



# COIT13239 Undergraduate ICT Internship

## Term 2 - 2018

Profile information current as at 20/04/2024 05:06 pm

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

Pre-requisites: You must have completed all units in your course except this one and passed all those units on the first attempt. Anti-requisites: If you have completed any of these units - COIT13230, COIT13232 or COIT13236, then you cannot enrol in this unit.

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. **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](#).

## 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 Self reflection.

##### **Feedback**

Find more internship opportunities for undergraduate students.

##### **Recommendation**

More industry engagement activities recommended.

## 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.



## 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](mailto:l.li@cqu.edu.au)

## Schedule

### Week 1 - 09 Jul 2018

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

### Week 2 - 16 Jul 2018

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

### Week 3 - 23 Jul 2018

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

### Week 4 - 30 Jul 2018

Module/Topic	Chapter	Events and Submissions/Topic
		Attend host organisation. <b>Submit Assessment Part 1: Overview of Host organisation and description of your tasks.</b>

### Week 5 - 06 Aug 2018

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

Vacation Week - 13 Aug 2018		
Module/Topic	Chapter	Events and Submissions/Topic
		Attend host organisation.
Week 6 - 20 Aug 2018		
Module/Topic	Chapter	Events and Submissions/Topic
		Attend host organisation.
Week 7 - 27 Aug 2018		
Module/Topic	Chapter	Events and Submissions/Topic
		Attend host organisation. <b>Optional</b> 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 at 6pm (QLD).
Week 8 - 03 Sep 2018		
Module/Topic	Chapter	Events and Submissions/Topic
		Attend host organisation.
Week 9 - 10 Sep 2018		
Module/Topic	Chapter	Events and Submissions/Topic
		Attend host organisation. <b>Unit Coordinator will open</b> "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 - 17 Sep 2018		
Module/Topic	Chapter	Events and Submissions/Topic
		Last week of internship unless specific arrangements have been made. <b>Attend</b> online Zoom meeting with unit coordinator. Link to be posted on COIT13239 Moodle website. This session will discuss the presentation format for Week 11. <b>When:</b> Friday at 6pm (QLD).
Week 11 - 24 Sep 2018		
Module/Topic	Chapter	Events and Submissions/Topic
		<b>Assessment 2: Presentation of your learning experiences while at the host organisation.</b> Due as per arrangements with unit coordinator and face-to-face presentation on campus.
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
		<b>Assessment 3:</b> Reflective Internship Report
Exam Week - 15 Oct 2018		
Module/Topic	Chapter	Events and Submissions/Topic

## Term Specific Information

Unit Coordinator: Dr Lily Li

Location: CQUniversity Rockhampton, Building 30/1.05, Bruce High Way, QLD 4702

Phone: 61 7 4923 2267

Email: l.li@cqu.edu.au

## Assessment Tasks

### 1 Internship Assessments and Presentation

#### Assessment Type

Written Assessment

#### Task Description

Task Description

All assessments in this unit are PASS/FAIL.

This assessment consists of four components: an overview of your host organisation and a description of your tasks, a presentation based on your learning journey, a reflective internship report and feedback from the host organisation. None of the assessments in this unit have an explicit word length and you are to use your judgment when completing the assessments.

#### 1 - Overview of Host Organisation (report format)

- 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)

#### 2 - Presentation

- 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.
- 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

#### 3 - Reflective Internship Report

- This assessment requires that you write a final report on your placement with your host organisation and reflect on your learning journey at your host organisation. As mentioned earlier 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 reflect on how the internship has assisted you in identifying and filling any knowledge gaps you may have felt you possessed. I do not believe you can give enough detail for your assessment in one page, nor should you need 20 pages. Exercise your judgement to state what you need to and discuss it in enough detail so that we understand what you have achieved and did during your internship.

Your report should consist of the following:

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

#### 4 - Feedback from Host Organisation

- This assessment is based on the feedback from your host organisation. You do not need to submit this assessment.
- The unit coordinator will upload the feedback to Moodle.

#### **Assessment Due Date**

Separate items as per schedule.

#### **Return Date to Students**

Items 1 and 2 - within two weeks of submission. Items 3 and 4 on Grade Certification day.

#### **Weighting**

Pass/Fail

#### **Assessment Criteria**

Please refer above to the assessment description section for details as to the content of the assessments. Assessments are to be uploaded as MS Word documents, and/or MS PowerPoint slides. You may also upload MS Project documents to support your work. No other type of upload will be accepted.

Marking templates are on Moodle and you may wish to use these as a template for your reports.



**Referencing Style**

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

**Submission**

Online

**Submission Instructions**

Via Moodle

**Learning Outcomes Assessed**

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

**Graduate Attributes**

- Communication
- Problem Solving
- Critical Thinking
- Information Literacy
- Team Work
- 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