FOSE8110

Science Innovation Internship

Session 2, Weekday attendance, North Ryde 2020

Science and Engineering Faculty level units

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Disclaimer

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Notice

As part of Phase 3 of our return to campus plan, most units will now run tutorials, seminars and ot her small group learning activities on campus for the second half-year, while keeping an online ver sion available for those students unable to return or those who choose to continue their studies onli ne.

To check the availability of face-to-face and onlin e activities for your unit, please go to timetable vi ewer. To check detailed information on unit asses sments visit your unit's iLearn space or consult yo ur unit convenor.

General Information

Unit convenor and teaching staff Abidali Mohamedali abidali.mohamedali@mq.edu.au
Credit points 40
Prerequisites 40cp at 8000 level including ((FOSC804 or FOSE8010) and (FOSC805 or FOSE8020))
Corequisites
Co-badged status
Unit description This unit provides students the opportunity for an industry-based internship for observing real-word innovation in practice or a research internship for first-hand experience of world-leading research. The internship integrates practical experience and learning for postgraduate students within a business or organization. All students will be required to engage in at least one substantial piece of self-reflective evaluation, one major analytical project report and participate in face-to-face workshops. The placement will allow students to explore relevant issues internal to the organization such as its goals, target identification, project management, to take cutting-edge ideas in scientific disciplines from conception through development to realisation. Students will be considered for enrolment into this unit after the successful completion of the other core units.

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:

ULO1: Apply principles of entrepreneurship, leadership and innovation to the workplace.

ULO2: Analyse and evaluate your practical experience and be able to critically appraise the experience gained.

ULO3: Relate to and display cross-cultural sensitivity in the workplace.

ULO4: Demonstrate skills in communication, workplace relations, policy and procedures, visioning and strategic planning within the workplace.

Assessment Tasks

Name	Weighting	Hurdle	Due
Weekly Reflection Journal	20%	No	Weekly fro 10 weeks
Self Reflection essay	15%	No	Week 12
Final Report	60%	No	Week 13
Work Diary	5%	Yes	Weekly

Weekly Reflection Journal

Assessment Type [1]: Reflective Writing
Indicative Time on Task [2]: 48 hours
Due: **Weekly fro 10 weeks**
Weighting: **20%**

These weekly reflection exercises will be a series of short reports (minimum 500 Words) written by students to concisely report on reflections and learning of the week.

On successful completion you will be able to:

- Apply principles of entrepreneurship, leadership and innovation to the workplace.
- Analyse and evaluate your practical experience and be able to critically appraise the experience gained.
- Demonstrate skills in communication, workplace relations, policy and procedures, visioning and strategic planning within the workplace.

Self Reflection essay

Assessment Type [1]: Essay
Indicative Time on Task [2]: 30 hours
Due: **Week 12**
Weighting: **15%**

A substantive self reflection essay based on internship experience.

On successful completion you will be able to:

- Analyse and evaluate your practical experience and be able to critically appraise the experience gained.
- Relate to and display cross-cultural sensitivity in the workplace.
- Demonstrate skills in communication, workplace relations, policy and procedures, visioning and strategic planning within the workplace.

Final Report

Assessment Type [1]: Report
Indicative Time on Task [2]: 90 hours
Due: **Week 13**
Weighting: **60%**

The Internship report (minimum 6000 words) summarizes all the personal, technical and firm related experiences of the student, addressing the internee's key achievements and outcomes.

On successful completion you will be able to:

- Apply principles of entrepreneurship, leadership and innovation to the workplace.
- Relate to and display cross-cultural sensitivity in the workplace.
- Demonstrate skills in communication, workplace relations, policy and procedures, visioning and strategic planning within the workplace.

Work Diary

Assessment Type [1]: Log book
Indicative Time on Task [2]: 12 hours
Due: **Weekly**
Weighting: **5%**
This is a hurdle assessment task (see assessment policy for more information on hurdle assessment tasks)

A log book of hours and dates worked during the period. Must be signed off by internship supervisor.

On successful completion you will be able to:

- Apply principles of entrepreneurship, leadership and innovation to the workplace.
- Demonstrate skills in communication, workplace relations, policy and procedures,

visioning and strategic planning within the workplace.

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[1] If you need help with your assignment, please contact:

- the academic teaching staff in your unit for guidance in understanding or completing this type of assessment
- the Writing Centre for academic skills support.

