



MMBA8155

Management Internship

Term 2, In person-placement, North Ryde 2022

Department of Management

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General Information

Unit convenor and teaching staff 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 submissions of assessments Unless a Special Consideration request has been submitted and approved, no extensions will be granted. There will be a deduction of 10% of the total available assessment-task marks made from the total awarded mark for each 24-hour period or part thereof that the submission is late. Late submissions will only be accepted up to 96 hours after the due date and time.

No late submissions will be accepted for timed assessments – e.g., quizzes, online tests.

Table 1: Penalty calculation based on submission time

Submission time after the due date (including weekends)	Penalty (% of available assessment task mark)	Example: for a non-timed assessment task marked out of 30
< 24 hours	10%	10% x 30 marks = 3-mark deduction
24-48 hours	20%	20% x 30 marks = 6-mark deduction
48-72 hours	30%	30% x 30 marks = 9-mark deduction
72-96 hours	40%	40% x 30 marks = 12-mark deduction
> 96 hours	100%	Assignment won't be accepted

Special Consideration To request an extension on the due date/time for a timed or non-timed assessment task, you must submit a Special Consideration application. An application for Special Consideration does not guarantee approval.

The approved extension date for a student becomes the new due date for that student. The late submission penalties above then apply as of the new due date.

Assessment Tasks

Name	Weighting	Hurdle	Due
<u>Business Report</u>	60%	No	Week 10
<u>Progress Reports</u>	20%	No	Part A - Week 4; Part B - Week 8
<u>Business/Sponsor Assessment</u>	20%	No	Week 10

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.
- Reflect on, review and respond to an unfamiliar organisational context and diverse stakeholder groups.
- Apply teamwork skills and knowledge to produce solutions to problems or challenges.

Progress Reports

Assessment Type ¹: Log book

Indicative Time on Task ²: 20 hours

Due: **Part A - Week 4; Part B - Week 8**

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 10**

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.

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 [Writing Centre](#) 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](#)
- [Assessment Procedure](#)
- [Complaints Resolution 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

Academic Integrity

At Macquarie, we believe [academic integrity](#) – honesty, respect, trust, responsibility, fairness and courage – is at the core of learning, teaching and research. We recognise that meeting the expectations required to complete your assessments can be challenging. So, we offer you a range of resources and services to help you reach your potential, including free [online writing and maths support](#), [academic skills development](#) and [wellbeing consultations](#).

Student Support

Macquarie University provides a range of support services for students. For details, visit <http://students.mq.edu.au/support/>

The Writing Centre

[The Writing Centre](#) provides resources to develop your English language proficiency, academic writing, and communication skills.

- [Workshops](#)
- [Chat with a WriteWISE peer writing leader](#)
- [Access StudyWISE](#)
- [Upload an assignment to Studiosity](#)
- [Complete the 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

Macquarie University offers a range of [Student Support Services](#) including:

- [IT Support](#)
- [Accessibility and disability support](#) with study
- Mental health [support](#)
- [Safety support](#) to respond to bullying, harassment, sexual harassment and sexual assault
- [Social support including information about finances, tenancy and legal issues](#)

Student Enquiries

Got a question? Ask us via [AskMQ](#), or contact [Service Connect](#).

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.