



# BUS 880

## Business Internship

S2 External 2019

*Department of Management*

### Contents

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<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>	6
<u>Graduate Capabilities</u>	7
<u>Internship Guide</u>	8
<u>Research and Practice</u>	11

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#### **Disclaimer**

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## General Information

Unit convenor and teaching staff

Unit Convenor

Stephen Erichsen

[stephen.erichsen@mq.edu.au](mailto:stephen.erichsen@mq.edu.au)

Contact via Email

Please view consultation hours via iLearn - <https://ilearn.mq.edu.au/login/>

Credit points

4

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 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.

## 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:

Develop professional skills in the workplace.

Manage personal contribution to an organisation.

Demonstrate an understanding of the need for commitment to achieving tasks

professionally on the basis of teamwork in the workplace.

Manage professional learning through reflective practice and the application of research.

## Assessment Tasks

Name	Weighting	Hurdle	Due
<a href="#">Reflective Journal - Part A</a>	20%	No	Week 4: Friday August 23rd at 6pm
<a href="#">Ethical Case Study</a>	40%	No	Week 8: Friday October 4th at 6pm
<a href="#">Reflective Journal - Part B</a>	40%	No	Week 13: Sunday November 4th at 6pm

### Reflective Journal - Part A

Due: **Week 4: Friday August 23rd at 6pm**

Weighting: **20%**

#### Reflective Journal - Part A Assessment Summary Task Description

Analysis of student workplace expectations and completion of Journal Introduction. The assessment task requires students to identify their workplace objectives (as of now) and create an introductory Part A for their journal.

It will provide a brief paragraph or two (Your Introduction) outlining your motivation for enrolling in the course. You will also (under the heading of My Expectation of BUS880) will identify and briefly discuss (in point form) your current workplace objectives, i.e. Your motivation for enrolling in this subject and what you hope to gain/experience from doing this subject.

**Type of Collaboration** Individual **Submission** Please submit via Turnitin link on [iLearn](#). **Format** Please refer to the [iLearn](#) Unit page for details. **Length** 800 - 1,000 words **Inherent Task Requirements** N/A **Late Submission**

Late submission must also be made through Turnitin. No extensions will be granted. There will be a **deduction of 10%** made from the total available marks for each **24 hour period** or part thereof that the submission is late (for example, 25 hours late in submission incurs a 20% penalty). Late submissions will be accepted up to 96 hours after the due date and time.

This penalty does not apply for cases in which an application for [Special Consideration](#) is made and approved. Note: applications for [Special Consideration Policy](#) must be made within 5 (five) business days of the due date and time.

On successful completion you will be able to:

- Develop professional skills in the workplace.

### Ethical Case Study

Due: **Week 8: Friday October 4th at 6pm**

Weighting: **40%**

**Ethical Case Study Assessment Summary Task Description** Students will be given (via iLearn) a workplace case study to read, reflect upon in Session 2. Students are then required to submit, via iLearn, a written response to this or another case study by the due date. The case study response supports and reflects ethical thinking and professional problem solving skills. See [iLearn](#) Marking Guide. **Type of Collaboration** Individual **Submission** Please submit via Turnitin link on [iLearn](#). **Format** Please refer to the [iLearn](#) Unit page. **Length** 1,400 to 1,800 words  
**Inherent Task Requirements** N/A **Late Submission**

Late submission must also be made through Turnitin. No extensions will be granted. There will be a **deduction of 10%** made from the total available marks for each **24 hour period** or part thereof that the submission is late (for example, 25 hours late in submission incurs a 20% penalty). Late submissions will be accepted up to 96 hours after the due date and time.

This penalty does not apply for cases in which an application for [Special Consideration](#) is made and approved. Note: applications for [Special Consideration Policy](#) must be made within 5 (five) business days of the due date and time.

On successful completion you will be able to:

- Manage personal contribution to an organisation.

## Reflective Journal - Part B

Due: **Week 13: Sunday November 4th at 6pm**

Weighting: **40%**

### Reflective Journal - Part B Assessment Summary Task Description

Students will review and submit *their completed* Reflective Journal in session 3; Please submit via Turnitin link on [iLearn](#). The final reflective journal report will consist of **Part A**, plus **Part B** - consisting of an updated summary of your workplace experience (extracted from your diary), a conclusion, which will compare your **Part A** response with your actual workplace experience, i.e. Have my expectations (noted in **Part A**) stayed the same or changed?

