



# MQBS8090

## Business Internship

Session 1, Online-scheduled-weekday 2023

*Macquarie Business School Faculty level units*

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#### **Disclaimer**

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## General Information

Unit convenor and teaching staff

Lisa Rohanek

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Credit points

10

Prerequisites

Permission by special approval

Corequisites

Co-badged status

Unit description

This unit gives students workplace experience and professional development skills to position them to better succeed in securing employment and manage their future careers. Students undertake a placement in an organisation under the guidance of a workplace mentor/supervisor and with the support of professional and academic University staff. The unit links the workplace experience to academic theory and research to maximise the benefits of both. Assessment tasks are integrated with a range of individual and interactive learning activities. Students will gain experience of the Australian workplace environment and the ability to self-manage future professional development of generic skills and specialist knowledge. The unit contributes to the development of graduate capabilities in critical, analytical and integrative thinking and professional and personal judgement and initiative. Visit [Employability Connect](#) for important information on this unit.

## 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:** Develop professional skills in the workplace.

**ULO2:** Manage personal contribution to an organisation.

**ULO3:** Evaluate the application of academic learning in the workplace.

**ULO4:** Manage professional learning through reflective practice and the application of research.

## General Assessment Information

Late Assessment Submission Penalty (written assessments)

Unless a Special Consideration request has been submitted and approved, a 5% penalty (of the total possible mark) will be applied each day a written 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. Submission time for all written assessments is set at 11.55pm. A 1-hour grace period is provided to students who experience a technical concern.

For any late submissions of time-sensitive tasks, such as scheduled tests/exams, performance assessments/presentations, and/or scheduled practical assessments/labs, students need to submit an application for [Special Consideration](#).

This unit is very specific to each individual student. You are all doing a different internship and will start and finish at different dates and times. as a result individual due dates are often negotiated for students without penalty. Please contact the unit coordinator to discuss your own circumstances.

## Assessment Tasks

Name	Weighting	Hurdle	Due
<a href="#">Portfolio of development</a>	40%	No	Week 4 or 4 weeks after your internship commences
<a href="#">Learning Contract</a>	30%	No	Week 6 and Week 8
<a href="#">Placement evaluation</a>	30%	No	Week 12

### Portfolio of development

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

Indicative Time on Task <sup>2</sup>: 10 hours

Due: **Week 4 or 4 weeks after your internship commences**

Weighting: **40%**

This assessment is worth 40% in total. It is a portfolio of work reflecting on professional skills and employability skills development. Students will build a portfolio of evidence considering their learning contract, their professional skills and evidence that reflects on their development.

On successful completion you will be able to:

- Manage personal contribution to an organisation.

## Learning Contract

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

Indicative Time on Task <sup>2</sup>: 10 hours

Due: **Week 6 and Week 8**

Weighting: **30%**

This assessment is worth 30% in total. You will create a learning contract for your internship or project, identifying appropriate learning objectives in consultation with your supervisor. Objectives should be linked to graduate capabilities and developed with reference to assigned readings and relevant organisational and professional standards. A template for this task, a reading list, and links to a range of professional standards are provided on iLearn.

On successful completion you will be able to:

- Develop professional skills in the workplace.

## Placement evaluation

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

Indicative Time on Task <sup>2</sup>: 10 hours

Due: **Week 12**

Weighting: **30%**

This task includes your supervisor's evaluation (10%) and a 1500-1800 word critical reflection (20%). In order to complete the unit, you will need to submit the placement evaluation form which includes the supervisor's placement evaluation marking guide. Your supervisor has agreed to complete this evaluation as part of their agreement to host your internship or project. You will need to provide your supervisor with a copy of the placement evaluation form, giving your supervisor enough time to complete their evaluation. During your internship or project your supervisor will assess your performance using the supervisor's placement evaluation marking guide included in the placement evaluation form. If your performance is rated unsatisfactory at any time during your internship or project, you will be invited to a meeting to discuss your performance. You may be given an opportunity to improve your performance or the internship or project may be discontinued. In this case, you may be required to complete the remainder of your placement hours within the Macquarie Business School. In these cases, MQBS will identify a project, an appropriate supervisor and specify the number of hours required to meet the learning outcomes of this unit. If your supervisor gives a fail for your placement evaluation at the end of session, penalties may be applied to Task 3. In the critical reflection you will critically reflect on your progress towards achieving learning objectives identified in Task 1, with reference to your internship or project experience and assigned readings, incorporating any feedback from your supervisor and/or feedback on Task 1.

