



FOSC806

Science Innovation Internship

S1 Day 2019

Science and Engineering Faculty level units

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>	4
<u>Unit Schedule</u>	6
<u>Policies and Procedures</u>	7
<u>Graduate Capabilities</u>	8
<u>Changes from Previous Offering</u>	11

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

Lecturer / Unit Convener

Abidali Mohamedali

abidali.mohamedali@mq.edu.au

Contact via 9850 9292

F7B-4 Wally's Walk 119

Meeting confirmed by email

Admin

Nicole Vella

nicole.vella@mq.edu.au

Credit points

16

Prerequisites

16cp at 800 level or above including (FOSC804 and FOSC805)

Corequisites

Co-badged status

Unit description

This unit provides students the opportunity for an industry-based internship for observing real-world innovation in practice or a research internship for first-hand experience of world-leading research. The internship integrates practical experience and learning for postgraduate students within a business or organization. All students will be required to engage in at least one substantial piece of self-reflective evaluation and one major analytical project. The placement will allow students to explore relevant issues internal to the organization such as its goals, target identification, project management, to take cutting-edge ideas in scientific disciplines from conception through development to realisation. Students will be considered for enrolment into this unit after the successful completion of the other core units.

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:

Apply principles of entrepreneurship, leadership and innovation to the workplace.
Reflect on the semester long internship, allowing critical appraisal of the experience gained.
Relate to and display cross-cultural sensitivity in the workplace
Acquire basic skills in communication, workplace relations, policy and procedures, visioning and strategic planning within the host organisation

General Assessment Information

Please refer to the Macquarie University Policies and Procedures, specially with respect to submission of assignments, academic honesty policy, extensions and late submissions.

Assessment Tasks

Name	Weighting	Hurdle	Due
Weekly Reflection Journal	20%	No	Weekly
Work Diary	5%	Yes	Week 13
Final Report	60%	No	Week 12
Self Reflection essay	15%	No	Last week of internship

Weekly Reflection Journal

Due: **Weekly**

Weighting: **20%**

These weekly reflection exercises will be a series of short reports written by students to concisely report on reflections and learning of the week

On successful completion you will be able to:

- Apply principles of entrepreneurship, leadership and innovation to the workplace.
- Reflect on the semester long internship, allowing critical appraisal of the experience gained.
- Acquire basic skills in communication, workplace relations, policy and procedures, visioning and strategic planning within the host organisation

Work Diary

Due: **Week 13**

Weighting: **5%**

This is a hurdle assessment task (see [assessment policy](#) for more information on hurdle assessment tasks)

A log book of hours and dates worked during the period. Must be signed off by internship supervisor.

On successful completion you will be able to:

- Apply principles of entrepreneurship, leadership and innovation to the workplace.
- Acquire basic skills in communication, workplace relations, policy and procedures, visioning and strategic planning within the host organisation

Final Report

Due: **Week 12**

Weighting: **60%**

Final Report to elaborate on project worked on.

On successful completion you will be able to:

- Apply principles of entrepreneurship, leadership and innovation to the workplace.
- Relate to and display cross-cultural sensitivity in the workplace
- Acquire basic skills in communication, workplace relations, policy and procedures, visioning and strategic planning within the host organisation

Self Reflection essay

Due: **Last week of internship**

Weighting: **15%**

A substantive self reflection essay based on internship experience.

On successful completion you will be able to:

- Reflect on the semester long internship, allowing critical appraisal of the experience gained.
- Relate to and display cross-cultural sensitivity in the workplace
- Acquire basic skills in communication, workplace relations, policy and procedures, visioning and strategic planning within the host organisation

Delivery and Resources

Objective of the unit

This unit provides students the opportunity for an industry-based internship for observing real-world innovation in practice or a research internship for first-hand experience of world-leading research. The internship integrates practical experience and learning for postgraduate students within a business or organization. All students will be required to engage in at least one substantial piece of self-reflective evaluation and one major analytical project. The placement will

allow students to explore relevant issues internal to the organization such as its goals, target identification, project management, to take cutting-edge ideas in scientific disciplines from conception through development to realisation. Students will be considered for enrolment into this unit after the successful completion of the other core units.

Process

Students are encouraged to choose and make contact with their own preferred internship provider. Once contact has been made, a referral letter can be requested to be sent to the host organization.

Students are requested to discuss the details and nature of the activity with the host organisation and complete and activity PROPOSAL form. This proposal will be assessed by the convener and sent for amendment or approval. If approved, the host organisation will be sent an ACTIVITY STATEMENT to sign and approve.

Once the activity statement is approved by the host organisation, a CONFIRMATION letter will be sent to both student and host organisation and the activity can proceed.

