



# FOSE8110

## Science Innovation Internship

Session 2, Weekday attendance, North Ryde 2021

*Science and Engineering Faculty level units*

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#### **Disclaimer**

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#### **Session 2 Learning and Teaching Update**

The decision has been made to conduct study online for the remainder of Session 2 for all units WITHOUT mandatory on-campus learning activities. Exams for Session 2 will also be online where possible to do so.

This is due to the extension of the lockdown orders and to provide certainty around arrangements for the remainder of Session 2. We hope to return to campus beyond Session 2 as soon as it is safe and appropriate to do so.

Some classes/teaching activities cannot be moved online and must be taught on campus. You should already know if you are in one of these classes/teaching activities and your unit convenor will provide you with more information via iLearn. If you want to confirm, see the list of [units with mandatory on-campus classes/teaching activities](#).

Visit the [MQ COVID-19 information page](#) for more detail.

## General Information

Unit convenor and teaching staff

Abidali Mohamedali

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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-world 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://students.mq.edu.au/important-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
<a href="#">Final Report</a>	60%	No	Week 13
<a href="#">Self Reflection essay</a>	15%	No	Week 10
<a href="#">Weekly Reflection Journal</a>	20%	No	Weekly
<a href="#">Work Diary</a>	5%	Yes	Weekly

### Final Report

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

Indicative Time on Task <sup>2</sup>: 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.

### Self Reflection essay

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

Indicative Time on Task <sup>2</sup>: 30 hours

Due: **Week 10**

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.

## Weekly Reflection Journal

Assessment Type <sup>1</sup>: Reflective Writing

Indicative Time on Task <sup>2</sup>: 48 hours

Due: **Weekly**

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.

## Work Diary

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

Indicative Time on Task <sup>2</sup>: 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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<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 [Learning Skills Unit](#) 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

### The objective of the unit

This unit provides students with the opportunity for an industry-based internship for observing real-world 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 complete 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 the student and the 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 that 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 website 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).

## Teaching and Learning Strategy

**FOSE8110** is a 40-credit point Full Semester unit

The internship program runs from session two, from July to December. The placement requirements are for an absolute minimum of two days a week for 17 weeks (270 hours), full-time equivalent, however, the ideal would be 3 days a week over 12 weeks.

## Unit Schedule

### Compulsory On-Campus Workshops

Students are required to attend 3 (2hr) workshops on campus during the semester. These workshops allow new relevant content to be shared and act as a communal point for students to connect with each other and their convener.

Dates and times are advised on the iLearn Page.

## Policies and Procedures

Macquarie University policies and procedures are accessible from [Policy Central \(https://policies.mq.edu.au\)](https://policies.mq.edu.au). 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](#)

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

To find other policies relating to Teaching and Learning, visit [Policy Central \(https://policies.mq.edu.au\)](https://policies.mq.edu.au) and use the [search tool](#).

## Student Code of Conduct

Macquarie University students have a responsibility to be familiar with the Student Code of Conduct: <https://students.mq.edu.au/admin/other-resources/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 Enquiry Service

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)

## Equity 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.

## 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.