



PICT816

Internship

S2 External 2013

Centre for Policing, Intelligence and Counter Terrorism

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General Information

Unit convenor and teaching staff

Unit Convenor

Peter Anderson

peter.anderson@mq.edu.au

Contact via peter.anderson@mq.edu.au

PICT Offices, Level 2, Building Y3A

By appointment

Unit Convenor

Karina Guthrie

karina.guthrie@mq.edu.au

Contact via karina.guthrie@mq.edu.au

PICT Offices, Level 2, Building Y3A

By appointment

Credit points

4

Prerequisites

Admission to MPICT or MPICTMIntSecSt or MIntSecStud and Permission of Executive Dean of Faculty

Corequisites

Co-badged status

Unit description

This unit provides for students the chance to complete an approximately 12 week internship program. The internship integrates work and learning for postgraduate students within a business or organisation that focuses on Policing, Intelligence, Counter Terrorism or Security. The content of assignments and related work will be determined in collaboration between the intern, course convener and workplace supervisor. Students will explore issues internal to the organisation such as its goals, structure, management and work practices. In addition, they will be expected to investigate in what ways their workplace experience draws on, reinforces or otherwise, the academic material delivered in their wider program. This unit is expected to foster a self-reflective perspective on the internship experience and an ability to situate workplace activities and experiences within a wider academic context.

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:

Synthesise learning from professional and academic sources in order to produce a research paper integrating contextualised practice and academic research.

Develop professional technical competence, and appraise work-place learning using reflective practice and academic literature.

Apply knowledge gained during student's program of study to complex workplace situations; work independently and to professional standards.

Assessment Tasks

Name	Weighting	Due
Organisational Review	15%	23rd August, 2013
Workplace supervisor's report	30%	No later than 8 Nov 2013
Placement Report	15%	4th October, 2013
Research Essay	40%	25th October, 2013

Organisational Review

Due: **23rd August, 2013**

Weighting: **15%**

The Organisational Review is a 1500 word 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, function of the host organisation, and should demonstrate awareness of, and engagement with the national or international security issues or trends the form the primary focus of the organisation's activities. The review does not need to consult academic literature but should consult widely available government or other industry literature and be thoroughly referenced. The review will be marked against the following criteria: comprehension; evidence of independent research; structure and organisation; expression and grammar; referencing. The review should be submitted electronically via the PICT 816 iLearn site by Friday, 23rd August 2013. The marking rubric for this assessment item will be posted on the iLearn site.

On successful completion you will be able to:

- Develop professional technical competence, and appraise work-place learning using reflective practice and academic literature.

Workplace supervisor's report

Due: **No later than 8 Nov 2013**

Weighting: **30%**

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 and will be submitted no later than the final week of the internship, or no later than Friday, 8th November 2013 (which ever comes first). The report will be submitted electronically, directly to the unit convenor (karina.guthrie@mq.edu.au), and will be made available to the student by request only, with the prior consent of their workplace supervisor. A sample report is available on the PICT 816 iLearn site.

On successful completion you will be able to:

- Apply knowledge gained during student's program of study to complex workplace situations; work independently and to professional standards.

Placement Report

Due: **4th October, 2013**

Weighting: **15%**

The Placement Report is a 1500 word report analysing the student's own role within the host organisation. It should include a broad description of the projects and functions the student has undertaken, a description of key events, outline competencies acquired during the internship and reflect on the how the practical realities of the workplace either differed to or consolidated the more theoretical knowledge gained during the student's degree. The report should be referenced where appropriate, and should provide evidence of the student's ability to self-critique. The report will be marked against the following criteria: comprehension; evidence of self-reflective practice; structure and organisation; expression and grammar; referencing. The report should be submitted electronically through the PICT 816 iLearn site by Friday, 4th October 2013. The marking rubric for this assessment item will be posted on the iLearn site.

On successful completion you will be able to:

- Develop professional technical competence, and appraise work-place learning using reflective practice and academic literature.

Research Essay

Due: **25th October, 2013**

Weighting: **40%**

The Research Essay is 3500 word research paper on a topic related to the work undertaken during the student's internship, which the student would like to research further. The essay question will be developed in consultation with the unit convenor and must be agreed upon no

later than the Census date for Session Two. The essay will provide evidence of active engagement with and critical analysis of the relevant academic literature, will comply academic essay writing conventions and be thoroughly referenced. The essay will be marked according to the following criteria: introduction; context; argument; structure and organisation; conclusion; expression and grammar; referencing; evidence of independent thinking. The essay will be submitted electronically via the PICT 816 iLearn site by Friday 25th October, 2013.

On successful completion you will be able to:

- Synthesise learning from professional and academic sources in order to produce a research paper integrating contextualised practice and academic research.