On successful completion you will be able to:

- Develop professional skills in the workplace.
- Evaluate the application of academic learning in the workplace.
- Manage professional learning through reflective practice and the application of research.

<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

This unit is workplace based. You are to focus on your internship experience. The assessments are designed to integrate your internship experience and embed the graduate capabilities.

Consultation is readily available along with some scheduled workshops outlined on iLearn. While attendance is encouraged it is not compulsory. Any session will be recorded and made available to students after the session. Consultation is not recorded as it allows you the opportunity to discuss things critical to your experience and assessments.

No resources are provided for this unit. Any readings will be available on iLearn and the assessment tasks will be explained and outlined for you. Your internship placement is the priority for this unit and you are expected to put your effort into the internship experience.

Resources will be available online to support you in a number of skills to improve your employability. You can work through this resources at your own time.

## Unit Schedule

Week	Date	Topic	Activity
1	20 Feb	Welcome	Review iLearn content and assessments Complete the readings on reflection
2	27 Feb	Teamwork	Reading and activities on teamwork Reflect on how you perform in a team – what are your strengths? What are some areas you need to develop? Get some friends and play the escape room then discuss how your team performed. Review video on assessment 1 – start building the learning contracts – provide an example!

3	6 March	Ethical Networking	<p>Read the learning on Ethical Networking and reflect on the following. Post your thoughts in the discussion board</p> <p>What is ethical networking? Why do we need to worry about it? What are ethics? Can you think of any unethical networking practices? How can you network with your new work colleagues? What are ways you can build connections and future-proof your profile? What are your thoughts on LinkedIn requests?</p>
4	13 March	Workplace Values	<p>Review the content on workplace values</p> <p>What are workplace values? Does your workplace have values that you need to abide by? Integrity. Value agility, value respect? What would they be? If your workplace doesn't have values – can you write some for the business? What would they be and why? Why do those values matter to you? Post on the pallet some values that you can see in businesses</p>
		<b>Assessment 1 Due Four weeks after your internship commences</b>	
5	20 March	Communication	<p>Review the content on the communication</p> <p>Communication digitally and the difference between in person. Challenges of online meetings – how to communicate the non-verbal? How can you improve communication? Complete the activity on communication to see how you can improve your communication</p>
6	27 March	Self Efficacy	<p>Complete the readings on self-efficacy.</p> <p>What does it mean to you? What do you think of your ability to be self-efficacious? How can you improve this skill? Complete the quiz on self-efficacy and reflect on your results</p>
		<b>Assessment 2 (part 1) Due Friday 31 March 11:59pm</b>	
7	3 Apr	Professionalism	<p>Professionalism is in the eyes of the receiver. What are examples of professionalism and what are not? What do you think is appropriate in the workplace? Social media? Phones? Track pants? Joggers?</p>
RECESS			
8	24 April	Problem Solving	<p>Complete the readings on problem-solving and the activity to look at workplace problems. What is your approach to problem-solving?</p>
		<b>Assessment 2 Due (part 2) Friday 28 April 11:59pm</b>	
9	1 May	Thinking for Self	<p>Complete the reading on thinking for self. How can you balance doing what your supervisor wants while also thinking for yourself and generating your own ideas?</p>
10	8 May	Attention to Detail	<p>Complete the activities and readings on attention to detail.</p> <p>Reflect on whether you are a details person or a bigger picture worker? Is it ok to not be good at everything? Do you have to be good at everything?</p>
11	15 May	Persistence	<p>Complete the reading on persistence. How can you stick things out? Come up with some strategies for persisting in challenging times at work.</p>

12	22 May	Reflective Practice  <b>Assessment 3</b> <b>Due Fri 26 May</b> <b>11:59pm</b>	This unit has talked about reflection a lot. The process of reflecting in action is to teach you to continually reflect on what you are doing and where you are heading. Your final assessment is heavily focused on reflection.
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## 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 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.