intern Reference

Please provide a written reference for the student to use when applying for future jobs. The response from this question will be given to the intern in an official letter. Please provide a minimum of 4 sentences for this reference.

On successful completion you will be able to:

- Relate to and display cross-cultural sensitivity in the workplace in as much as the student

learn to work with people of different cultural backgrounds. It is expected the student graduate will feel comfortable working with personnel of different backgrounds to themselves.

Delivery and Resources

Provided by the workplace (Monday to Friday).

Unit Schedule

A meeting forthnightly with the convenor of the course on the progress of the internship.

Monday to Friday is typically spent at the workplace.

Learning and Teaching Activities

Engagement in the workplace

This is an internship unit where Monday to Friday will effectively be spent on the job - learning IT related skills.

Meeting with the convenor

Meeting with the convener fortnightly and conducting a presentation to the convener of the course at the end of the internship/semester.

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

New Assessment Policy in effect from Session 2 2016 http://mq.edu.au/policy/docs/assessment/policy_2016.html. For more information visit http://students.mq.edu.au/events/2016/07/19/new_assessment_policy_in_place_from_session_2/

Assessment Policy prior to Session 2 2016 http://mq.edu.au/policy/docs/assessment/policy.html

Grading Policy prior to Session 2 2016 http://mq.edu.au/policy/docs/grading/policy.html

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

Complaint Management Procedure for Students and Members of the Public http://www.mq.edu.au/policy/docs/complaint_management/procedure.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/

Results

Results shown in *iLearn*, or released directly by your Unit Convenor, are not confirmed as they are subject to final approval by the University. Once approved, final results will be sent to your student email address and will be made available in eStudent. For more information visit ask.mq.edu.au.

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://www.mq.edu.au/about_us/offices_and_units/information_technology/help/.

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

Graduate Capabilities

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

- Discuss ethical conduct and issues related to working in a professional IT capacity in an organisation. It is expected the student will engage with the ethics literature in the IT context and deeply appreciate the impact of non-ethical behaviour in the workplace.
- Relate to and display cross-cultural sensitivity in the workplace in as much as the student learn to work with people of different cultural backgrounds. It is expected the student graduate will feel comfortable working with personnel of different backgrounds to themselves.

Assessment tasks

- Student internship report
- Internship office report

Learning and teaching activities

- This is an internship unit where Monday to Friday will effectively be spent on the job - learning IT related skills.
- Meeting with the convener fortnightly and conducting a presentation to the convener of the course at the end of the internship/semester.

PG - Discipline Knowledge and Skills

Our postgraduates will be able to demonstrate a significantly enhanced depth and breadth of knowledge, scholarly understanding, and specific subject content knowledge in their chosen fields.

This graduate capability is supported by:

Learning outcomes

- Reflect on the semester long internship, allowing critical appraisal of the experience gained. One would expect to see the student graduate displaying deep reflection which can be expressed in a variety of forms, principally a journal, but reports and other written means are also appropriate.
- Express outcomes gained through professional presentation, using available tools such as powerpoint or other presentation mediums. There would be an expectation that the student displays superior competence in both the tools and techniques necessary to deliver a polished presentation; such competency will be necessary in their future workplaces.

- Relate to and display cross-cultural sensitivity in the workplace in as much as the student learn to work with people of different cultural backgrounds. It is expected the student graduate will feel comfortable working with personnel of different backgrounds to themselves.

Assessment tasks

- Student internship report
- Presentation
- Internship office report

Learning and teaching activities

- This is an internship unit where Monday to Friday will effectively be spent on the job - learning IT related skills.

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 outcome

- Reflect on the semester long internship, allowing critical appraisal of the experience gained. One would expect to see the student graduate displaying deep reflection which can be expressed in a variety of forms, principally a journal, but reports and other written means are also appropriate.

Assessment tasks

- Ethics assignment
- Student internship report

Learning and teaching activities

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PG - Research and Problem Solving Capability

Our postgraduates will be capable of systematic enquiry; able to use research skills to create new knowledge that can be applied to real world issues, or contribute to a field of study or practice to enhance society. They will be capable of creative questioning, problem finding and

problem solving.

This graduate capability is supported by:

Learning outcome

- Reflect on the semester long internship, allowing critical appraisal of the experience gained. One would expect to see the student graduate displaying deep reflection which can be expressed in a variety of forms, principally a journal, but reports and other written means are also appropriate.

Assessment tasks

- Ethics assignment
- Student internship report
- Internship office report

Learning and teaching activities

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PG - Effective Communication

Our postgraduates will be able to communicate effectively and convey their views to different social, cultural, and professional audiences. They will be able to use a variety of technologically supported media to communicate with empathy using a range of written, spoken or visual formats.

