



PICT816

Internship

S1 Day 2017

Department of Security Studies and Criminology

Contents

<u>General Information</u>	2
<u>Learning Outcomes</u>	3
<u>Assessment Tasks</u>	3
<u>Delivery and Resources</u>	5
<u>Unit Schedule</u>	7
<u>Policies and Procedures</u>	7
<u>Graduate Capabilities</u>	8
<u>Changes from Previous Offering</u>	11

Disclaimer

Macquarie University has taken all reasonable measures to ensure the information in this publication is accurate and up-to-date. However, the information may change or become out-dated as a result of change in University policies, procedures or rules. The University reserves the right to make changes to any information in this publication without notice. Users of this publication are advised to check the website version of this publication [or the relevant faculty or department] before acting on any information in this publication.

General Information

Unit convenor and teaching staff

Unit Convenor

Rolando Ochoa Hernandez

rolando.ochoa@mq.edu.au

Contact via (02) 9850 1439

Building Y3A, Level 2

By Appointment

Unit Convenor

Fred Smith

fred.smith@mq.edu.au

Contact via (02) 9850 1442

Building Y3A, Level 2

By Appointment

Rolando Ochoa Hernandez

rolando.ochoa@mq.edu.au

Credit points

4

Prerequisites

Admission to MCRIM or MPICT or MCP ICT or PGDipPICT or MPICTMIntSecSt or MCP ICTMIntSecSt or MIntSecStud and 12cp and permission by special approval

Corequisites

Co-badged status

Unit description

The Department of Security Studies and Criminology (SSC) offers a unique opportunity for students to complete an industry-focused internship as part of their Master's degree. There are a number of companies and organisations that host SSC interns, including several multinational consulting firms, IT firms, think tanks, NGOs, a defence contractor and public service organisations. Expressions of Interest by email are to be submitted by close of business for: Session 2 – 15 April Session 1 – 15 September Students typically spend twelve days on site at the host organisation. Internship placements are made by matching students' interests and Master's degree specialisations with a relevant organisation. Students are expected to complete written assessment tasks and a research project for their organisation. These assessment tasks, plus a Workplace Supervisor's Report, will be graded. To be considered for the internship, students must have a 70% average in PICT units, demonstrate excellent research and communication skills and be in the latter part of their degree program. SSC cannot guarantee placement in any particular workplace, and placements are made through a competitive process after an initial interview. Students may arrange their own internship placements in a relevant organisation. Please contact fred.smith@mq.edu.au for EOI, as an intern or hosting 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:

Synthesise learning from professional and academic sources in order to produce a research paper integrating contextualised practice and academic research.

Develop professional technical competence, and appraise workplace learning using reflective practice and academic literature.

Apply knowledge gained during student's program of study to complex workplace situations; work independently and to professional standards.

Assessment Tasks

Name	Weighting	Hurdle	Due
<u>Organisational Review</u>	15%	No	End of Week 4 - 27 March 2016
<u>Placement Report</u>	15%	No	End of Week 8 - 8 May 2016
<u>Research Essay</u>	40%	No	End of Week 11 - 29 May 2016

Name	Weighting	Hurdle	Due
<u>Workplace Supervisor's Report</u>	30%	No	End of Week 13 - 12 June 2016

Organisational Review

Due: **End of Week 4 - 27 March 2016**

Weighting: **15%**

Detailed information about this assessment item can be found on the iLearn site for this unit.

On successful completion you will be able to:

- Develop professional technical competence, and appraise workplace learning using reflective practice and academic literature.
- Apply knowledge gained during student's program of study to complex workplace situations; work independently and to professional standards.

Placement Report

Due: **End of Week 8 - 8 May 2016**

Weighting: **15%**

Detailed information about this assessment item can be found on the iLearn site for this unit.

On successful completion you will be able to:

- Develop professional technical competence, and appraise workplace learning using reflective practice and academic literature.

Research Essay

Due: **End of Week 11 - 29 May 2016**

Weighting: **40%**

Detailed information about this assessment item can be found on the iLearn site for this unit.

On successful completion you will be able to:

- Synthesise learning from professional and academic sources in order to produce a research paper integrating contextualised practice and academic research.
- Apply knowledge gained during student's program of study to complex workplace situations; work independently and to professional standards.

Workplace Supervisor's Report

Due: **End of Week 13 - 12 June 2016**

Weighting: **30%**

Detailed information about this assessment item can be found on the iLearn site for this unit.

On successful completion you will be able to:

- Apply knowledge gained during student's program of study to complex workplace situations; work independently and to professional standards.

Delivery and Resources

DELIVERY AND RESOURCES

UNIT REQUIREMENTS AND EXPECTATIONS

- You should spend an average of 12 hours per week on this unit. This includes listening to lectures prior to seminar or tutorial, reading weekly required materials as detailed in iLearn, participating in iLearn discussion forums and preparing assessments.
- Internal students are expected to attend all seminar or tutorial sessions, and external students are expected to make significant contributions to on-line activities.
- In most cases students are required to attempt and submit all major assessment tasks in order to pass the unit.

REQUIRED READINGS

- The citations for all the required readings for this unit are available to enrolled students through the unit iLearn site, and at Macquarie University's library site. Electronic copies of required readings may be accessed through the library or will be made available by other means.

