



# BUS 880

## Business Internship

S1 Day 2017

*Dept of Marketing and Management*

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#### **Disclaimer**

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## General Information

Unit convenor and teaching staff

Internship Advisor

Miss Christine Chung

[BUS880internships@mq.edu.au](mailto:BUS880internships@mq.edu.au)

Contact via +61 2 9850 4755

E4A Level 5, 525

Consultation is available by appointment to suit each student (subject to staff availability).

Unit Convenor

Dr Julie Zetler

[julie.zetler@mq.edu.au](mailto:julie.zetler@mq.edu.au)

Contact via 9850 7994

E4A 510

Monday 1-2pm, (or as arranged by parties)

Credit points

4

Prerequisites

Permission by special approval

Corequisites

Co-badged status

Unit description

This unit gives students workplace experience and professional development skills to position them to better succeed in securing employment and manage their future careers. Students undertake a placement in an organisation under the guidance of a workplace mentor/supervisor and with the support of professional and academic University staff. The unit links the workplace experience to academic theory and research to maximise the benefits of both. Assessment tasks are integrated with a range of individual and interactive learning activities. Students will gain experience of the Australian workplace environment and environment, and the ability to self-manage future professional development of generic skills and specialist knowledge. The unit contributes to the development of graduate capabilities in critical, analytical and integrative thinking and professional and personal judgement and initiative.

## 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 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	Hurdle	Due
<a href="#">1. Reflective Journal-Part A</a>	10%	No	Part A 5pm 24/3
<a href="#">2. Ethical Case Study</a>	30%	No	5pm, 5 May
<a href="#">3. Praxis</a>	20%	No	5pm, 28 May
<a href="#">4. Submit Reflective Journal</a>	40%	No	5pm, 9 June

### 1. Reflective Journal-Part A

Due: **Part A 5pm 24/3**

Weighting: **10%**

Analysis of student workplace expectations and completion of Journal Introduction. The assessment task requires students to identify their workplace objectives and create an introductory **Part A** for their journal.

#### Part A - Reflective Journal Introduction:

- The written component is up to 250-500 words
- It will identify (and discuss) your current workplace objectives, i.e. what you hope to get from your experience.
- You will submit via iLearn **Part A** by the due date (5pm, 24/3)
- You will present it as **Part A** of your reflective journal (and at the end of semester attach this to your completed journal)
- The journal is your reflection and 'story' - **Part A** represents the introduction to your journey and reflection.
- You may include creative expression if you wish. For example, art work, cartoons, etc.

Estimated student workload - 2 hours

Submission - via iLearn

Late submission - No extensions will be granted. Students that do not submit Part A will be awarded a mark of '0' for the task, except for cases in which an application for disruption of studies is made and approved.

On successful completion you will be able to:

- Develop professional skills in the workplace.

## 2. Ethical Case Study

Due: **5pm, 5 May**

Weighting: **30%**

Students will be given (via iLearn) a workplace case study to read, reflect upon and discuss in Session 2. Students are then required to submit, via iLearn, a written response to the case study by the due date. The case study response supports and reflects ethical thinking and professional problem solving skills.

### **Case Study Format:**

- The written component consists of up to 800 - 1,000 words in essay format
- References will not be counted in the word count required.
- Cover page with full student details and exact word count
- Written response should adhere to normal academic and professional standards
- Written responses should be edited and free from typographical and grammatical errors (polished work)
- Harvard referencing system to be used
- Marking criteria will be posted on iLearn

Estimated student workload - 6 hours

Submission - via iLearn

Late submission - No extensions will be granted. There will be a deduction of 10% of the total available marks made from the total awarded mark for each 24 hour period or part thereof that the submission is late (The penalty for late submission starts 8 hours after the appointed submission date/time (5pm, 5 May). No further extensions will be granted (for example, 25 hours late submission - 20% penalty). This penalty does not apply to cases in which an application for disruption of studies is made and APPROVED. No submission can be accepted after solutions/feedback have been discussed.

On successful completion you will be able to:

- Manage personal contribution to an organisation.

### 3. Praxis

Due: **5pm, 28 May**

Weighting: **20%**

Report on application of theory in the workplace. Students will submit their Praxis Report by the due date, via iLearn. Word length will depend on responses to set questions.

