



# COMP8860

## Industry Based Internship B

Session 2, In person-scheduled-weekday, North Ryde 2024

*School of Computing*

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#### Disclaimer

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## General Information

Unit convenor and teaching staff

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Credit points

20

Prerequisites

(Admission to MInfoTechNetworking or MInfoSysMgmt or MInfoTechCyberSec and 60cp at 8000 level) and WAM $\geq$ 75

Corequisites

Co-badged status

Unit description

The industry-based internship unit helps students gain experience in industry. Students work with both industry and academic supervisors to complete a major IT project or a few smaller IT projects in situ. Project topics will be agreed between the university, the student and the industry partner.

Candidates may complete the project work at the industry partner's location or their own place of employment, subject to University approval.

Assessment will be based on a combination of written reports and presentations. This unit provides an opportunity for students to complete an internship part-time over the course of a semester.

## 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:** Evaluate ethical issues related to working in an IT environment.

**ULO2:** Critically evaluate the experience gained while undertaking the internship.

**ULO3:** Apply lessons learned from previous units of study to workplace tasks.

**ULO4:** Demonstrate an understanding of cross-cultural issues in the workplace when dealing with people of different backgrounds.

## General Assessment Information

The unit is assessed through 4 components: Mid-term Report & Presentation, and final Report & Presentation. The unit does not have hurdle assessments.

This unit can not be taken by itself and should be combined with COMP8851 to form a full-time internship (40 Credit Points).

In particular, for a **full-time internship**, the students will be required to enrol in COMP8860 + COMP8851 units in 1 semester.

In the **full-time internship** unit (40 Credit points), the student works 5 days/per week at the workplace. This is the only difference between the full-time and part-time internship units in terms of learning outcomes. This would naturally affect the length of the reports submitted and the projects completed within the internship duration.

## Requirements to Pass this Unit

The unit does not have hurdle assessments. To pass this unit you must:

- Achieve a total mark equal to or greater than 50%.

## Late Assessment Submission Penalty

In this unit, No late submissions will be accepted unless a Special Consideration is Submitted **before the assessment submission deadline** and Granted.

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

## Special Consideration

The [Special Consideration Policy](#) aims to support students who have been impacted by short-term circumstances or events that are serious, unavoidable, and significantly disruptive, and which may affect their performance in assessment. If you experience circumstances or events that affect your ability to complete the assessments in this unit on time, please inform the convenor and submit a Special Consideration request through [ask.mq.edu.au](https://ask.mq.edu.au).

## Assessment Tasks

Name	Weighting	Hurdle	Due
<a href="#"><u>Mid-semester presentation</u></a>	10%	No	Week 6
<a href="#"><u>Mid-semester report</u></a>	30%	No	Week 7

Name	Weighting	Hurdle	Due
Final presentation	10%	No	Week 12
Internship report	50%	No	Week 13

## Mid-semester presentation

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

Indicative Time on Task <sup>2</sup>: 5 hours

Due: **Week 6**

Weighting: **10%**

Presentation to the class on internship experiences so far.

On successful completion you will be able to:

- Evaluate ethical issues related to working in an IT environment.
- Critically evaluate the experience gained while undertaking the internship.
- Apply lessons learned from previous units of study to workplace tasks.
- Demonstrate an understanding of cross-cultural issues in the workplace when dealing with people of different backgrounds.

## Mid-semester report

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

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

Due: **Week 7**

Weighting: **30%**

A report on the progress of the internship including reflection on professional practice, learning and ethical conduct.

On successful completion you will be able to:

- Evaluate ethical issues related to working in an IT environment.
- Critically evaluate the experience gained while undertaking the internship.
- Apply lessons learned from previous units of study to workplace tasks.
- Demonstrate an understanding of cross-cultural issues in the workplace when dealing

with people of different backgrounds.

## Final presentation

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

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

Due: **Week 12**

Weighting: **10%**

A presentation to the class at the end of the semester (preferably with the sponsor present) covering the internship work experience.

On successful completion you will be able to:

- Evaluate ethical issues related to working in an IT environment.
- Critically evaluate the experience gained while undertaking the internship.
- Apply lessons learned from previous units of study to workplace tasks.
- Demonstrate an understanding of cross-cultural issues in the workplace when dealing with people of different backgrounds.

## Internship report

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

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

Due: **Week 13**

Weighting: **50%**

A report from the sponsor evaluating the performance of the student in the workplace.

On successful completion you will be able to:

- Evaluate ethical issues related to working in an IT environment.
- Critically evaluate the experience gained while undertaking the internship.
- Apply lessons learned from previous units of study to workplace tasks.
- Demonstrate an understanding of cross-cultural issues in the workplace when dealing with people of different backgrounds.

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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

For details of days, times and rooms, consult the timetables webpage (<https://publish.mq.edu.au/>).

Report submissions and presentations have to be submitted on ilearn.

Presentations are held in week 6 and week 12 in a Postgraduate workshop, and the schedule will be declared on ilearn.

## Week 1 classes

**Internship:** We have already organized the internship workshop. You can access the workshop Recording [HERE](#). During week 1, you will submit your "Internship Proposal" on iLearn, and the Unit Convener will organize a meeting with you and the company supervisor to commence the project.

## Methods of Communication

**Internship:** There will be a weekly consultation for projects. The information will be available on iLearn.

### COVID Information

For the latest information on the University's response to COVID-19, please refer to the Coronavirus infection page on the Macquarie website: <https://www.mq.edu.au/about/coronavirus-faqs>. Remember to check this page regularly if the information and requirements change during the semester. If there are any changes to this unit in relation to COVID-19, these will be communicated via iLearn.

## Unit Schedule

Monday to Friday is typically spent at the workplace.

Students must schedule either a meeting with the convenor of the course and submit a weekly report (on iLearn) on the progress of the internship.

Week 6 and week 12 presentations are compulsory for the students.

There is no final examination, but you are expected to submit Internship reports (midterm and final reports). If you apply for Disruption to Study for your final report, you must be available for weeks 6 and 12. If you are not available at that time, there is no guarantee that additional examination time will be offered. Specific examination dates and times will be determined at a later date.

There are no hurdles in this unit. Second-chance hurdle examinations will also be offered in week 14. Results will be released by the end of week 14. You will be notified shortly after that date of your eligibility for a hurdle retry, and you must also make yourself available during that week to take advantage of this opportunity

## 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.



## Changes from Previous Offering

We value student feedback to be able to improve the way we offer our units continually. As such, we encourage students to provide constructive feedback to the teaching staff directly via student surveys or the FSE Student Experience & Feedback link on the iLearn page. Student feedback from the previous offering of this unit was very positive overall, with students pleased with the clarity around assessment requirements and the level of support from the teaching staff. As such, no change to the delivery of the unit is planned, however we will continue to strive to improve the level of support and student engagement.

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Unit information based on version 2024.02 of the [Handbook](#)