What is marked is Part B component (Part A having already attracted a 20% mark). The final Journal submission mark consists of **Part A** mark and **Part B** mark added together to provide a total mark out of 60 marks for the completed journal.

Further details about the value of reflective journals, how to write a reflective journal and examples of reflective journal writing can be found on [iLearn](#)

**Type of Collaboration** Individual **Submission** Please submit via Turnitin link on [iLearn](#). Please see the [iLearn](#) page for details relating to your final submission requirements. **Format** Please refer to the [iLearn](#) Unit page. **Length** Word count is variable above 2,000 words - but should not exceed 2,500 words (total) **Inherent Task Requirements** N/A **Late Submission**

Late submission must also be made through Turnitin. No extensions will be granted. There will be a **deduction of 10%** made from the total available marks for each **24 hour period** or part thereof that the submission is late (for example, 25 hours late in submission incurs a 20% penalty). Late submissions will be accepted up to 96 hours after the due date and time.

This penalty does not apply for cases in which an application for [Special Consideration](#) is made

and approved. Note: applications for [Special Consideration Policy](#) must be made within 5 (five) business days of the due date and time.

On successful completion you will be able to:

- Demonstrate an understanding of the need for commitment to achieving tasks professionally on the basis of teamwork in the workplace.
- Manage professional learning through reflective practice and the application of research.

## Delivery and Resources

<b>Required text</b>	There is no prescribed textbook for the unit.
<b>Unit web page</b>	The web page for this unit can be found at: <a href="https://ilearn.mq.edu.au/login/">https://ilearn.mq.edu.au/login/</a>
<b>Technology Used and Required</b>	<p>The unit will be delivered via the Macquarie learning management system (iLearn), therefore, students are expected to have access to and be familiar with <a href="#">iLearn</a>.</p> <p>Students are expected to have access to and be able to use electronic mail, word processing and spreadsheet applications.</p>
<b>Delivery Format and Other Details</b>	<p><b>Classes &amp; Internship Hours</b></p> <ul style="list-style-type: none"> <li>• 150 hours of internship placement spread over the session</li> <li>• 3 x Face to Face Seminars</li> <li>• The session times for Session 2, 2019 are held on: <b>Friday at 8:30am on August 2nd, September 13th, and November 2nd</b>. Please double check these dates before the session in case there are unavoidable changes.</li> <li>• Internship hours must commence no later than the end of week 4 and be completed within two weeks following week 13. The internship hours must be spread over the session, however it is not compulsory to work during the mid-session break. For further information on completing the internship hours refer to the Internship Guide section.</li> </ul> <p>See the timetables portal (<a href="https://timetables.mq.edu.au/">https://timetables.mq.edu.au/</a>) for class times and locations.</p>
<b>Recommended readings</b>	Links to all readings for the unit are incorporated in <a href="#">iLearn</a> .

## Unit Schedule

Week	Class Times	Activity
Week 1	8:30am in 04WR 232 on August 2nd	Internship Hours
Week 2		Internship Hours
Week 3		Internship Hours
Week 4		Internship Hours
Week 5		Internship Hours
Week 6		Internship Hours
Week 7	8:30am in 17WW Room 209 on September 13th	Internship Hours

-	Mid Semester Break	Internship Hours
Week 8		Internship Hours
Week 9		Internship Hours
Week 10		Internship Hours
Week 11		Internship Hours
Week 12		Internship Hours
Week 13	8:30am in 04WR 232 on November 2nd	Internship Hours

## 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](https://ask.mq.edu.au) or if you are a Global MBA

student contact [globalmba.support@mq.edu.au](mailto: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](http://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](http://ask.mq.edu.au)

If you are a Global MBA student contact [globalmba.support@mq.edu.au](mailto: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/](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 outcomes

- Develop professional skills in the workplace.
- Manage personal contribution to an organisation.

- Demonstrate an understanding of the need for commitment to achieving tasks professionally on the basis of teamwork in the workplace.
- Manage professional learning through reflective practice and the application of research.

## **Assessment tasks**

- Reflective Journal - Part A
- Ethical Case Study
- Reflective Journal - Part B

## **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**

- Develop professional skills in the workplace.
- Manage personal contribution to an organisation.
- Demonstrate an understanding of the need for commitment to achieving tasks professionally on the basis of teamwork in the workplace.
- Manage professional learning through reflective practice and the application of research.

