BUSN12001 *Business Internship*
Term 2 - 2018

Profile information current as at 17/05/2024 08:54 pm

All details in this unit profile for BUSN12001 have been officially approved by CQUniversity and represent a learning partnership between the University and you (our student). The information will not be changed unless absolutely necessary and any change will be clearly indicated by an approved correction included in the profile.

General Information

Overview
Business Internship provides opportunity for you to gain supervised practical work experience. The purpose of this unit is to expose you to workplace practices so that you can apply your business knowledge gained from your business studies to the work environment. Completion of this unit may assist you in gaining employment or being able to engage with employers in employment opportunities. You will undertake an approved, generally unpaid, work placement to a maximum of 20 hours per week for a duration of 12 weeks. All your assessments will be closely aligned with the skills and experience you gain in the workplace and you will work closely with the unit coordinator and your workplace supervisor while undertaking the internship.

Details
Career Level: *Undergraduate*
Unit Level: *Level 2*
Credit Points: *12*
Student Contribution Band: *3A*
Fraction of Full-Time Student Load: *0.25*

Pre-requisites or Co-requisites
Pre-requisites: Successful completion of 48 credit points; ANDNo Failures on their Academic Record; ANDUnit Coordinator Approval: ANDA Grade Point Average of 5 or above; OR Successful completion of BUSN19024 Graduate Employability Skills.NOTE: Students who have not completed BUSN19024 Graduate Employability Skills will be required to complete an Online Preparation prior to undertaking BUSN12001 Business Internship.
Important note: Students enrolled in a subsequent unit who failed their pre-requisite unit, should drop the subsequent unit before the census date or within 10 working days of Fail grade notification. Students who do not drop the unit in this timeframe cannot later drop the unit without academic and financial liability. See details in the [Assessment Policy and Procedure (Higher Education Coursework)](#).

Offerings For Term 2 - 2018
- Distance

Attendance Requirements
All on-campus students are expected to attend scheduled classes – in some units, these classes are identified as a mandatory (pass/fail) component and attendance is compulsory. International students, on a student visa, must maintain a full time study load and meet both attendance and academic progress requirements in each study period (satisfactory attendance for International students is defined as maintaining at least an 80% attendance record).

Website
[This unit has a website, within the Moodle system, which is available two weeks before the start of term. It is important that you visit your Moodle site throughout the term. Please visit Moodle for more information.](#)

Class and Assessment Overview

Recommended Student Time Commitment
Each 12-credit Undergraduate unit at CQUniversity requires an overall time commitment of an average of 25 hours of study per week, making a total of 300 hours for the unit.

Class Timetable

Regional Campuses
Bundaberg, Cairns, Emerald, Gladstone, Mackay, Rockhampton, Townsville

Metropolitan Campuses
Adelaide, Brisbane, Melbourne, Perth, Sydney

Assessment Overview
1. **Learning logs / diaries / Journal / log books**
Weighting: 30%
2. **Portfolio**
Weighting: 70%

Assessment Grading
This is a graded unit: your overall grade will be calculated from the marks or grades for each assessment task, based on the relative weightings shown in the table above. You must obtain an overall mark for the unit of at least 50%, or an overall grade of 'pass' in order to pass the unit. If any 'pass/fail' tasks are shown in the table above they must also be completed successfully ('pass' grade). You must also meet any minimum mark requirements specified for a particular assessment task, as detailed in the 'assessment task' section (note that in some instances, the minimum mark for a task may be greater than 50%). Consult the University's Grades and Results Policy for more details of interim results and final grades.

CQUniversity Policies

All University policies are available on the CQUniversity Policy site.
You may wish to view these policies:

- Grades and Results Policy
- Assessment Policy and Procedure (Higher Education Coursework)
- Review of Grade Procedure
- Student Academic Integrity Policy and Procedure
- Monitoring Academic Progress (MAP) Policy and Procedure – Domestic Students
- Monitoring Academic Progress (MAP) Policy and Procedure – International Students
- Student Refund and Credit Balance Policy and Procedure
- Student Feedback – Compliments and Complaints Policy and Procedure
- Information and Communications Technology Acceptable Use Policy and Procedure

This list is not an exhaustive list of all University policies. The full list of University policies are available on the CQUniversity Policy site.

Previous Student Feedback

Feedback, Recommendations and Responses

Every unit is reviewed for enhancement each year. At the most recent review, the following staff and student feedback items were identified and recommendations were made.

Feedback from Unit evaluation

Feedback

Some students were receptive to the provision of mark sheets and assessment guidelines to help provide greater clarity as to each of the assessment tasks.

Recommendation

Provide students with mark sheets and assessment guidelines through the unit Moodle site.

Feedback from Unit evaluation

Feedback

Some students did not fully understand the workload requirements for this unit.

