



# PICT8016

## Internship

Session 1, Special circumstances 2021

*Department of Security Studies and Criminology*

## Contents

<a href="#">General Information</a>	2
<a href="#">Learning Outcomes</a>	3
<a href="#">Assessment Tasks</a>	3
<a href="#">Delivery and Resources</a>	5
<a href="#">Policies and Procedures</a>	7
<a href="#">Changes since First Published</a>	9

### 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 activities on campus, and most will keep an online version available to those students unable to return or those who choose to continue their studies online.

To check the availability of face-to-face 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

Fred Smith

[fred.smith@mq.edu.au](mailto:fred.smith@mq.edu.au)

Vincent Hurley

[vincent.hurley@mq.edu.au](mailto:vincent.hurley@mq.edu.au)

Credit points

10

Prerequisites

[Admission to MCrim or MPICT or MCP ICT or MPICTMIntSecSt or MSecStrategicStudMCrim or MSecStrategicStudMIntell or MSecStrategicStudMCyberSec or MSecStrategicStudMCTerrorism or MIntellMCrim or MIntellMCyberSec or MIntellMCTerrorism or MCyberSecMCTerrorism or MCyberSecMCrim or MCTerrorismMCrim or MCP ICTMIntSecSt or MIntSecStud or MSecStrategicStud or MIntell or MCTerrorism or MCyberSec or Master of Cyber Security Analysis or admission to BSecStudMCTerrorism or BSecStudMCrim or BSecStudMCyberSecAnalysis or BSecStudMIntell or BSecStudMSecStrategicStud] and permission by special approval and 30cp at 8000 level.

Corequisites

Co-badged status

Unit description

The Department of Security Studies and Criminology (SSC) offers a unique opportunity for students to complete a security industry-focused internship as part of their Masters degree. There are a number of companies and organisations that host SSC post-graduate interns, including multinational consulting and insurance firms, think tanks, non-government organisations (NGO), defence contractors, and both public service regulatory and policing organisations. Expressions of Interest must be submitted to the course convenor. The timeline for submission is: for Session 2 participation by 15 April each year; for Session 1 participation by 15 September each year. Internship placements are made by matching student interests and study stream specialties as much as possible, but student flexibility is required due to the limited number of partnering agencies. Students are able to experience real-world, professional settings in a security organisation's workplace. SSC cannot guarantee any particular workplace and placements are made through a competitive selection process; a minimum grade point average of 70% is required to apply. Students may nominate their own internship placements in a relevant security organisation upon unit convenor approval.

## 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:** Demonstrate professional, technical competence and appraise workplace learning using reflective practice and on the job training skills.

**ULO2:** Apply knowledge gained during student's program of study to complex workplace situations; work independently and to professional standards.

**ULO3:** Exhibit legal and ethical workplace standards of performance and care.

## Assessment Tasks

Name	Weighting	Hurdle	Due
<a href="#"><u>Organisational Review</u></a>	20%	No	Due by end of Midterm Break
<a href="#"><u>Placement Report</u></a>	20%	No	Due by end of Week 13
<a href="#"><u>Workplace Supervisor's Report</u></a>	60%	No	Sponsor Agency Supervisor submits by end of session

## Organisational Review

Assessment Type <sup>1</sup>: Work-integrated task

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

Due: **Due by end of Midterm Break**

Weighting: **20%**

The organisational review is a discussion piece situating the host organisation within the broader Australian national security framework. It should give consideration to both national and organisational history and context and the function of the host organisation. It should demonstrate awareness of and engagement with the national or international security issues or trends that form the primary focus of the organisation's activities.

On successful completion you will be able to:

- Demonstrate professional, technical competence and appraise workplace learning using reflective practice and on the job training skills.

- Apply knowledge gained during student's program of study to complex workplace situations; work independently and to professional standards.

## Placement Report

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

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

Due: **Due by end of Week 13**

Weighting: **20%**

The placement report is a discussion piece about the student's own role within the host organisation. The first section of the report should include a broad description of the projects and functions the student has undertaken, a description of key events and outline competencies acquired during the internship. The second part of the report should examine how the practical realities of the workplace either differed to or consolidated the more theoretical knowledge gained during the student's degree. Importantly, the report should provide an in-depth and honest self-assessment of the student's performance during their placement.