## **Assessment tasks**

- Reflective Journal - Part A
- Ethical Case Study
- Reflective Journal - Part B

## **Internship Guide**

### INTERNSHIP ADVISOR

Any enquiries regarding the internship placement component of the program should be directed to the Internship Advisor via [BUS880internships@mq.edu.au](mailto:BUS880internships@mq.edu.au).

### HOST ORGANISATION SUPERVISOR

All students will be appointed a Host Organisation Supervisor, as per the Internship Project Form. Any work related concerns must first be addressed to the Host Organisation Supervisor. If an acceptable solution cannot be reached, students must contact the Internship Advisor or Unit Convenor.

### ILLNESS AND EMERGENCY



illness

If students cannot attend their internship on any day due to illness, they are required to contact their Host Organisation Supervisor. If students cannot contact their Host Organisation Supervisor, they are required to contact their Internship Advisor and notify them of the times and dates they are unavailable.

#### EMERGENCY CONTACTS

In the case of serious illness or medical emergency, students are advised to:

- Ring 000 (the emergency services number in Australia)
- For Medical Insurance, contact OSHC on 1800 814 781
- Where possible, advise a member of Macquarie International staff of their current situation OR have their Host Organisation Supervisor contact the Internship staff.

**Student Emergency Number outside of office hours (9am-5pm): 1800 CAREMQ (227 367)**

#### INTERNSHIP HOURS

- Students must complete 150 workplace hours, as confirmed by their Host Organisation Supervisor.
- Students can start their internship from week 1 (**29 July, 2019**). Students must begin their internship hours on or before Friday of week 4 (**23 August, 2019**), unless otherwise arranged with their Internship Advisor and Host Organisation Supervisor.
- Days and hours of work will be decided in agreement with the student's Host Organisation Supervisor.
- Hours must be completed by the Friday, two weeks after week 13 (**16 November, 2019**).
- Students are not required to work over the mid-semester break but can if they wish, by arrangement with their Host Organisation Supervisor. Students are responsible for discussing their mid-semester break plans with their Supervisor a few weeks prior.

#### INTERNSHIP HOURS LOG

Students are required to record their hours worked on a weekly basis on the Internship Hours Log (available in iLearn). Failure to submit the completed form, signed by the Host Organisation Supervisor will result in Fail grade for the unit.

Upload the log to iLearn on completion of internship hours or by 5pm on the Friday two weeks after week 13 (**16 November, 2019**).

#### ADDITIONAL HOURS

If students complete the required 150 hours before the end of the session, they are welcome to do additional hours at the host organisation by agreement with their Host Organisation Supervisor. Students are still covered under Macquarie insurance until the final day of the session.

If students wish to continue at the host organisation after the final day of the session, this is a private arrangement between the student and host organisation and the student will no longer be covered by Macquarie insurance.

Students cannot be compelled to complete more than 150 hours at the host organisation.

## PROFESSIONAL CONDUCT

During the internship, students 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.
- Abide by the rules and regulations set forth by the host organisation and the department to which they are 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 email, memorandums and notices. Students must not disclose confidential information to any person, corporation, or entity at any time, that is, both during and after the placement. It is the student's responsibility to check with their Host Organisation Supervisor about the confidentiality of any information included in their academic assessment tasks.
- Adhere to organisational policies on email and internet usage. Use of any office resources (e.g. telephones, 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 courteous, sensitive to the needs of others, and provide appropriate assistance.
- 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 Host Organisation Supervisor.

Additionally, all intellectual property existing in the host organisation or produced as part of an 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

Internship Advisor and/or Unit Convenor will work with both parties to find a solution. If a solution cannot be reached, the student may be removed from the internship placement.

#### SUPERVISOR REFERENCE

On completion of internship hours, students are required to request their own reference from their Host Organisation Supervisor. Reference guidelines are available on iLearn, if required.

#### ADDITIONAL WORKSHOPS

All students are strongly encouraged to make use of the academic and professional development workshops offered at Macquarie University. Workshops are available through the following services and programs:

- Careers Service - [www.careers.mq.edu.au/home/](http://www.careers.mq.edu.au/home/)
- Global Leadership Program (for students who are part of this program) - [www.international.mq.edu.au/glp](http://www.international.mq.edu.au/glp)

## Research and Practice

- This unit uses research from external sources (references available on iLearn).
- This unit gives you practice in applying research findings in your assignments.