This graduate capability is supported by:

Learning outcomes

- Discuss ethical conduct and issues related to working in a professional IT capacity in an organisation. It is expected the student will engage with the ethics literature in the IT context and deeply appreciate the impact of non-ethical behaviour in the workplace.

- Reflect on the semester long internship, allowing critical appraisal of the experience gained. One would expect to see the student graduate displaying deep reflection which can be expressed in a variety of forms, principally a journal, but reports and other written means are also appropriate.

- Express outcomes gained through professional presentation, using available tools such as powerpoint or other presentation mediums. There would be an expectation that the student displays superior competence in both the tools and techniques necessary to deliver a polished presentation; such competency will be necessary in their future workplaces.

Assessment tasks

- Ethics assignment
- Student internship report
- Presentation

Learning and teaching activities

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- Meeting with the convener fortnightly and conducting a presentation to the convener of the course at the end of the internship/semester.

PG - Engaged and Responsible, Active and Ethical Citizens

Our postgraduates will be ethically aware and capable of confident transformative action in relation to their professional responsibilities and the wider community. They will have a sense of connectedness with others and country and have a sense of mutual obligation. They will be able to appreciate the impact of their professional roles for social justice and inclusion related to national and global issues

This graduate capability is supported by:

Learning outcomes

- Discuss ethical conduct and issues related to working in a professional IT capacity in an organisation. It is expected the student will engage with the ethics literature in the IT context and deeply appreciate the impact of non-ethical behaviour in the workplace.
- Relate to and display cross-cultural sensitivity in the workplace in as much as the student learn to work with people of different cultural backgrounds. It is expected the student graduate will feel comfortable working with personnel of different backgrounds to themselves.

Assessment tasks

- Ethics assignment
- Student internship report

Learning and teaching activities

- This is an internship unit where Monday to Friday will effectively be spent on the job - learning IT related skills.

Standards

	Standards			
Criteria for LO 1	**Developing**	**Functional**	**Proficient**	**Advanced**
Comprehending ethical conduct in the workplace.	Virtually no engagement with the ethics literature; perhaps fleeting coverage of an ethical dilemma faced in the workplace.	Some evidence of recourse to the ethics literature. Limited understanding of the ethical issues faced in the workplace.	Satisfactory recourse to the literature on ethical standards and some evidence of reflection with regard to ethical issues faced in the workforce.	A deep analysis of the literature and the ability to both deeply and widely reflect on ethical situations faced in the workplace.
Criteria for LO 2	**Developing**	**Functional**	**Proficient**	**Advanced**
Evidence of internship reflection.	The candidate has barely engaged with the tasks expected of them in the workplace. The candidate may have been late on a number of occasions, but does not reflect on these experiences and considers the work to still have been performed adequately. A barely satisfactory level of achievement.	The candidate will have been a solid performer in the workplace, but not much more. The candidate will have been relatively disengaged, but tasks have been undertaken satisfactorily. Reflection will not necessarily acknowledge the lack of commitment to the internship, rather the intern feels what has been achieved was okay.	The candidate is well regarded by the employer. The candidate has undertaken his or her tasks well, having achieved milestones by the due date. The candidate will have been punctual. The candidate will not necessarily have shown quite the same level of initiative as that in the 'advanced' category. The candidate will be able to reflect on such experiences and may admit more initiative could have been shown.	An outstanding candidate, who has performed workplace tasks far beyond what the employer had expected. Polite, courteous and efficient at tasks. The candidate will be able to reflect on experiences gained and in assessment tasks, such as the report, the candidate will also refer extensively to the literature with regard to organisational learning theory.
Criteria for LO 3	**Developing**	**Functional**	**Proficient**	**Advanced**
Ability to present outcomes.	The speaker will be nervous. Presentation will be relatively unprofessional with little structure. The message basically comes across, but not at a professional level, rather amateurish.	The presentation is satisfactory, the format makes of visual tools, but the candidate will still appear 'unpolished'. Body language is not conducive to engagement with the audience, but the message of the presentation is nonetheless delivered.	A good presentation, making use of the appropriate tools for the type of subject material covered. The speaker will be engaged with the audience, but the talk will be somewhat more 'flat' than that delivered by the 'advanced' presenter.	An excellent presentation, with superior use of tools available. Professional presentation and appearance. Highly confident and at ease with the audience, keeping listeners engaged and interested at all times.
Criteria for LO 4	**Developing**	**Functional**	**Proficient**	**Advanced**
Cross cultural sensitivity	The student displays a *relative* lack of cultural sensitivity in the day to day interactions.	The student generally copes with work within the internship company and maintains a relatively smooth work environment.	The student will actively engage with colleagues and be inquisitive, yet sensitive about people of varying backgrounds.	At this level, the intern will be most diplomatic in their engagement with work colleagues, appreciating all manner of cultural sensitivities.