Recommendation

Offer Zoom sessions and/or video recordings early in the term highlighting the unit encompasses both practical work experience and assessable tasks.

Unit Learning Outcomes

On successful completion of this unit, you will be able to:

1. Apply University knowledge and skills in the workplace
2. Develop relevant skills and etiquette in the workplace
3. Contribute to workplace tasks or projects
4. Critically reflect on workplace experience to identify further areas of learning and professional development
5. Establish networking skills for future employment opportunities.

Alignment of Learning Outcomes, Assessment and Graduate Attributes

| — N/A Level | ○ Introductory Level | ○ Intermediate Level | ● Graduate Level | ○ Professional Level | ○ Advanced Level |

Alignment of Assessment Tasks to Learning Outcomes

Assessment Tasks	Learning Outcomes				
	1	2	3	4	5
1 - Learning logs / diaries / Journal / log books - 30%	●	●		●	
2 - Portfolio - 70%		●	●		●

Alignment of Graduate Attributes to Learning Outcomes

Graduate Attributes	Learning Outcomes				
	1	2	3	4	5
1 - Communication	●	●			●

Graduate Attributes	Learning Outcomes				
	1	**2**	**3**	**4**	**5**
2 - Problem Solving	•	•	•	•	
3 - Critical Thinking		•	•	•	
4 - Information Literacy	•				
5 - Team Work	•	•	•		•
6 - Information Technology Competence		•	•		
7 - Cross Cultural Competence		•	•		•
8 - Ethical practice			•	•	
9 - Social Innovation			•		
10 - Aboriginal and Torres Strait Islander Cultures					

Alignment of Assessment Tasks to Graduate Attributes

Assessment Tasks	Graduate Attributes									
	1	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**
1 - Learning logs / diaries / Journal / log books - 30%	•	•	•	•		•		•		
2 - Portfolio - 70%	•		•	•		•	•	•	•	

Teaching Contacts

Warren Lawson Unit Coordinator
w.lawson1@cqu.edu.au

Schedule

Week 1 - 09 Jul 2018

Module/Topic	Chapter	Events and Submissions/Topic
Note: Students who have not completed BUSN19024 Graduate Employability Skills should have completed the Online Preparation prior to undertaking BUSN12001 Business Internship.		

Week 2 - 16 Jul 2018

Module/Topic	Chapter	Events and Submissions/Topic

Week 3 - 23 Jul 2018

Module/Topic	Chapter	Events and Submissions/Topic
		Reflective Journal Entry 1 due Wednesday (25 July 2018) 11:45 PM AEST

Week 4 - 30 Jul 2018

Module/Topic	Chapter	Events and Submissions/Topic

Week 5 - 06 Aug 2018

Module/Topic	Chapter	Events and Submissions/Topic

Vacation Week - 13 Aug 2018

Module/Topic	Chapter	Events and Submissions/Topic

Week 6 - 20 Aug 2018

Module/Topic	Chapter	Events and Submissions/Topic
		Reflective Journal Entry 2 due Wednesday (22 August 2018) 11:45 PM AEST

Week 7 - 27 Aug 2018

Module/Topic	Chapter	Events and Submissions/Topic

Week 8 - 03 Sep 2018

Module/Topic	Chapter	Events and Submissions/Topic

Week 9 - 10 Sep 2018

Module/Topic	Chapter	Events and Submissions/Topic
		Reflective Journal Entry 3 due Wednesday (12 September 2018) 11:45 PM AEST

Week 10 - 17 Sep 2018

Module/Topic	Chapter	Events and Submissions/Topic

Week 11 - 24 Sep 2018

Module/Topic	Chapter	Events and Submissions/Topic

Week 12 - 01 Oct 2018

Module/Topic	Chapter	Events and Submissions/Topic

Review/Exam Week - 08 Oct 2018

Module/Topic	Chapter	Events and Submissions/Topic
		Second Assessment Due: Review/Exam Week Wednesday (10 October 2018) 11:45 pm AEST

Exam Week - 15 Oct 2018

Module/Topic	Chapter	Events and Submissions/Topic

Term Specific Information

Contact information for Warren Lawson:

I encourage all students to contact me, either by email or telephone, with any personal questions or queries relating to the unit.

Email: w.lawson1@cqu.edu.au

Telephone: +61 (03) 9616 0518

I'm based on the Melbourne Campus and be found in the Business and Law staff room on level 4, 120 Spencer Street.

Assessment Tasks

1 First Assessment

Assessment Type
Learning logs / diaries / Journal / log books

Task Description
The first assessment task consists of **Three** (3) reflective journal entries. Each journal entry is worth a maximum 10% towards your overall grade (i.e. 3 Journal Entries x 10% = 30%).