Delivery and Resources

UNIT REQUIREMENTS AND EXPECTATIONS

There are no lectures for this subject however regular attendance at the student's host organisation for the duration of the internship is required. The unit convenor will liaise on a fortnightly basis with both the student and the workplace to assess progress. Contact with the student's workplace supervisor allows PICT to monitor the experience from both perspectives.

The unit convenor will be available, either via email, phone or in person to offer guidance and feedback on the conception and completion of the student's research essay.

REQUIRED READINGS

There are no prescribed texts or materials for this unit.

RECOMMENDED READINGS

While there is no prescribed textbook for this unit students may consider obtaining a copy of Collins, A. (ed) *Contemporary Security Studies*, Oxford University Press, Oxford, 3rd Edition, 2013.

TECHNOLOGY USED AND REQUIRED

Personal PC and internet access are essential for this unit. Basic computer skills and skills in word processing are also a requirement.

The unit can only be accessed by enrolled students online through <http://ilearn.mq.edu.au>

SUBMITTING ASSESSMENT TASKS

All assessment tasks are to be submitted, marked and returned electronically. This will only happen through the unit iLearn site.

Assessment tasks must be submitted either as a PDF or MS word document by the due date.

All assessment tasks will be subject to a 'Turnitin' review as an automatic part of the submission process.

Assessment tasks must be submitted with as assessment coversheet incorporating a plagiarism declaration. A copy of the coversheet can be downloaded at: www.arts.mq.edu.au/current_students/postgraduate_coursework.

The granting of extensions of up to one week are at the discretion of the unit convenor. Any requests for extensions must be made in writing before the due date for the submission of the assessment task. Extensions beyond one week are subject to special consideration. The policy for this is detailed under Policy and Procedures.

LATE SUBMISSION OF ASSESSMENT TASKS

There is a penalty for the late submission of assessment tasks. If an assignment is submitted late it will initially be marked as if it had been submitted on time. However, **5%** of the weighting allocated for the assignment will then be deducted from the mark the student initially achieves in the assessment task for each day it is late. For example if the assessment task's weighting is 20, 1.00 mark per day will be deducted from the initial mark given per day it is late ie a task initially given 15/20 but which is submitted four days late will lose 4 x 1.00 marks. That means 15/20-4marks=11/20. It is this second mark which will be recorded in gradebook.

Unit Schedule

There are no classes for this subject however student attendance 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.

This is a **4 credit point unit** with significant assessment requirements. In accordance with normal Macquarie University expectations, this means the student should spend, on average, at least 12 hours per week on this unit (i.e. three hours per credit point). As indicated above the student should spend the equivalent of one day a week with their host organisation. This is negotiable, as are the workplace activities student engages in during their placement. At all times students should be working towards the assessable requirements of the unit.

Policies and Procedures

Macquarie University policies and procedures are accessible from [Policy Central](#). Students should be aware of the following policies in particular with regard to Learning and Teaching:

Academic Honesty Policy http://www.mq.edu.au/policy/docs/academic_honesty/policy.html

Assessment Policy <http://www.mq.edu.au/policy/docs/assessment/policy.html>

Grading Policy <http://www.mq.edu.au/policy/docs/grading/policy.html>

Grade Appeal Policy <http://www.mq.edu.au/policy/docs/gradeappeal/policy.html>

Grievance Management Policy http://mq.edu.au/policy/docs/grievance_management/policy.html

Special Consideration Policy http://www.mq.edu.au/policy/docs/special_consideration/policy.html

In addition, a number of other policies can be found in the [Learning and Teaching Category](#) of Policy Central.

Student Support

Macquarie University provides a range of Academic Student Support Services. Details of these

services can be accessed at: <http://students.mq.edu.au/support/>

UniWISE provides:

- Online learning resources and academic skills workshops http://www.students.mq.edu.au/support/learning_skills/
- Personal assistance with your learning & study related questions.
- The Learning Help Desk is located in the Library foyer (level 2).
- Online and on-campus orientation events run by Mentors@Macquarie.

Student Services and Support

Students with a disability are encouraged to contact the [Disability Service](#) who can provide appropriate help with any issues that arise during their studies.

Student Enquiries

Details of these services can be accessed at <http://www.student.mq.edu.au/ses/>.

IT Help

If you wish to receive IT help, we would be glad to assist you at <http://informatics.mq.edu.au/help/>.

When using the university's IT, you must adhere to the [Acceptable Use Policy](#). The policy applies to all who connect to the MQ network including students and it outlines what can be done.

Graduate Capabilities

PG - Discipline Knowledge and Skills

Our postgraduates will be able to demonstrate a significantly enhanced depth and breadth of knowledge, scholarly understanding, and specific subject content knowledge in their chosen fields.

