



COIT13239 *Undergraduate ICT Internship*

Term 1 - 2018

Profile information current as at 29/04/2024 08:52 am

All details in this unit profile for COIT13239 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

Undertaking an internship or work-integrated learning (WIL) provides you with experiences to advance your work readiness and opportunities to demonstrate your skills in your chosen discipline while working in an authentic environment. During the internship, you will put into practice the knowledge and skills you have gained while studying your discipline units. You will reflect on your developing practical skills and your learning experiences in the context of WIL, while also putting into practice your teamwork and communication. You will spend ten weeks with your internship host during your last term and the remaining three weeks on campus.

Details

Career Level: *Undergraduate*

Unit Level: *Level 3*

Credit Points: *12*

Student Contribution Band: *8*

Fraction of Full-Time Student Load: *0.25*

Pre-requisites or Co-requisites

Prerequisites: All core and discipline units except COIT13230, COIT13232 and COIT13236 which this unit replaces.

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 1 - 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. **Written Assessment**

Weighting: Pass/Fail

2. **Presentation**

Weighting: Pass/Fail

3. **Portfolio**

Weighting: Pass/Fail

4. **Written Assessment**

Weighting: Pass/Fail

5. **Written Assessment**

Weighting: Pass/Fail

Assessment Grading

This is a pass/fail (non-graded) unit. To pass the unit, you must pass all of the individual assessment tasks shown in the table above.

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](#).

Unit Learning Outcomes

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

1. Apply academic knowledge and skills in an authentic work environment
2. Communicate an understanding of the relevance of legal and ethical issues related to your discipline
3. Work collaboratively in teams in the context of a workplace
4. Critically reflect on strength and weakness in knowledge and skills related both to your discipline and workplace experience.

Alignment of Learning Outcomes, Assessment and Graduate Attributes



Alignment of Assessment Tasks to Learning Outcomes

Assessment Tasks	Learning Outcomes			
	1	2	3	4
1 - Written Assessment - 0%	●	●	●	●

Alignment of Graduate Attributes to Learning Outcomes

Graduate Attributes	Learning Outcomes			
	1	2	3	4
1 - Communication		○	○	○
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

[illegible]

Textbooks and Resources

Textbooks

There are no required textbooks.

IT Resources

You will need access to the following IT resources:

- CQUniversity Student Email
- Internet
- Unit Website (Moodle)

Referencing Style

All submissions for this unit must use the referencing style: [Harvard \(author-date\)](#)
For further information, see the Assessment Tasks.

Teaching Contacts

Lily Li Unit Coordinator
l.li@cqu.edu.au

Schedule

Week 1 - 05 Mar 2018

Module/Topic	Chapter	Events and Submissions/Topic
		Attend online Zoom meeting with unit coordinator. Link to be posted on COIT13239 Moodle website. This session will discuss assessment requirements for the term. When: Friday 9th March 2018 6pm (QLD).

Week 2 - 12 Mar 2018

Module/Topic	Chapter	Events and Submissions/Topic
		Attend host organisation.

Week 3 - 19 Mar 2018

Module/Topic	Chapter	Events and Submissions/Topic
		Attend host organisation.

Week 4 - 26 Mar 2018

Module/Topic	Chapter	Events and Submissions/Topic
		Attend host organisation. Submit Assessment Part 1: Overview of Host organisation and description of your tasks. Due Friday 30th March 2018 at 6pm. Overview of host organisation and a description of your tasks Due: Week 4 Friday (30 Mar 2018) 6:00 pm AEST

Week 5 - 02 Apr 2018

Module/Topic	Chapter	Events and Submissions/Topic
		Attend host organisation.

Vacation Week - 09 Apr 2018

Module/Topic	Chapter	Events and Submissions/Topic
		Attend host organisation.

Week 6 - 16 Apr 2018

Module/Topic	Chapter	Events and Submissions/Topic
		Attend host organisation.

Week 7 - 23 Apr 2018

Module/Topic	Chapter	Events and Submissions/Topic
		Attend host organisation. Optional Attend online Zoom meeting with unit coordinator. Link to be posted on COIT13239 Moodle website. This is a "drop-in" session in case you have some questions. When: Friday 27th April 6pm (QLD).

Week 8 - 30 Apr 2018

Module/Topic	Chapter	Events and Submissions/Topic
		Attend host organisation.

