



ITEC897

Industry Based Internship 1

S2 Day 2019

Dept of Computing

Contents

<u>General Information</u>	2
<u>Learning Outcomes</u>	2
<u>General Assessment Information</u>	3
<u>Assessment Tasks</u>	3
<u>Delivery and Resources</u>	6
<u>Unit Schedule</u>	6
<u>Learning and Teaching Activities</u>	7
<u>Policies and Procedures</u>	7
<u>Graduate Capabilities</u>	8

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

Amin Beheshti

amin.beheshti@mq.edu.au

Credit points

16

Prerequisites

ITEC812(D) and permission by special approval

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.

Discuss ethical conduct and issues related to working in a professional IT capacity in an organisation.

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

Express outcomes gained through professional presentation, using available tools such as powerpoint or other presentation mediums.

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.

General Assessment Information

This is a full-time internship unit. The student works 5 days/week at the work place. Whereas in itec898, student works part-time (2.5 days/week) at the work place. This is the only difference between the two internship units in terms of learning outcomes. This would naturally effect the length of the reports submitted as well as the projects completed within the internship duration.

Assessment Tasks

Name	Weighting	Hurdle	Due
<u>Mid-term Report & Presentation</u>	40%	No	Week 5
<u>Internship Presentation</u>	10%	No	Week 13
<u>Internship office report</u>	50%	No	Week 13

Mid-term Report & Presentation

Due: **Week 5**

Weighting: **40%**

Mid-term Report & Presentation

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.
5. Discuss ethical conduct and issues related to working in a professional IT capacity in an organisation.

This report and its presentation is evaluated by the unit convenor. The presentation is worth 10%, and the mid-term internship report 30%.

This Assessment Task relates to the following 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.
- 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.

On successful completion you will be able to:

- Discuss ethical conduct and issues related to working in a professional IT capacity in an organisation.
- Discuss ethical conduct and issues related to working in a professional IT capacity in an organisation.
- Reflect on the semester long internship, allowing critical appraisal of the experience gained.
- Express outcomes gained through professional presentation, using available tools such as powerpoint or other presentation mediums.
- 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.

Internship Presentation

Due: **Week 13**

Weighting: **10%**

Internship Presentation

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

This Assessment Task relates to the following Learning Outcomes:

- 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.

On successful completion you will be able to:

- Discuss ethical conduct and issues related to working in a professional IT capacity in an organisation.
- Discuss ethical conduct and issues related to working in a professional IT capacity in an organisation.
- Reflect on the semester long internship, allowing critical appraisal of the experience gained.
- Express outcomes gained through professional presentation, using available tools such as powerpoint or other presentation mediums.
- 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.

Internship office report

Due: **Week 13**

Weighting: **50%**

Internship office report

This report is presented to both the unit convenor and the internship company and evaluated by the supervisor at the work place. Internship office report has two separate evaluations as follows:

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.

This Assessment Task relates to the following 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.
- 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.

On successful completion you will be able to:

- Discuss ethical conduct and issues related to working in a professional IT capacity in an organisation.
- Discuss ethical conduct and issues related to working in a professional IT capacity in an organisation.
- Reflect on the semester long internship, allowing critical appraisal of the experience gained.
- Express outcomes gained through professional presentation, using available tools such as powerpoint or other presentation mediums.
- 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.

Delivery and Resources

Provided by the workplace (Monday to Friday).

Report submissions and presentations have to be submitted on ilearn.

Unit Schedule

Monday to Friday is typically spent at the workplace.

Student must schedule either a meeting with the convenor of the course or send emails fortnightly on the progress of the internship.

There is no final examination but you are expected to submit an Internship report. If you are not available at that time, there is no guarantee an additional examination time will be offered.

Specific examination dates and times will be determined at a later date.

There are no hurdles in this unit.

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.

Communicating with the convenor

Communicating 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 \(https://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policy-central\)](https://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policy-central). Students should be aware of the following policies in particular with regard to Learning and Teaching:

- [Academic Appeals Policy](#)
- [Academic Integrity Policy](#)
- [Academic Progression Policy](#)
- [Assessment Policy](#)
- [Fitness to Practice Procedure](#)
- [Grade Appeal Policy](#)
- [Complaint Management Procedure for Students and Members of the Public](#)
- [Special Consideration Policy](#) (**Note:** *The Special Consideration Policy is effective from 4 December 2017 and replaces the Disruption to Studies Policy.*)

Undergraduate students seeking more policy resources can visit the [Student Policy Gateway \(https://students.mq.edu.au/support/study/student-policy-gateway\)](https://students.mq.edu.au/support/study/student-policy-gateway). It is your one-stop-shop for the key policies you need to know about throughout your undergraduate student journey.

If you would like to see all the policies relevant to Learning and Teaching visit [Policy Central \(https://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policy-central\)](https://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/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/study/getting-started/student-conduct>

Results

Results published on platform other than [eStudent](#), (eg. iLearn, Coursera etc.) 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 or if you are a Global MBA student contact globalmba.support@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

If you are a Global MBA student contact globalmba.support@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 outcome

- 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.

Assessment tasks

- Mid-term Report & Presentation
- Internship 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.
- Communicating 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

- Discuss ethical conduct and issues related to working in a professional IT capacity in an organisation.
- Discuss ethical conduct and issues related to working in a professional IT capacity in an organisation.

Assessment tasks

- Mid-term Report & Presentation
- Internship 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.
- Communicating with the convener fortnightly and conducting a presentation to the convener of the course at the end of the internship/semester.

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

- Discuss ethical conduct and issues related to working in a professional IT capacity in an organisation.
- Discuss ethical conduct and issues related to working in a professional IT capacity in an organisation.

Assessment tasks

- Mid-term Report & Presentation
- Internship 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.
- Communicating with the convener fortnightly and conducting a presentation to the convener of the course at the end of the internship/semester.

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

- Reflect on the semester long internship, allowing critical appraisal of the experience gained.
- Express outcomes gained through professional presentation, using available tools such as powerpoint or other presentation mediums.

Assessment tasks

- Mid-term Report & Presentation
- Internship 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.
- Communicating with the convener fortnightly and conducting a presentation to the convener of the course at the end of the internship/semester.

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

- Reflect on the semester long internship, allowing critical appraisal of the experience gained.
- Express outcomes gained through professional presentation, using available tools such as powerpoint or other presentation mediums.

Assessment tasks

- Mid-term Report & Presentation
- Internship 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.
- Communicating 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 outcome

- 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.

Assessment tasks

- Mid-term Report & Presentation
- Internship 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.
- Communicating with the convener fortnightly and conducting a presentation to the convener of the course at the end of the internship/semester.