



# MMBA8155

## Management Internship

MGSM term 3, Special circumstance 2020

*Department of Management*

### 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>	5
<u>Unit Schedule</u>	5
<u>Policies and Procedures</u>	5

#### **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 Dr Chris Bilsland <a href="mailto:christine.bilsland@mq.edu.au">christine.bilsland@mq.edu.au</a>
Credit points 10
Prerequisites Admission to MBA or MSocEntre and (80cp in MGSM or MMBA units) and permission by special approval
Corequisites
Co-badged status
Unit description The Management Internship is a 10-week research-based work placement giving students at advanced stages in their MBA an opportunity to work in an Australian organisation on a 'real time' business project. Interns work independently or as part of a team from the organisation under the supervision of an MQ Business School academic and a key contact or client sponsor. At the conclusion of the internship the student will typically present and then submit a report to the sponsor and the Business School.. Interns are required to have advanced communication, research, writing, consulting and project management skills. The challenging projects demand high levels of commitment in time and a high level of intellectual rigour.

## 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 a range of traditional and emergent models of business performance and productivity to measure and track value creation across organisational processes and projects.

**ULO2:** Conduct gap analysis and assess critical issues to define a course of action for the client.

**ULO3:** Reflect on, review and respond to an unfamiliar organisational context and

diverse stakeholder groups.

**ULO4:** Apply teamwork skills and knowledge to produce solutions to problems or challenges.

## General Assessment Information

### Late Assessment Policy:

Late assessment submissions must be submitted through the appropriate submission link in [iLearn](#). No extensions will be granted unless an application for [Special Consideration](#) is made and approved. 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. Late submissions will not be accepted after solutions have been discussed and/or made available.

*Note: applications for [Special Consideration Policy](#) must be made within 5 (five) business days of the due date and time.*

## Assessment Tasks

Name	Weighting	Hurdle	Due
<a href="#">Progress Reports</a>	20%	No	Sunday 11:59PM, Week 3 and 8 of placement
<a href="#">Business/Sponsor Assessment</a>	20%	No	Sunday 11:59PM Week 10 of placement
<a href="#">Business Report</a>	60%	No	Sunday 11:59PM Week 10 of placement

### Progress Reports

Assessment Type <sup>1</sup>: Log book

Indicative Time on Task <sup>2</sup>: 20 hours

Due: **Sunday 11:59PM, Week 3 and 8 of placement**

Weighting: **20%**

The student will liaise and coordinate with the MQ Business School academic. Students will submit a range of artifacts that track and/or demonstrate progress at various stages of the internship. The nature of these artifacts will be determined by the placement and the defined business task requirements.

On successful completion you will be able to:

- Apply a range of traditional and emergent models of business performance and productivity to measure and track value creation across organisational processes and projects.
- Conduct gap analysis and assess critical issues to define a course of action for the

client.

- Reflect on, review and respond to an unfamiliar organisational context and diverse stakeholder groups.

## Business/Sponsor Assessment

Assessment Type <sup>1</sup>: Portfolio

Indicative Time on Task <sup>2</sup>: 20 hours

Due: **Sunday 11:59PM Week 10 of placement**

Weighting: **20%**

At the end of the internship program, the corporate sponsor will evaluate the intern's performance based on a range of outcomes and goals relevant to the business task.

On successful completion you will be able to:

- Apply a range of traditional and emergent models of business performance and productivity to measure and track value creation across organisational processes and projects.
- Conduct gap analysis and assess critical issues to define a course of action for the client.
- Apply teamwork skills and knowledge to produce solutions to problems or challenges.

## Business Report

Assessment Type <sup>1</sup>: Report

Indicative Time on Task <sup>2</sup>: 40 hours

Due: **Sunday 11:59PM Week 10 of placement**

Weighting: **60%**

At the conclusion of the Internship, students will submit 3 copies of a professionally presented report: 1 copy to the host organisation and 2 copies to MQBS. Students must also upload a copy of this report on iLearn via Turnitin.

On successful completion you will be able to:

- Apply a range of traditional and emergent models of business performance and productivity to measure and track value creation across organisational processes and projects.
- Conduct gap analysis and assess critical issues to define a course of action for the client.
- Apply teamwork skills and knowledge to produce solutions to problems or challenges.

---

<sup>1</sup> 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.

<sup>2</sup> 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

Required Text	N/A
Unit Web Page	The web page for this unit can be found at: <a href="https://ilearn.mq.edu.au">https://ilearn.mq.edu.au</a>
Technology Used and Required	<p>Students are required to have access to a personal computer and familiarise themselves with iLearn (<a href="https://ilearn.mq.edu.au">https://ilearn.mq.edu.au</a>).</p> <p>iLearn will be used to post lecture slides, assessment details, student grades and as a means of communication between staff members and students.</p>
Delivery Format and Other Details	Students in this unit work individually or in teams on a 10-week project and maintain regular contact to the unit convenor as outlined on the unit iLearn site.
Recommended Readings	Recommended Readings are provided via the links on the <a href="#">iLearn</a> Unit page

## Unit Schedule

Please see iLearn.

## 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.*)

Students seeking more policy resources can visit the [Student Policy Gateway](https://students.mq.edu.au/unitguides/mq.edu.au/unit_offerings/128080/unit_guide/print) ([https://students.mq.edu.au/unitguides/mq.edu.au/unit\\_offerings/128080/unit\\_guide/print](https://students.mq.edu.au/unitguides/mq.edu.au/unit_offerings/128080/unit_guide/print))

[mq.edu.au/support/study/student-policy-gateway](http://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](http://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policy-central) (<http://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](http://ask.mq.edu.au) or if you are a Global MBA student contact [globalmba.support@mq.edu.au](mailto: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](http://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](http://ask.mq.edu.au)

If you are a Global MBA student contact [globalmba.support@mq.edu.au](mailto: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/](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.