



MQBS8090

Business Internship

Session 2, Online-scheduled-weekday 2026

Macquarie Business School Faculty level units

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Disclaimer

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General Information

Unit convenor and teaching staff

Unit Convenor

Peipei Pan

peipei.pan@mq.edu.au

Room 328, Level 3, 4ER

Request via email

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 Submission Penalties

If you submit your assessment late, 5% of the total possible marks will be deducted for each day (including weekends), up to 7 days. Submissions more than 7 days late will receive a mark of 0.

Example 1 (out of 100):

If you score 85/100 but submit **20 hours late**, you will lose **5 marks** and receive **80/100**.

Example 2 (out of 30):

If you score 27/30 but submit **20 hours late**, you will lose **1.5 marks** and receive **25.5/30**.

Extensions

Automatic short extension: Some assessments are eligible for automatic short extension. You can only apply for an automatic short extension before the due date.

Special Consideration: If you need more time due to serious issues and for any assessments that are not eligible for Short Extension, you must apply for Special Consideration. Need help? Review the [Special Consideration page](#) for further details.

Assessment Tasks

Name	Weighting	Hurdle	Due	Groupwork/Individual	Short Extension	AI Approach
Professional practice: Internship learning roadmap	30%	No	21/08/2026	Individual	Yes	Open AI
Skills development: Professional learning portfolio	40%	No	06/10/2026	Individual	Yes	Open AI
Skills development: Reflection on professional learning	30%	No	02/11/2026	Individual	Yes	Open AI

Professional practice: Internship learning roadmap

Assessment Type ¹: Professional task

Indicative Time on Task ²: 10 hours

Due: **21/08/2026**

Weighting: **30%**

Groupwork/Individual: Individual

Short extension ³: Yes

AI Approach: Open AI

The purpose of this assessment is for you to demonstrate your ability to plan and take ownership of your professional development by developing a learning roadmap for your internship.

Skills in focus:

- Communication skills
- Work readiness

Deliverable(s): Individual Written Form completed in iParticipate [max 1000 words]

Individual Assessment

On successful completion you will be able to:

- Develop professional skills in the workplace.

Skills development: Professional learning portfolio

Assessment Type ¹: Portfolio

Indicative Time on Task ²: 10 hours

Due: **06/10/2026**

Weighting: **40%**

Groupwork/Individual: Individual

Short extension ³: Yes

AI Approach: Open AI

The purpose of this assessment is to reflect on your development across key capability skills. You will produce a professional learning portfolio which present evidence of your work, and where you critically reflect on how your skills have grown, all in a clear, well-referenced, and visually engaging format that meets professional standards.

Skills in focus:

- Critical thinking and problem solving
- Communication skills
- Work readiness

Deliverable(s): Learning portfolio presented in the form of a slide deck including six slides [max 300 words] each

Individual Assessment

On successful completion you will be able to:

- Manage personal contribution to an organisation.

Skills development: Reflection on professional learning

Assessment Type ¹: Reflection task

Indicative Time on Task ²: 10 hours

Due: **02/11/2026**

Weighting: **30%**

Groupwork/Individual: Individual

Short extension ³: Yes

AI Approach: Open AI

The purpose of this assessment is for you to evaluate your progress by critically reflecting on the learning objectives set in your Learning Contract.

Skills in focus:

- Work readiness
- Communication skills
- Critical thinking and problem solving

Deliverable(s): Evaluation and reflection form in iParticipate [max 1500 words]

- Supervisor's evaluation (10%)
- Written critical reflection (20%)

Individual Assessment

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.

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
- [Academic Success](#) 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.

³ An automatic short extension is available for some assessments. Apply through the [Service Connect Portal](#).

Delivery and Resources

Your learning experience in this unit is through your internship. There will be resources on iLearn to support you in your portfolio of work and in achieving goals in your internship.

There are no formal classes as this unit is on the successful completion of your internship experience so you can gain beneficial employability skills.

Weekly on line consultations will be held for any queries you may have, details are on iLearn.

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.

- [Ask a Study Coach](#)
- [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 <https://students.mq.edu.au/support/technology/service-desk>.

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 2026.03 of the [Handbook](#)