TECHNOLOGY USED AND REQUIRED

- Computer and internet access are essential for this unit. Basic computer skills and skills in word processing are also a requirement.
- This unit has an online presence. Login is via: <https://ilearn.mq.edu.au/>
- Students are required to have regular access to a computer and the internet. Mobile devices alone are not sufficient.
- Information about IT used at Macquarie University is available at http://students.mq.edu.au/it_services/

SUBMITTING ASSESSMENT TASKS

- All text-based assessment tasks are to be submitted, marked and returned electronically. This will only happen through the unit iLearn site.
- Assessment tasks must be submitted as a MS word document by the due date.
- Most assessment tasks will be subject to a 'Turnitin' review as an automatic part of the

submission process.

- The granting of extensions is subject to the university's Disruptions Policy. Extensions will not in normal circumstances be granted by unit conveners or tutors, but must be lodged through Disruption to Study: http://www.students.mq.edu.au/student_admin/manage_your_study_program/disruption_to_studies/.

LATE SUBMISSION OF ASSESSMENT TASKS

- If an assignment is submitted late, 5% of the available mark will be deducted for each day (including weekends) the paper is late.
- For example, if a paper is worth 20 marks, 1 mark will be deducted from the grade given for each day that it is late (i.e. a student given 15/20 who submitted 4 days late will lose 4 marks = 11/20).
- The same principle applies if an extension is granted and the assignment is submitted later than the amended date.

WORD LIMITS FOR ASSESSMENT TASKS

- Stated word limits include footnotes and footnoted references, but not bibliography, or title page.
- Word limits can generally deviate by 10% either over or under the stated figure.
- If the number of words exceeds the limit by more than 10%, then penalties will apply. These penalties are 5% of the awarded mark for every 100 words over the word limit. If a paper is 300 words over, for instance, it will lose $3 \times 5\% = 15\%$ of the total mark awarded for the assignment. This percentage is taken off the total mark, i.e. if a paper was graded at a credit (65%) and was 300 words over, it would be reduced by 15 marks to a pass (50%).
- The application of this penalty is at the discretion of the course convener.

REASSESSMENT OF ASSIGNMENTS DURING THE SEMESTER

- Macquarie University operates a Grade Appeal Policy in cases where students feel their work was graded inappropriately: <http://www.mq.edu.au/policy/docs/gradeappeal/policy.html>
- Conformably to the Grade Appeal Policy, individual works are not subject to regrading.

STAFF AVAILABILITY

- Department staff will endeavor to answer student enquiries in a timely manner. However, emails or iLearn messages will not usually be answered over the weekend or public holiday period.

- Students are encouraged to read the Unit Guide and look at instructions posted on the iLearn site before sending email requests to staff.

Unit Schedule

There are no classes for this subject however student attendance at their partnered workplace is required. At a minimum, students enrolled in the internship program should be present at their host organisation for the equivalent of one day per week for 12 weeks, however the specific structure of their attendance is a matter for negotiation between the two parties, as are the specific workplace activities the student engages in during their placement. At all times students should be working towards the assessable requirements of the unit.

This is a 4 credit point unit with significant assessment requirements. In accordance with normal Macquarie University expectations this means the student should spend on average at least 12 hours per week on this unit (i.e. three hours per credit point).

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_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

Disruption to Studies Policy (in effect until Dec 4th, 2017): 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/

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

- Develop professional technical competence, and appraise workplace learning using reflective practice and academic literature.
- Apply knowledge gained during student's program of study to complex workplace situations; work independently and to professional standards.

Assessment tasks

- Placement Report
- Workplace Supervisor's Report

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

- Synthesise learning from professional and academic sources in order to produce a research paper integrating contextualised practice and academic research.
- Apply knowledge gained during student's program of study to complex workplace situations; work independently and to professional standards.

Assessment tasks

- Research Essay
- Workplace Supervisor's Report

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

- Synthesise learning from professional and academic sources in order to produce a research paper integrating contextualised practice and academic research.
- Develop professional technical competence, and appraise workplace learning using reflective practice and academic literature.
- Apply knowledge gained during student's program of study to complex workplace situations; work independently and to professional standards.

Assessment tasks

- Organisational Review
- Research Essay

- Workplace Supervisor's Report

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 outcomes

- Synthesise learning from professional and academic sources in order to produce a research paper integrating contextualised practice and academic research.
- Develop professional technical competence, and appraise workplace learning using reflective practice and academic literature.
- Apply knowledge gained during student's program of study to complex workplace situations; work independently and to professional standards.

Assessment tasks

- Organisational Review
- Research Essay
- Workplace Supervisor's Report

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

- Synthesise learning from professional and academic sources in order to produce a research paper integrating contextualised practice and academic research.
- Develop professional technical competence, and appraise workplace learning using reflective practice and academic literature.
- Apply knowledge gained during student's program of study to complex workplace situations; work independently and to professional standards.

Assessment tasks

- Organisational Review

- Placement Report
- Research Essay
- Workplace Supervisor's Report

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

- Develop professional technical competence, and appraise workplace learning using reflective practice and academic literature.
- Apply knowledge gained during student's program of study to complex workplace situations; work independently and to professional standards.

Assessment tasks

- Placement Report
- Workplace Supervisor's Report

Changes from Previous Offering

Unit Convenors change and updated 'Delivery and Resources' section.