



# PICT8016

## Internship

Session 1, In person-placement, Other 2022

*Department of Security Studies and Criminology*

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### Disclaimer

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## General Information

Unit convenor and teaching staff

Roger Huang

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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="#">Organisational Review</a>	20%	No	Week 8 of internship
<a href="#">Placement Report</a>	20%	No	End of Internship/Week 13
<a href="#">Workplace Supervisor's Report</a>	60%	No	End of Internship / Week 13

### Organisational Review

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

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

Due: **Week 8 of internship**

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: **End of Internship/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: **End of Internship / Week 13**

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.

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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

### UNIT REQUIREMENTS AND EXPECTATIONS

- This is a full credit point unit with significant assessment requirements. In accordance with Macquarie University expectations, this means students should spend on average at least 12 hours per week on this unit.
- There are no classes for this subject, however, student attendance (remotely or on-site) at their partnered workplace is required. At a minimum, students enrolled in the internship program should be present at their host organisation for the equivalent of one day per week for 12 weeks; however, the specific structure of their attendance is a matter for negotiation between the two parties, as are the specific workplace activities the student engages in during their placement.
- 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](#)
- [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](https://ask.mq.edu.au) or if you are a Global MBA student contact [globalmba.support@mq.edu.au](mailto: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/](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.