This graduate capability is supported by:

Learning outcomes

- Synthesise learning from professional and academic sources in order to produce a research paper integrating contextualised practice and academic research.
- Develop professional technical competence, and appraise work-place learning using reflective practice and academic literature.
- Apply knowledge gained during student's program of study to complex workplace situations; work independently and to professional standards.

Assessment tasks

- Organisational Review

- Workplace supervisor's report
- Placement Report
- Research Essay

PG - Critical, Analytical and Integrative Thinking

Our postgraduates will be capable of utilising and reflecting on prior knowledge and experience, of applying higher level critical thinking skills, and of integrating and synthesising learning and knowledge from a range of sources and environments. A characteristic of this form of thinking is the generation of new, professionally oriented knowledge through personal or group-based critique of practice and theory.

This graduate capability is supported by:

Learning outcome

- Synthesise learning from professional and academic sources in order to produce a research paper integrating contextualised practice and academic research.

Assessment task

- Research Essay

PG - Research and Problem Solving Capability

Our postgraduates will be capable of systematic enquiry; able to use research skills to create new knowledge that can be applied to real world issues, or contribute to a field of study or practice to enhance society. They will be capable of creative questioning, problem finding and problem solving.

This graduate capability is supported by:

Learning outcome

- Synthesise learning from professional and academic sources in order to produce a research paper integrating contextualised practice and academic research.

Assessment task

- Research Essay

PG - Effective Communication

Our postgraduates will be able to communicate effectively and convey their views to different social, cultural, and professional audiences. They will be able to use a variety of technologically supported media to communicate with empathy using a range of written, spoken or visual formats.

This graduate capability is supported by:

Learning outcomes

- Synthesise learning from professional and academic sources in order to produce a research paper integrating contextualised practice and academic research.
- Develop professional technical competence, and appraise work-place learning using reflective practice and academic literature.
- Apply knowledge gained during student's program of study to complex workplace situations; work independently and to professional standards.

Assessment tasks

- Organisational Review
- Workplace supervisor's report
- Placement Report
- Research Essay

PG - Engaged and Responsible, Active and Ethical Citizens

Our postgraduates will be ethically aware and capable of confident transformative action in relation to their professional responsibilities and the wider community. They will have a sense of connectedness with others and country and have a sense of mutual obligation. They will be able to appreciate the impact of their professional roles for social justice and inclusion related to national and global issues

This graduate capability is supported by:

Learning outcome

- Apply knowledge gained during student's program of study to complex workplace situations; work independently and to professional standards.

Assessment task

- Workplace supervisor's report

PG - Capable of Professional and Personal Judgment and Initiative

Our postgraduates will demonstrate a high standard of discernment and common sense in their professional and personal judgment. They will have the ability to make informed choices and decisions that reflect both the nature of their professional work and their personal perspectives.

This graduate capability is supported by:

Learning outcomes

- Develop professional technical competence, and appraise work-place learning using reflective practice and academic literature.

- Apply knowledge gained during student's program of study to complex workplace situations; work independently and to professional standards.

Assessment tasks

- Organisational Review
- Workplace supervisor's report
- Placement Report

Professional Conduct

Interns are required to:

Complete their internship tasks to a high standard.

Dress appropriately for work and meet the standards set for regular employees.

Meet any human resources requirements established by the host organisation for interns.

Abide by the rules and regulations set forth by the host organisation and the department to which the intern is assigned, including confidentiality, access to information, safety and security.

Treat all information gained in the course of the internship with the utmost confidentiality. This includes, but is not limited to office conversations, files and documents, meeting content, intellectual property and all office communications including emails, memorandums and notices.

Adhere to organisational policies on email and internet usage, use of phones and facsimilies and use of office resources (e.g. computers, stationery, mail and courier services, printers and photocopiers) should be strictly related to internship tasks, unless alternative arrangements have been made.

Refrain from using their mobile phone, personal email account and social networking technology except for lunch breaks and after-work hours.

Act in a professional manner at all times.

Be aware of cultural, religious and professional sensitivities of colleagues and to behave in an appropriate manner.

Refrain from bringing personal visitors into the workplace without prior permission from the workplace supervisor.

Additionally, all intellectual property existing in the host organisation or produced as part of the internship remains the property of the host organisation.

If a student is found to be performing at a sub-standard level or behaving inappropriately, the unit convenor will work with both parties to find a solution.

Students are reminded that they are required to abide by the confidentiality policies of their workplace, included academic assessments, discussions in workshops, and reference to their host organisation in their private lives.

It is the student's responsibility to check with their supervisor about the confidentiality of any

organisational information included in their academic submissions.

Only the unit convenor will have access to academic submissions.

Changes since First Published

Date	Description
03/07/2013	Due date for Supervisor's Report changed to November 8. Due date for Research Essay changed to October 25.
21/02/2013	The Prerequisites was updated.