



MMBA8155

Advanced MBA Internship: Connecting Knowledge and Impact

Term 3, In person-scheduled-weekday, City 2025

Department of Management

Contents

<u>General Information</u>	2
<u>Learning Outcomes</u>	2
<u>General Assessment Information</u>	3
<u>Assessment Tasks</u>	3
<u>Delivery and Resources</u>	6
<u>Policies and Procedures</u>	6

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

Karen Ganschow

karen.ganschow@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

Interested in consultancy and gaining work experience? Engage in a transformative internship! This unit offers students advanced in their MBA the opportunity to earn real industry experience in an Australian organisation. This research-based work placement allows MBA students to work on business projects under the supervision of an MQBS academic and a business client. Throughout the internship, students apply advanced communication, research, writing, consulting, and project management skills to address challenging projects that demand high commitment and intellectual rigour. At the conclusion of the internship, students present their findings and submit a comprehensive report to the sponsor and unit convenor, showcasing their ability to apply theoretical knowledge to practical business challenges. This internship provides invaluable real-world experience, equipping students with the skills and insights needed to excel in their MBA program and beyond.

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.

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 apply for Special Consideration.

Assessment Tasks

Name	Weighting	Hurdle	Due
<u>Professional Practice: Workplace Performance Evaluation</u>	20%	No	Week 10
<u>Skills Development: Reflection on Professional Growth</u>	30%	No	Week 4, Week 7 and Week 10
<u>Professional Practice: Strategic Insights from Industry Engagement</u>	50%	No	Week 10

Professional Practice: Workplace Performance Evaluation

Assessment Type ¹: Portfolio

Indicative Time on Task ²: 20 hours

Due: **Week 10**

Weighting: **20%**

The purpose of this assessment is for you to develop your understanding of the expectations of professional conduct in a workplace setting, including reliability, accountability and adherence to company policies and standards.

You will prepare and complete internship performance evaluation form for business sponsor to evaluate and provide feedback on your professional conduct in a workplace during your internship program.

Skills in focus :

- Work readiness
- Communication
- Collaboration

Deliverable: Written submission

This is an individual assessment.

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.

Skills Development: Reflection on Professional Growth

Assessment Type ¹: Reflective Writing

Indicative Time on Task ²: 20 hours

Due: **Week 4, Week 7 and Week 10**

Weighting: **30%**

The purpose of this assessment is for you to reflect on your experience as you progress through an internship project. You will develop an understanding of your personal and professional goals, challenges, milestones achieved and your strategy to ensure that the outcome provides value for your sponsor.

You will prepare three progress report—for submission in Week 4, 7 and 10—to reflect on your internship experience.

Skills in focus:

- Critical thinking
- Problem solving
- Work readiness
- Communication

Deliverable: Written submission [max. 3 pages for each report]

This is an individual assessment.

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.

Professional Practice: Strategic Insights from Industry Engagement

Assessment Type ¹: Report

Indicative Time on Task ²: 40 hours

Due: **Week 10**

Weighting: **50%**

The purpose of this assessment is for you to gain a deep understanding of how to analyse business challenges, formulate solutions and present them in a structured report format.

You will prepare a written business report in response to the sponsor's project and organisational requirements. The format of the report may be determined by the sponsor to best suit their requirements but will typically follow a standard business report structure. You will also prepare a reflection paper to outline the original goals you and your sponsor have for the project and how you can build on this internship project experience in future career or professional endeavours.

Skills in focus :

- Work readiness
- Critical thinking
- Problem solving
- Communication

Deliverable: Written submission [max. 2,500 words]

This is an individual assessment.

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

The Student is expected to spend two days a week working on the business project and have no less than a meeting a week with the Business sponsor.

There is a weekly online session with the Unit Co-ordinator to coach through the steps and review progress. Most sessions are group sessions but there will be individual one on ones with Unit Co-ordinator scheduled.

There are Progress Sessions at Week 4 and Week 7 in line with the Progress Reports. A presentation in Week 9 that will inform the final report submitted in week 10.

A reflection is also required in Week 10 to consolidate the learnings of the Intern project approach.

The Student is expected to apply Design Thinking. First clarify the problem and then through a range of research methodologies and critical thinking deliver key recommendations with rationale and a proposed implementation plan.

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 connect.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/>

Academic Success

[Academic Success](#) 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 the [Service Connect Portal](#), 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 2025.07 of the [Handbook](#)