Requirements

Students are required to:

- Complete any appropriate health checks, vaccinations and any other clearances deemed necessary by the partner organisation;
- Take all necessary precautions to ensure their own health, safety and welfare, as well as the health, safety and welfare of others;
- Abide by and cooperate with the partner organisation with respect to all rules, requirements, and procedures of the partner, including those dealing with Work, Health and Safety requirements; emergency procedures; harassment, bullying and anti-discrimination policies; child protection policies and laws; dress standards; confidentiality and privacy requirements; internet policies and ethical guidelines;
- Complete the required time commitment, assessment tasks and all other requirements of the activity and unit;
- Treat all staff and peers with courtesy and respect and treat everyone equitably, irrespective of gender, race, disability, cultural background, religion, age, political conviction, age, sexual orientation or medical condition;
- Behave in a way which protects the reputation and good name of the University;
- Ask for and accept feedback and advice about their work;
- Advise the host supervisor and the Unit Convenor if they cannot attend work or participate in the activity due to sickness or other personal circumstances at the earliest possible time;
- Negotiate in good faith with the partner organisation and enter into a separate

agreement with them relating to Intellectual Property rights ownership;

- Keep private any information learnt about the workplace, its clients or employees in accordance with the partner organisation's confidentiality policy.
- Acknowledge that any personal information that may be collected in the course of the activity is protected by the Privacy and Personal Information Protection Act 1998 (NSW), the Privacy Act 1988 (Cth), and the Health Records and Information Privacy Act 2002 (NSW).
- Not present themselves as a representative of the partner organisation in any form of media or communication without prior written permission from the partner organisation. The student must also seek approval from the partner organisation about message content in all such communications.

Unit Web Page

The web page for this unit is at Macquarie's new learning management system website: <http://ilearn.mq.edu.au>

Login and follow prompts to FOSC 806.

You are expected to access the unit web site frequently (i.e., almost daily). This site contains important information including submissions (that you will be expected to access in class) and assignments.

Logging In: Type in the URL <http://ilearn.mq.edu.au> and find **FOSC804**. Your username is your Macquarie Student ID Number (MQID), which is an 8 digit number found on your student card. The password is your myMQ Student Portal password. This will be the original MQID password (2 random characters followed by your date of birth in ddmmyy format) that was sent to you on enrolment, unless you have already changed your password in the myMQ Student Portal. If you experience difficulties in getting your reprint or your password, please contact the StudentIT Desk (ph: 9850 6500).

Teaching and Learning Strategy

FOSC806 is a 16-credit point half-year unit

The internship program runs through session one from February to June or session two, from July to December. The placement requirements are for three days a week for 12 weeks (270 hours), full time equivalent, however, work arrangements can be flexible to suit the student and could for example, be two days a week over 18 weeks.

Unit Schedule

Monday to Friday is typically spent at the workplace.

Student must complete weekly report on Ilearn. Students will also schedule a monthly meeting (over the phone) with the unit convener.

There is no final examination but you are expected to submit an Internship report.

There is only one hurdle in this unit, which is the submission of the work diary. Failure to cross this hurdle will result in a fail.

Policies and Procedures

Macquarie University policies and procedures are accessible from [Policy Central](https://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policy-central) (<https://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policy-central>). 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](#)
- [Grade Appeal Policy](#)
- [Complaint Management Procedure for Students and Members of the Public](#)
- [Special Consideration Policy](#) (**Note:** *The Special Consideration Policy is effective from 4 December 2017 and replaces the Disruption to Studies Policy.*)

Undergraduate students seeking more policy resources can visit the [Student Policy Gateway](https://students.mq.edu.au/support/study/student-policy-gateway) (<https://students.mq.edu.au/support/study/student-policy-gateway>). It is your one-stop-shop for the key policies you need to know about throughout your undergraduate student journey.

If you would like to see all the policies relevant to Learning and Teaching visit [Policy Central](https://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policy-central) (<https://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policy-central>).

Student Code of Conduct

Macquarie University students have a responsibility to be familiar with the Student Code of Conduct: <https://students.mq.edu.au/study/getting-started/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

Student Support

Macquarie University provides a range of support services for students. For details, visit <http://students.mq.edu.au/support/>

Learning Skills

Learning Skills (mq.edu.au/learningskills) provides academic writing resources and study strategies to improve your marks and take control of your study.

- [Workshops](#)
- [StudyWise](#)
- [Academic Integrity Module for Students](#)
- [Ask a Learning Adviser](#)

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

For all student enquiries, visit Student Connect at ask.mq.edu.au

If you are a Global MBA student contact globalmba.support@mq.edu.au

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.

Graduate Capabilities

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 outcome

- Acquire basic skills in communication, workplace relations, policy and procedures, visioning and strategic planning within the host organisation

Assessment tasks

- Weekly Reflection Journal
- Final Report

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 outcome

- Apply principles of entrepreneurship, leadership and innovation to the workplace.

Assessment task

- Final Report

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 outcomes

- Apply principles of entrepreneurship, leadership and innovation to the workplace.
- Reflect on the semester long internship, allowing critical appraisal of the experience gained.
- Acquire basic skills in communication, workplace relations, policy and procedures, visioning and strategic planning within the host organisation

Assessment tasks

- Final Report
- Self Reflection 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

- Relate to and display cross-cultural sensitivity in the workplace

Assessment tasks

- Weekly Reflection Journal
- Final Report

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 outcome

- Acquire basic skills in communication, workplace relations, policy and procedures, visioning and strategic planning within the host organisation

Assessment task

- Final Report

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 outcomes

- Reflect on the semester long internship, allowing critical appraisal of the experience gained.
- Relate to and display cross-cultural sensitivity in the workplace
- Acquire basic skills in communication, workplace relations, policy and procedures, visioning and strategic planning within the host organisation

Assessment tasks

- Weekly Reflection Journal
- Work Diary
- Final Report
- Self Reflection essay

Changes from Previous Offering

Students will be required to submit an activity proposal form at least 4 weeks prior to the start of the semester to allow processing.