[2] Indicative time-on-task is an estimate of the time required for completion of the assessment task and is subject to individual variation

Delivery and Resources

This unit provides students with the opportunity for an industry-based internship for observing real-word innovation in practice or a research internship for the first-hand experience of world-leading research. The internship integrates practical experience and learning for postgraduate students within a business or organization. All students will be required to engage in at least one substantial piece of self-reflective evaluation and one major analytical project. The placement will allow students to explore relevant issues internal to the organization such as its goals, target identification, project management, to take cutting-edge ideas in scientific disciplines from conception through development to realisation. Students will be considered for enrolment into this unit after the successful completion of the other core units.

Process

Students are encouraged to choose and make contact with their own preferred internship provider. Once contact has been made, a referral letter can be requested to be sent to the host organization.

Students are requested to discuss the details and nature of the activity with the host organisation and compete and activity PROPOSAL form. This proposal will be assessed by the convener and sent for amendment or approval. If approved, the host organisation will be sent an ACTIVITY STATEMENT to sign and approve.

Once the activity statement is approved by the host organisation, a CONFIRMATION letter will be sent to both student and host organisation and the activity can proceed.

Requirements

Students are required to:

- Complete any appropriate health checks, vaccinations and any other clearances deemed necessary by the partner organisation;
- Take all necessary precautions to ensure their own health, safety and welfare, as well as the health, safety and welfare of others;
- Abide by and cooperate with the partner organisation with respect to all rules,

requirements, and procedures of the partner, including those dealing with Work, Health and Safety requirements; emergency procedures; harassment, bullying and anti-discrimination policies; child protection policies and laws; dress standards; confidentiality and privacy requirements; internet policies and ethical guidelines;

- Complete the required time commitment, assessment tasks and all other requirements of the activity and unit;
- Treat all staff and peers with courtesy and respect and treat everyone equitably, irrespective of gender, race, disability, cultural background, religion, age, political conviction, age, sexual orientation or medical condition;
- Behave in a way which protects the reputation and good name of the University;
- Ask for and accept feedback and advice about their work;
- Advise the host supervisor and the Unit Convenor if they cannot attend work or participate in the activity due to sickness or other personal circumstances at the earliest possible time;
- Negotiate in good faith with the partner organisation and enter into a separate agreement with them relating to Intellectual Property rights ownership;
- Keep private any information learnt about the workplace, its clients or employees in accordance with the partner organisation's confidentiality policy.
- Acknowledge that any personal information that may be collected in the course of the activity is protected by the Privacy and Personal Information Protection Act 1998 (NSW), the Privacy Act 1988 (Cth), and the Health Records and Information Privacy Act 2002 (NSW).
- Not present themselves as a representative of the partner organisation in any form of media or communication without prior written permission from the partner organisation. The student must also seek approval from the partner organisation about message content in all such communications.

Unit Web Page

The web page for this unit is at Macquarie's new learning management system website: *http://ilearn.mq.edu.au*

Login and follow prompts to FOSE8110.

You are expected to access the unit web site frequently (i.e., almost daily). This site contains important information including submissions (that you will be expected to access in class) and assignments.

Logging In: Type in the URL http://ilearn.mq.edu.au **and find FOSE8110.** Your username is

your Macquarie Student ID Number (MQID), which is an 8 digit number found on your student card. The password is your myMQ Student Portal password. This will be the original MQID password (2 random characters followed by your date of birth in ddmmyy format) that was sent to you on enrolment, unless you have already changed your password in the myMQ Student Portal. If you experience difficulties in getting your reprint or your password, please contact the StudentIT Desk (ph: 9850 6500).

Unit Schedule

Monday to Friday is typically spent at the workplace.

Student must complete weekly report on Ilearn.

3 Compulsory on campus worshops will require attendance.

There is no final examination but you are expected to submit a detailed 6000-10000 word Internship report.

There is only one hurdle in this unit, which is the submission of the work diary. Failure to cross this hurdle will result in a fail.

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). 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.)*

Students seeking more policy resources can visit the 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).

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 help you improve your marks and take control of your study.

- Getting help with your assignment
- Workshops
- StudyWise
- Academic Integrity Module

The Library provides online and face to face support to help you find and use relevant information resources.

- Subject and Research Guides
- Ask a Librarian

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.