



# FOSE8110

## Science Innovation Internship

Session 1, In person-scheduled-weekday, North Ryde 2023

*Science and Engineering Faculty level units*

### Contents

---

<a href="#"><u>General Information</u></a>	2
<a href="#"><u>Learning Outcomes</u></a>	2
<a href="#"><u>General Assessment Information</u></a>	3
<a href="#"><u>Assessment Tasks</u></a>	3
<a href="#"><u>Delivery and Resources</u></a>	6
<a href="#"><u>Unit Schedule</u></a>	8
<a href="#"><u>Policies and Procedures</u></a>	8

---

#### **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.

## General Information

Unit convenor and teaching staff

Abidali Mohamedali

[abidali.mohamedali@mq.edu.au](mailto:abidali.mohamedali@mq.edu.au)

Credit points

40

Prerequisites

40cp at 8000 level including ((FOSC804 or FOSE8010 or MGMT8011) and (FOSC805 or FOSE8020 or MGMT8027))

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://www.mq.edu.au/study/calendar-of-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.

## General Assessment Information

Assessments are marked by the Unit convener, however the final reports are marked by specialists in the field and are moderated by the unit convener.

### Requirements to Pass this Unit

To pass this unit you must:

- Achieve a total mark equal to or greater than 50%, and
- Complete at least 270 hours of work with the partner organisation

### Hurdle Assessments

WORK DIARY: (5%) Development of knowledge and skills requires continual practice in an authorised activity as per the activity statement. This unit requires you to complete relevant activities that develop your skills for a minimum of 270 hours and have each week's timesheet (that contains a brief statement of the main tasks carried out) signed by the supervisor. This is a hurdle assessment meaning that failure to meet this requirement may result in a fail grade for the unit.

### Late Assessment Submission Penalty

Unless a Special Consideration request has been submitted and approved, a 5% penalty (of the total possible mark of the task) will be applied for each day a written report or presentation assessment is not submitted, up until the 7th day (including weekends). After the 7th day, a grade of '0' will be awarded even if the assessment is submitted. The submission time for all uploaded assessments is 11:55 pm. A 1-hour grace period will be provided to students who experience a technical concern.

Assessments where Late Submissions will be accepted

- Weekly Reflection, final reflection and final report – YES, Standard Late Penalty applies

## Assessment Tasks

Name	Weighting	Hurdle	Due
<u>Self Reflection essay</u>	15%	No	Week 12
<u>Work Diary</u>	5%	Yes	Weekly
<u>Final Report</u>	60%	No	Week 13
<u>Weekly Reflection Journal</u>	20%	No	Weekly for 9 weeks

## Self Reflection essay

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

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

Due: **Week 12**

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.

## 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.

## 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.

## Weekly Reflection Journal

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

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

Due: **Weekly for 9 weeks**

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.

---

<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

### 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 student and 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 which 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.

We will communicate with you via your university email or through announcements on iLearn. Queries to convenors can either be placed on the iLearn discussion board or sent directly to [abidali.mohamedali@mq.edu.au](mailto:abidali.mohamedali@mq.edu.au).

### **Workshops**

Students are required to attend three (2-hr) workshops in the semester of enrolment - The time and place of these in-person workshops are determined by consulting the most suitable time that the cohort prefers in week 4, 8 and 12 of the semester.

### **Pre-Enrolment iLearn Site**

Please email the convenor to be enrolled in the pre-internship iLearn site that contains information on how to secure a good internship.

### **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 web site 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).

## Unit Schedule

Please see ilearn for details

## 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](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)



## 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 Advocacy](#) provides independent advice on MQ policies, procedures, and processes

## 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.