On successful completion you will be able to:

- Demonstrate professional, technical competence and appraise workplace learning using reflective practice and on the job training skills.
- Apply knowledge gained during student's program of study to complex workplace situations; work independently and to professional standards.
- Exhibit legal and ethical workplace standards of performance and care.

## Workplace Supervisor's Report

Assessment Type <sup>1</sup>: Work-integrated task

Indicative Time on Task <sup>2</sup>: 26 hours

Due: **Sponsor Agency Supervisor submits by end of session**

Weighting: **60%**

The workplace supervisor's report will be completed by the student's supervisor at the host organisation on completion of their internship. The report is based on the supervisor's assessment of the student's performance during the internship.

On successful completion you will be able to:

- Demonstrate professional, technical competence and appraise workplace learning using

reflective practice and on the job training skills.

- Apply knowledge gained during student's program of study to complex workplace situations; work independently and to professional standards.
- Exhibit legal and ethical workplace standards of performance and care.

---

<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

### DELIVERY AND RESOURCES

#### UNIT REQUIREMENTS AND EXPECTATIONS

- You should spend an average of 12 hours per week on this unit. This includes listening to lectures prior to seminar or tutorial, reading weekly required materials as detailed in iLearn, participating in iLearn discussion forums and preparing assessments.
- Internal students are expected to attend all seminar or tutorial sessions, and external students are expected to make significant contributions to on-line activities.
- In most cases students are required to attempt and submit all major assessment tasks in order to pass the unit.

#### REQUIRED READINGS

- The citations for all the required readings for this unit are available to enrolled students through the unit iLearn site, and at Macquarie University's library site. Electronic copies of required readings may be accessed through the library or will be made available by other means.

#### TECHNOLOGY USED AND REQUIRED

- Computer and internet access are essential for this unit. Basic computer skills and skills in word processing are also a requirement.

- This unit has an online presence. Login is via: <https://ilearn.mq.edu.au/>
- Students are required to have regular access to a computer and the internet. Mobile devices alone are not sufficient.
- Information about IT used at Macquarie University is available at [http://students.mq.edu.au/it\\_services/](http://students.mq.edu.au/it_services/)

## SUBMITTING ASSESSMENT TASKS

- All text-based assessment tasks are to be submitted, marked and returned electronically. This will only happen through the unit iLearn site.
- Assessment tasks must be submitted as a MS word document by the due date.
- Most assessment tasks will be subject to a 'Turnitin' review as an automatic part of the submission process.
- The granting of extensions is subject to the university's Special Consideration Policy. Extensions will not be granted by unit conveners or tutors, but must be lodged through Special Consideration: <https://students.mq.edu.au/study/my-study-program/special-consideration>

## LATE SUBMISSION OF ASSESSMENT TASKS

- **Unless a Special Consideration request has been submitted and approved, (a) a penalty for lateness will apply – 10 marks out of 100 credit will be deducted per day for assignments submitted after the due date – and (b) no assignment will be accepted seven days (incl. weekends) after the original submission deadline. No late submissions will be accepted for timed assessments - e.g. quizzes, online tests.**

## WORD LIMITS FOR ASSESSMENT TASKS

- Stated word limits include footnotes and footnoted references, but not bibliography, or title page.
- Word limits can generally deviate by 10% either over or under the stated figure.
- If the number of words exceeds the limit by more than 10%, then penalties will apply. These penalties are 5% of the awarded mark for every 100 words over the word limit. If a paper is 300 words over, for instance, it will lose  $3 \times 5\% = 15\%$  of the total mark awarded for the assignment. This percentage is taken off the total mark, i.e. if a paper was graded

at a credit (65%) and was 300 words over, it would be reduced by 15 marks to a pass (50%).

- The application of this penalty is at the discretion of the course convener.

## REASSESSMENT OF ASSIGNMENTS DURING THE SEMESTER

- Macquarie University operates a Grade Appeal Policy in cases where students feel their work was graded inappropriately: <http://www.mq.edu.au/policy/docs/gradeappeal/policy.html>
- In accordance with the Grade Appeal Policy, individual works are not subject to regrading.

## STAFF AVAILABILITY

- Department staff will endeavour to answer student enquiries in a timely manner. However, emails or iLearn messages will not usually be answered over the weekend or public holiday period.
- Students are encouraged to read the Unit Guide and look at instructions posted on the iLearn site before sending email requests to staff.

## 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> 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>

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.

## Changes since First Published

Date	Description
10/07/2021	Late Penalty Paragraph updated per L&T direction.