



# COMP8851

## Industry Based Internship A

Session 2, Special circumstance 2020

*Department of Computing*

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#### 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.

#### Notice

As part of [Phase 3 of our return to campus plan](#), most units will now run tutorials, seminars and other small group learning activities on campus for the second half-year, while keeping an online version available for those students unable to return or those who choose to continue their studies online.

To check the availability of face-to-face and online activities for your unit, please go to [timetable viewer](#). To check detailed information on unit assessments visit your unit's iLearn space or consult your unit convenor.

## General Information

Unit convenor and teaching staff

Amin Beheshti

[amin.beheshti@mq.edu.au](mailto:amin.beheshti@mq.edu.au)

Yan Wang

[yan.wang@mq.edu.au](mailto:yan.wang@mq.edu.au)

Credit points

20

Prerequisites

((Admission to MDataSc and 40cp at 8000 level) or (Admission to MInfoTechNetworking or MInfoSysMgmt or MInfoTechCyberSec and 60cp at 8000 level)) and WAM  $\geq 75$

Corequisites

Co-badged status

Unit description

The industry-based internship unit helps students gain experience in industry. Students work with both industry and academic supervisors to complete a major project or a few smaller projects in situ. 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 working part-time over the course of a semester.

## 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:** Evaluate ethical issues related to working in a IT environment.

**ULO2:** Critically evaluate the experience gained while undertaking the internship.

**ULO3:** Apply lessons learned from previous units of study to workplace tasks.

**ULO4:** Demonstrate an understanding of cross-cultural issues in the workplace when dealing with people of different backgrounds.

## General Assessment Information

Information about important academic dates including deadlines for withdrawing from units are available at <https://students.mq.edu.au/important-dates>

The unit is assessed through three components: Mid-term Report & Presentation, Internship Presentation, and Internship final report. The unit does not have hurdle assessments.

This is a **part-time internship** unit (20 Credit Points). The student works 2.5 days/week at the work place.

### Marking Criteria for the Internship Unit:

#### 85-100 (High Distinction):

The Company would offer a job to the candidate after internship: The student's quality of work exceeded the company's expectation, the student's effort was outstanding, the student was very professional and the student strongly desired to improve and learn.

#### 75-84 (Distinction):

The Company would shortlist the candidate and invite him/her for an interview, after the internship: The student's quality of work and effort was above Company's expectations, the student was sufficiently professional, and the student sufficiently desired improvement and learning.

#### 65-74 (Credit):

The Company would shortlist the candidate but NOT invite him/her for an interview, after the internship: The student's quality of work was above the minimum standard level of achievement and met the company's expectations, the student's effort was sufficient, the student was sufficiently professional, and the student sufficiently desired improvement and learning.

#### 50-64 (Pass):

The student's quality of work was below standard but met the company's expectations, the student's effort was poor, the student was not professional, the student had little desire for improvement and learning.

#### 0-49 (Fail):

The student's quality of work didn't meet the company expectations and the student's effort did not provide evidence of attainment of the project's learning outcomes.

#### Late Submission

No extensions will be granted without an approved application for Special Consideration. 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 for an assignment worth 10 marks – 20% penalty or 2 marks deducted from the total. No submission will be accepted after solutions have been posted.

## Assessment Tasks

Name	Weighting	Hurdle	Due
<a href="#">Mid-term report</a>	30%	No	Week 6
<a href="#">Mid-semester presentation</a>	10%	No	Week 6
<a href="#">Final presentation</a>	10%	No	Week 12
<a href="#">Internship report</a>	50%	No	Week 12

### Mid-term report

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

Indicative Time on Task <sup>2</sup>: 10 hours

Due: **Week 6**

Weighting: **30%**

How has pursuing the internship advanced your own understanding of what constitutes a professional IT practitioner?

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.

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.

Outline two strategies that you will now take forward as a way of demonstrating your commitment to your ongoing professional development in ICT.

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

On successful completion you will be able to:

- Evaluate ethical issues related to working in a IT environment.
- Critically evaluate the experience gained while undertaking the internship.
- Apply lessons learned from previous units of study to workplace tasks.
- Demonstrate an understanding of cross-cultural issues in the workplace when dealing with people of different backgrounds.

### Mid-semester presentation

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

Indicative Time on Task <sup>2</sup>: 5 hours

Due: **Week 6**

Weighting: **10%**

Presentation to the class on internship experiences so far.

On successful completion you will be able to:

- Evaluate ethical issues related to working in a IT environment.
- Critically evaluate the experience gained while undertaking the internship.
- Apply lessons learned from previous units of study to workplace tasks.
- Demonstrate an understanding of cross-cultural issues in the workplace when dealing with people of different backgrounds.

## Final presentation

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

Indicative Time on Task <sup>2</sup>: 10 hours

Due: **Week 12**

Weighting: **10%**

A presentation to the class at the end of the semester (preferably with the sponsor present) covering the internship work experience.

On successful completion you will be able to:

- Evaluate ethical issues related to working in a IT environment.
- Critically evaluate the experience gained while undertaking the internship.
- Apply lessons learned from previous units of study to workplace tasks.
- Demonstrate an understanding of cross-cultural issues in the workplace when dealing with people of different backgrounds.

## Internship report

Assessment Type <sup>1</sup>: Clinical performance evaluation

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

Due: **Week 12**

Weighting: **50%**

A report from the sponsor evaluating the performance of the student in the workplace.

On successful completion you will be able to:

- Evaluate ethical issues related to working in a IT environment.
- Critically evaluate the experience gained while undertaking the internship.
- Apply lessons learned from previous units of study to workplace tasks.

- Demonstrate an understanding of cross-cultural issues in the workplace when dealing with people of different backgrounds.
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<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

### Part-Time vs. Full-Time Internship:

This is a **part-time internship** unit (20 Credit Points). The student works 2.5 days/week at the work place.

For details of days, times and rooms consult the [timetables webpage](#).

Provided by the workplace (Monday to Friday).

Report submissions and presentations have to be submitted on ilearn.

Presentations are held in week5 and week13 in a Postgraduate workshop and schedule will be declared on ilearn.

## Unit Schedule

Monday to Friday is typically spent at the workplace.

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

Week5 and week13 presentations are compulsory for the students.

There is no final examination but you are expected to submit an Internship report. If you apply for Disruption to Study for your final report, you must make yourself available for weeks 5 and 13. 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. Second-chance hurdle examinations will also be offered in the week 14. Results will be released by end of week 14. You will be notified shortly after that date of your eligibility for a hurdle retry and you must also make yourself available during that week to take advantage of this opportunity.

## 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 \(https://students.mq.edu.au/support/study/student-policy-gateway\)](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](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.