



MMBA8155

Management Internship

Term 4, Special circumstances 2021

Department of Management

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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

Unit Convenor

Stephen Erichsen

stephen.erichsen@mq.edu.au

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 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
Progress Reports	20%	No	Week 3
Business/Sponsor Assessment	20%	No	Week 8
Business Report	60%	No	Week 10

Progress Reports

Assessment Type ¹: Log book

Indicative Time on Task ²: 20 hours

Due: **Week 3**

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.

Business/Sponsor Assessment

Assessment Type ¹: Portfolio

Indicative Time on Task ²: 20 hours

Due: **Week 8**

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 ¹: Report

Indicative Time on Task ²: 40 hours

Due: **Week 10**

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.

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 [Learning Skills Unit](#) 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

Required Text	N/A
Unit Web Page	The web page for this unit can be found at: https://ilearn.mq.edu.au/login/
Technology Used and Required	Students are required to have access to a personal computer and familiarise themselves with iLearn (https://ilearn.mq.edu.au/login/). iLearn will be used to post lecture slides, assessment details, student grades and as a means of communication between staff members and students.
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 iLearn Unit page
Inherent Requirements	None

Unit Schedule

Please see iLearn.

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

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 Enquiry Service

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

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/.

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.