



MMBA8155

Management Internship

Term 2, In person-scheduled-infrequent, North Ryde 2024

Department of Management

Contents

<u>General Information</u>	2
<u>Learning Outcomes</u>	2
<u>Assessment Tasks</u>	3
<u>Delivery and Resources</u>	5
<u>Unit Schedule</u>	5
<u>Policies and Procedures</u>	5

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 Courtney Molloy courtney.molloy@mq.edu.au
Credit points 10
Prerequisites Admission to MBA and 60cp in MMBA unit and permission by special approval
Corequisites
Co-badged status
Unit description The Management Internship is a 10-week research-based work placement giving students at advanced stages in their MBA an opportunity to work in an Australian organisation on a 'real time' business project. Interns work independently or as part of a team from the organisation under the supervision of an MQ Business School academic and a key contact or client sponsor. At the conclusion of the internship the student will typically present and then submit a report to the sponsor and the Business School.. Interns are required to have advanced communication, research, writing, consulting and project management skills. The challenging projects demand high levels of commitment in time and a high level of intellectual rigour.

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 a range of traditional and emergent models of business performance and productivity to measure and track value creation across organisational processes and projects.
- ULO2:** Conduct gap analysis and assess critical issues to define a course of action for the client.
- ULO3:** Reflect on, review and respond to an unfamiliar organisational context and diverse stakeholder groups.

ULO4: Apply teamwork skills and knowledge to produce solutions to problems or challenges.

Assessment Tasks

Name	Weighting	Hurdle	Due
<u>Progress Reports</u>	20%	No	Part A due end of Week 4. Part B due end of Week 7
<u>Business/Sponsor Assessment</u>	20%	No	End of Week 10
<u>Business Report</u>	60%	No	End of Week 10

Progress Reports

Assessment Type ¹: Log book

Indicative Time on Task ²: 20 hours

Due: **Part A due end of Week 4. Part B due end of Week 7**

Weighting: **20%**

The student will liaise and coordinate with the MQ Business School academic. Students will submit a range of artifacts that track and/or demonstrate progress at various stages of the internship. The nature of these artifacts will be determined by the placement and the defined business task requirements.

On successful completion you will be able to:

- Apply a range of traditional and emergent models of business performance and productivity to measure and track value creation across organisational processes and projects.
- Conduct gap analysis and assess critical issues to define a course of action for the client.

Business/Sponsor Assessment

Assessment Type ¹: Portfolio

Indicative Time on Task ²: 20 hours

Due: **End of Week 10**

Weighting: **20%**

At the end of the internship program, the corporate sponsor will evaluate the intern's performance based on a range of outcomes and goals relevant to the business task.

On successful completion you will be able to:

- Apply a range of traditional and emergent models of business performance and productivity to measure and track value creation across organisational processes and projects.
- Conduct gap analysis and assess critical issues to define a course of action for the client.
- Apply teamwork skills and knowledge to produce solutions to problems or challenges.

Business Report

Assessment Type ¹: Report

Indicative Time on Task ²: 40 hours

Due: **End of Week 10**

Weighting: **60%**

At the conclusion of the Internship, students will submit 3 copies of a professionally presented report: 1 copy to the host organisation and 2 copies to MQBS. Students must also upload a copy of this report on iLearn via Turnitin.

On successful completion you will be able to:

- Apply a range of traditional and emergent models of business performance and productivity to measure and track value creation across organisational processes and projects.
- Conduct gap analysis and assess critical issues to define a course of action for the client.
- Reflect on, review and respond to an unfamiliar organisational context and diverse stakeholder groups.
- Apply teamwork skills and knowledge to produce solutions to problems or challenges.

¹ 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.

² 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

Refer to the unit's iLearn site for details.

Unit Schedule

Refer to the unit's iLearn site for details.

Policies and Procedures

Macquarie University policies and procedures are accessible from [Policy Central](#) (<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>). 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>) 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 or if you are a Global MBA student contact 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/.

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.

Unit information based on version 2024.06 of the [Handbook](#)