Week 9 - 07 May 2018

Module/Topic	Chapter	Events and Submissions/Topic
		Attend host organisation. Unit Coordinator will open "Choices" in Moodle to enable you to select your preferred presentation time. Note: Each campus will have its own "Choice" and separate day.

Week 10 - 14 May 2018

Module/Topic	Chapter	Events and Submissions/Topic
		Last week of internship unless specific arrangements have been made. Attend online Zoom meeting with unit coordinator. Link to be posted on COIT13239 Moodle website. This session will discuss the presentation format for Week 11. When: Friday 18th May 2018 6pm (QLD).

Week 11 - 21 May 2018

Module/Topic	Chapter	Events and Submissions/Topic
		Assessment 2: Presentation of your learning experiences while at the host organisation. Due as per arrangements with unit coordinator and face-to-face presentation on campus. Presentation of your learning experiences Due: Week 11 Monday (21 May 2018) 12:00 am AEST

Week 12 - 28 May 2018

Module/Topic	Chapter	Events and Submissions/Topic
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Reflective Portfolio Due: Week 12
Friday (1 June 2018) 6:00 pm AEST

Review/Exam Week - 04 Jun 2018

Module/Topic	Chapter	Events and Submissions/Topic
		Assessment 3: Reflective Internship Report Due 8th June 2018 at 6pm.

Exam Week - 11 Jun 2018

Module/Topic	Chapter	Events and Submissions/Topic
		Internship Final Report Due: Exam Week Friday (15 June 2018) 6:00 pm AEST

Term Specific Information

Unit Coordinator: Lily Li

Location: Building 30/ Room 1.05 Rockhampton North Campus
Phone +617 4923 2267
Email: l.li@cqu.edu.au

Assessment Tasks

1 Overview of host organisation and a description of your tasks

Assessment Type

Written Assessment

Task Description

This assessment requires you to submit an overview of your host organisation, what industry they operate in, who you report to while there and a detailed description of the tasks you will undertake. The following report layout will assist you in developing your report.

- Executive summary
- Table of contents
- Introduction to the internship organisation
- Detailed description of the tasks to be undertaken
- Summary
- Reference list
- Appendices (as appropriate)

Note: None of the assessments in this unit have an explicit word length and you are to use your judgment when completing the assessments.

Assessment Due Date

Week 4 Friday (30 Mar 2018) 6:00 pm AEST

Return Date to Students

Within two weeks after the submission

Weighting

Pass/Fail

Assessment Criteria

The marking template is available on the Moodle unit website.

Referencing Style

- [Harvard \(author-date\)](#)

Submission

Online

Submission Instructions

Via Moodle

Learning Outcomes Assessed

- Demonstrate the application of academic knowledge and skills in the workplace
- Demonstrate an understanding relevant legal and ethical issues
- Demonstrate your communication and team work skills

Graduate Attributes

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

2 Presentation of your learning experiences

Assessment Type

Presentation

Task Description

This assessment requires that you give a presentation about your learning experiences while at the host organisation. The format of time allowed to each student is: 10 minutes presentation, 5 minutes Q&A, 5 minutes handover to next presenter (Total 20 minutes allocated to each student.)

- Closer to the time of your presentation, the unit coordinator will organise with you the time slot for your presentation. (Note: The presentation date will be determined by availability of appropriate rooms on each campus during Week 11)
- You should base your presentation on aspects of your learning journey while at the host organisation and these should be discussed in more depth in your reflective internship report.

Assessment Due Date

Week 11 Monday (21 May 2018) 12:00 am AEST

Due as per arrangements with unit coordinator and face-to-face presentation on campus

Return Date to Students

Week 12 Monday (28 May 2018)

Within two weeks after the presentation

Weighting

Pass/Fail

Assessment Criteria

Preparation and consistency of the presentation

- Set up and use of visual aids
- Timing of presentation, including Q&A
- Presented content is relevant to the internship
- Content is clear and concise

Presentation manner

- Professional dress
- Content is well explained
- Response to questions during Q&A

Referencing Style

- [Harvard \(author-date\)](#)

Submission

Online

Submission Instructions

As per arrangements with unit coordinator and face-to-face presentation on campus

Learning Outcomes Assessed

- Demonstrate the application of academic knowledge and skills in the workplace
- Demonstrate an understanding relevant legal and ethical issues
- Demonstrate your communication and team work skills

Graduate Attributes

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

3 Reflective Portfolio

Assessment Type

Portfolio

Task Description

A reflective e-portfolio is a learning tool that enables you to accumulate evidence of your learning achievement. For this assessment you should reflect on your assigned daily activities and whether you met agreed outcomes.