Reflective journals are concerned with demonstrating reflection on various aspects of your workplace experience.

Your task is to complete and submit all three reflective journal entries as outlined below.

Journal Entry 1 – Reflection on workplace etiquette (max. 500 words)
Workplace etiquette differs across industries and organisations but is typically the socially acceptable ways we interact with one another and behave in our workplace. You are to reflect on workplace etiquette in your place of work explaining how and why it has impacted on your interactions with others and your own behaviour. What specifically have you done and how have you handled these situations? Some additional areas you can direct your thoughts include the following: What are some of the acceptable standards of communication and employee interaction permitted in your workplace? Feel free to use examples to help you explain this. Does your workplace have a dress code? Explain why or why not. What expectations did you have with regard to workplace etiquette before starting in the work placement? Has this changed in any way since you started in the work placement? If so, how?

Journal Entry 2 – Reflection on workplace skills and knowledge (max. 500 words)
Workplace skills and knowledge are fundamental for any person to succeed in the workplace. You are to reflect on the importance of knowledge and skills in your place of work and specifically how and why you have utilised this knowledge and skills. Some additional areas you can direct your thoughts include the following: What type of activities and tasks have you completed during your work placement? Can you link any of these back to your university studies? Feel free to use examples to help you explain this. What are the personal qualities you have been able to demonstrate in the workplace and how did you do this? What additional knowledge and skills have you gained through your workplace

learning? From what you have learnt, what do you think employers value most in their employees?

<u>Journal Entry 3 – Reflection on workplace experience</u> (max. 500 words)
You are to reflect on your workplace experience. How and why has your workplace experience been a positive or negative one? Was it easy or difficult for you adjusting to the work environment? What areas do you think you have done well in? Which areas do you think you could improve on? Based on your workplace experience, identify areas of further learning and/or professional development (i.e. knowledge, skills and qualities) that might provide progression into your chosen career.

<u>Instructions and advice</u>

- This is an individual assessment (no groups).
- Use 'I' or first person tone in each of your reflective journal entries.
- Referencing and use of citations is not required in this assessment task.
- Stay within the recommended word limit.
- Submit each reflective journal online through the unit Moodle site.
- Refer to the table below for the due day/date/time for each reflective journal.

Each reflective journal should contain the following:

- A single Word document (no PDF).
- Use size 12 font with 1.5 line-spacing in this Word document.

Journal Entry	Due Day/Date/Time
1	Week 3 Wednesday (25 July 2018) 11:45 PM AEST
2	Week 6 Wednesday (22 August 2018) 11:45 PM AEST
3	Week 9 Wednesday (12 September 2018) 11:45 PM AEST

Assessment Due Date

Various (see Journal Entry due dates in 'Task Description')

Return Date to Students

Within two weeks from the due date.

Weighting
30%

Assessment Criteria

- Description and discussion of an event or issue. Out of 3 marks.
- Critical reflection and analysis of self and own behaviour. Out of 6 marks.
- Spelling, grammar, and written presentation. Out of 1 marks.
- Total: Out of 10 marks x 3 = 30 marks.

Referencing Style

- American Psychological Association 6th Edition (APA 6th edition)

Submission
Online

Submission Instructions
Online (through Moodle)

Learning Outcomes Assessed

- Apply University knowledge and skills in the workplace
- Develop relevant skills and etiquette in the workplace
- Critically reflect on workplace experience to identify further areas of learning and professional development

Graduate Attributes

- Communication
- Problem Solving
- Critical Thinking
- Information Literacy

- Information Technology Competence
- Ethical practice

2 Second Assessment

Assessment Type
Portfolio

Task Description
The second assessment task requires the submission of a portfolio consisting of **THREE** (3) items (i.e. one Word file, one PowerPoint file, and one completed document from your mentor or supervisor evaluating your performance in the work placement). The written component should be 2000-2500 words maximum in length excluding the title page and reference list. The presentation component will be in PowerPoint format with voice-over limited to 5 slides and no longer than 5 minutes in duration. The performance evaluation will be completed by your mentor or supervisor.

A portfolio documents what you experienced in the work placement and how you have learnt from this.

You will need to address the following criteria:

1. Provide a brief overview of the organisation and identify your key tasks and roles undertaken.
2. Outline the skills and knowledge you applied in the work placement that were initially developed in your university studies. Highlight any significant gaps.
3. Identify specific skills you began to develop during your work placement, including any workplace etiquette observed, that might be useful for future career advancement.
4. Outline some of the issues or difficulties you encountered during your work placement and explain how you resolved these.
5. Propose a strategy for developing and maintaining connections with key individuals from your work placement. In addition, think about networking opportunities outside the organisation (e.g. LinkedIn) that might lead to future employment opportunities.
6. Provide an evaluation of your performance in the work placement from your mentor or supervisor.