#### **Praxis Format:**

- Refer to iLearn for details
- Word count subject to Praxis format questions
- Please ensure that all your student details (name, student number) are included on every page

Estimated student workload - 5 hours

Submission - via iLearn

Late submission - No extensions will be granted. There will be a deduction of 10% of the total available marks made from the total awarded mark for each 24 hour period or part thereof that the submission is late (for example, 25 hours late in submission – 20% penalty). This penalty does not apply for cases in which an application for disruption of studies is made and approved. No submission will be accepted after solutions have been posted.

On successful completion you will be able to:

- Evaluate the application of academic learning in the workplace.

### 4. Submit Reflective Journal

Due: **5pm, 9 June**

Weighting: **40%**

Students will review and submit their completed Reflective Journal in session 3, in written form. The final reflective journal report will consist of **Part A**, plus **Part B** - consisting of an updated summary of your workplace experience (extracted from your diary), a conclusion, which will compare your **Part A** response with your actual workplace experience, i.e. Have my expectations (noted in **Part A**) stayed the same or changed?

#### **Final Reflective Journal Format:**

- See iLearn for details relating to your final submission requirements
- Word count is variable - but should not exceed about 2,000 words (total)
- Clearly mark **Part A** and **Part B**
- Please ensure that your student details are noted on every page
- Your final submission can contain creative expression work (if appropriate) such as Art, cartoons, brochures, etc.

- You will need to edit your final report (so that it reflects significant events rather than just a statement of activities).
- Your reflective journal represents your '*story*' and '*reflection*' - this needs to be evidenced in your finished work. For example, you must have an introduction, a middle section and a conclusion
- Do not use 'dot point' writing style unless appropriate
- Please note: that **Part A** has already been marked (out of 10%). **Part B** attracts 40% of the total mark

Estimated student workload - 8 hours

Submission - at seminar in a secure folder with student details

Late submission - No extensions will be granted. There will be a deduction of 10% of the total available marks made from the total awarded mark for each 24 hour period or part thereof that the submission is late (for example, 25 hours late in submission – 20% penalty). This penalty does not apply for cases in which an application for disruption of studies is made and approved. No submission will be accepted after solutions have been posted.

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
- 3 x Face to Face Seminars
- The session times for Session 1, 2017 are: Friday 3 March (12-2pm); Tuesday 2 May (12-2pm) and Friday 9 June (12-2pm). Please double check these dates before the session in case there are unavoidable changes.

Internship hours must commence no later than the end of week 4 and be completed within two weeks following week 13. 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.

See the timetables portal (<http://timetables.mq.edu.au/>) for class times and locations.

### **Requirements to Complete the Unit Satisfactorily**

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

There is no prescribed textbook for the unit

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>

### **Learning and Teaching Strategy**

The primary learning and teaching 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 assessable activities. 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 learning and 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.

**Assessment tasks and seminars have been changed since the last offering.**

## 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](http://mq.edu.au/policy/docs/academic_honesty/policy.html)

Assessment Policy [http://mq.edu.au/policy/docs/assessment/policy\\_2016.html](http://mq.edu.au/policy/docs/assessment/policy_2016.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](http://www.mq.edu.au/policy/docs/complaint_management/procedure.html)

Disruption to Studies Policy (in effect until Dec 4th, 2017): [http://www.mq.edu.au/policy/docs/disruption\\_studies/policy.html](http://www.mq.edu.au/policy/docs/disruption_studies/policy.html)

Special Consideration Policy (in effect from Dec 4th, 2017): <https://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policies/special-consideration>

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/](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](http://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](http://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](http://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/](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

- Develop 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. Reflective Journal-Part A
2. Ethical Case Study
3. Praxis
4. Submit Reflective Journal

### 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 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. Reflective Journal-Part A
- 2. Ethical Case Study
- 3. Praxis
- 4. Submit Reflective Journal

## **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](mailto: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 AND 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 week 1 (27 February 2017). Students must begin their internship hours on or before Friday of week 4 (24 March 2017), 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 the Friday, two weeks after week 13 (23 June 2017).
- 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 on the Friday two weeks after week 13 (23 June 2017).

## 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.

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.
- 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 disclose confidential 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/](http://www.careers.mq.edu.au/home/)
- Global Leadership Program (for students who are part of this program) - [www.international.mq.edu.au/glp](http://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.

## Changes since First Published

Date	Description
13/02/2017	date updates added