In this unit we will use Mahara as the e-portfolio. Please refer to the unit Moodle site for more detailed instructions on how to use Mahara, including how to create a Secret URL. You can practice creating your Secret URL as many times as you want, before the final one you submit via Moodle.

Your e-portfolio is based on the tasks you perform at the host organisation. You should consider why those tasks helped you learn, what the learning experiences comprises of and academic references to support your claim to learning.

You should also relate your reflective activities to the unit learning outcomes.

Please see the Moodle site for some examples of reflective portfolios.

Assessment Due Date

Week 12 Friday (1 June 2018) 6:00 pm AEST

Return Date to Students

Exam Week Monday (11 June 2018)

Within two weeks after the submission

Weighting

Pass/Fail

Assessment Criteria

Entries are to be made in your portfolio on each occasion that an activity is undertaken. You should reflect on the activity undertaken, the outcome, whether you met agreed timelines and outcomes, any difficulties experienced and the learning you have gained.

Please see Moodle unit website for more specific marking criteria.

There is no explicit word length for this assessment as each of you will have different experiences as you interact with different people and environments.

Referencing Style

- [Harvard \(author-date\)](#)

Submission

Online

Learning Outcomes Assessed

- Demonstrate the application of academic knowledge and skills in the workplace
- Demonstrate an understanding relevant legal and ethical issues
- Demonstrate your communication and team work skills
- Reflect on areas of strength and weakness in your knowledge base and outline how any gaps will be addressed.

Graduate Attributes

- Communication
- Problem Solving
- Critical Thinking

- Information Literacy
- Team Work
- Information Technology Competence
- Cross Cultural Competence
- Ethical practice

4 Internship Final Report

Assessment Type

Written Assessment

Task Description

This assessment is your final report on your learning journey at the internship organisation.

There is no explicit word length requirements but you must submit a report that allows your marker to fully understand what you learned and how this helped you to carry out your tasks. You should consider how the internship has assisted you in filling any knowledge gaps you may have felt you possessed.

You need to exercise your own judgment on this. When I was working in industry I wrote many report and requested my staff to do so as well. At no time was I ever/did I ever set a word limit as I was expected to address the report topic clearly, concisely while at the same time giving the details to inform others of the topic.

Having said that, I do not believe you can give enough detail for your overview assessment in one page, nor should you need 20 pages. Exercise your judgment to state what you need to and discuss it in enough detail so that we understand what you are doing.

Assessment Due Date

Exam Week Friday (15 June 2018) 6:00 pm AEST

Return Date to Students

On certification day

Weighting

Pass/Fail

Assessment Criteria

Your report should consist of:

- Executive summary
- Introduction
- Placement procurement and orientation
- Description of tasks performed
- Significant activities, events and reflections
- Perceived strategic alignment of your tasks to organisational strategy
- Conclusions
- Reference list
- Appendices (as appropriate)
- Report quality

Referencing Style

- [Harvard \(author-date\)](#)

Submission

Online

Learning Outcomes Assessed

- Demonstrate the application of academic knowledge and skills in the workplace
- Demonstrate an understanding relevant legal and ethical issues
- Demonstrate your communication and team work skills
- Reflect on areas of strength and weakness in your knowledge base and outline how any gaps will be addressed.

Graduate Attributes

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

5 Host Organisation Feedback

Assessment Type

Written Assessment

Task Description

This assessment is based on the feedback from your internship organisation. You do not have to submit this assessment.

Assessment Due Date

As received from Australian Internships

Return Date to Students

On certification day

Weighting

Pass/Fail

Assessment Criteria

Referencing Style

- [Harvard \(author-date\)](#)

Submission

No submission method provided.

Learning Outcomes Assessed

- Demonstrate the application of academic knowledge and skills in the workplace
- Demonstrate an understanding relevant legal and ethical issues
- Demonstrate your communication and team work skills

Graduate Attributes

- Communication
- Problem Solving
- Critical Thinking
- Information Literacy
- Team Work
- Information Technology Competence
- Cross Cultural Competence
- Ethical practice

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