Instructions and advice

- This is an individual assessment (no groups).
- The use of 'I' or first person tone is permitted.
- Submit your portfolio online through the unit Moodle site.

Your written component should contain the following:

- A single Word document (no PDF) that addresses each of the 6 criteria listed above plus a reference list, using APA referencing style, showing use in-text of at least six (6) scholarly sources of information from a combination of academic journal articles, academic textbooks, trade journals and websites.
- The Word document will be presented as a formal report making use of headings and sub-headings throughout.
- Use size 12 font with 1.5 line-spacing in this Word document.
- An appendix or appendices (this is **compulsory**) inserted at the end of the Word document that includes:

    - Performance evaluation from your mentor or supervisor.
    - Self-evaluation documenting your learning journey in the workplace.
    - Any other supporting items such as graphs, charts, tables and diagrams you deem suitable.

Your presentation component should contain the following:

- A summary only of key information in your written Word document.
- The format will be PowerPoint with voice-over (no word limit) but limited to a maximum 5 slides and a maximum 5 minutes in duration.

Assessment Due Date

Review/Exam Week Wednesday (10 October 2018) 11:45 pm AEST

Return Date to Students

Wednesday (24 October 2018). The return date will apply to submissions made before or on the due date.

Weighting
70%

Assessment Criteria

- Overview of organisation and key tasks and roles undertaken. Out of 8 marks.
- Skills and knowledge applied in work place from university studies. Out of 8 marks.
- Development of new skills and etiquette from work placement. Out of 8 marks.
- Issues and difficulties encountered during work placement. Out of 8 marks.
- Proposed networking for future employment opportunities. Out of 8 marks.
- Citations and Reference list. Out of 4 marks.
- Inclusion of mentor or supervisor performance evaluation. Out of 5 marks.
- Self-evaluation. Out of 6 marks.
- Supporting items. Out of 2 marks.
- Spelling, grammar and written presentation. Out of 3 marks.
- PowerPoint meets specified requirements. Out of 5 marks.
- Voice-over is clear and fluent. Out of 5 marks.
- Total: Out of 70 marks.

Referencing Style

- [American Psychological Association 6th Edition (APA 6th edition)](#)

Submission
Online

Submission Instructions
Online (through Moodle)

Learning Outcomes Assessed

- Develop relevant skills and etiquette in the workplace
- Contribute to workplace tasks or projects
- Establish networking skills for future employment opportunities.

Graduate Attributes

- Communication
- Critical Thinking
- Information Literacy
- Information Technology Competence
- Cross Cultural Competence
- Ethical practice
- Social Innovation

Academic Integrity Statement

As a CQUniversity student you are expected to act honestly in all aspects of your academic work.

Any assessable work undertaken or submitted for review or assessment must be your own work. Assessable work is any type of work you do to meet the assessment requirements in the unit, including draft work submitted for review and feedback and final work to be assessed.

When you use the ideas, words or data of others in your assessment, you must thoroughly and clearly acknowledge the source of this information by using the correct referencing style for your unit. Using others' work without proper acknowledgement may be considered a form of intellectual dishonesty.

Participating honestly, respectfully, responsibly, and fairly in your university study ensures the CQUniversity qualification you earn will be valued as a true indication of your individual academic achievement and will continue to receive the respect and recognition it deserves.

As a student, you are responsible for reading and following CQUniversity's policies, including the **Student Academic Integrity Policy and Procedure**. This policy sets out CQUniversity's expectations of you to act with integrity, examples of academic integrity breaches to avoid, the processes used to address alleged breaches of academic integrity, and potential penalties.

What is a breach of academic integrity?
A breach of academic integrity includes but is not limited to plagiarism, self-plagiarism, collusion, cheating, contract cheating, and academic misconduct. The Student Academic Integrity Policy and Procedure defines what these terms mean and gives examples.

Why is academic integrity important?
A breach of academic integrity may result in one or more penalties, including suspension or even expulsion from the University. It can also have negative implications for student visas and future enrolment at CQUniversity or elsewhere. Students who engage in contract cheating also risk being blackmailed by contract cheating services.

Where can I get assistance?
For academic advice and guidance, the Academic Learning Centre (ALC) can support you in becoming confident in completing assessments with integrity and of high standard.

What can you do to act with integrity?

Be Honest
If your assessment task is done by someone else, it would be dishonest of you to claim it as your own

Seek Help
If you are not sure about how to cite or reference in essays, reports etc, then seek help from your lecturer, the library or the Academic Learning Centre (ALC)

Produce Original Work
Originality comes from your ability to read widely, think critically, and apply your gained knowledge to address a question or problem